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**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**REPORT OF THE BOARD OF TRUSTEES AND
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31 MARCH 2009**

Atkinson Finch & Co
Registered Auditors
Chartered Accountants
Central Chambers
45-47 Albert Street
Rugby
CV21 2SG

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**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

	Page
Report of the Board of Trustees	3
Report of the Independent Auditors	20
Consolidated Statement of Financial Activities	22
Consolidated Balance Sheet	23
Balance Sheet	24
Consolidated Cashflow Statement	25
Notes to the Financial Statements	26

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY
REPORT OF THE BOARD OF TRUSTEES
FOR THE YEAR ENDING 31 MARCH 2009
(INCORPORATING THE DIRECTORS' REPORT)**

The Board presents the report with the financial statements of the British Association for Counselling and Psychotherapy (BACP) Group for the year ended 31 March 2009.

Company Status

BACP is a company limited by guarantee, without a share capital, and is a registered charity. The guarantee of each member is limited to £1. The governing document is the Memorandum and Articles of Association of the company and members of the Board of Trustees are directors of the company.

The company registration number is 2175320 (incorporated 8 October 1987)

The charity registration number is 298361

The registered office is BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB

Basis of accounting

The financial statements comply with the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (revised 2005), and with the Companies Act 1985.

Group Structure

BACP has three wholly owned subsidiaries called BACP Enterprises Limited, BACP Research Foundation and Faculty of Healthcare Counsellors and Psychotherapists (FHCP) Limited.

BACP Enterprises Limited mainly receives its income from advertisements placed in Journals produced by BACP, online advertisements and events also make a contribution to income.

The Faculty of Healthcare Counsellors and Psychotherapists Limited has not operated in the year.

BACP Research Foundation did not commence operations in the year, however expenditure totalling £28,974 relating to pre start up costs were incurred.

Structure, Governance and Management

Chair

The Chair is elected by the members, and the Officers are appointed by the Trustees. The Board convenes four times each year and holds an additional 24 hour strategic planning event.

Trustees

The Board of Trustees consists of between 7 and 11 members. Trustees serve for a term of three years, and may be appointed to serve for one further term. Appointment is by election announced at, and with effect from, the Annual General Meeting, which takes place in September/October each year, and postal ballots are conducted when necessary.

Trustees are appointed by election from the membership of the Association by single transferrable vote, supervised by an external organisation appointed by the President of the Association.

Name	Date of appointment/ resignation	Membership of other Committees
Nicola Barden (Chair)	Elected 12/10/02 Elected Chair 15/10/05 Resigned 17/10/08	Strategic Direction Committee Remuneration and Succession Committee
Lynne Gabriel (Chair)	Elected 17/10/08	Strategic Direction Committee Remuneration and Succession Committee
John Cowley (Deputy Chair)	Elected 16/10/04 Elected Deputy Chair 15/10/05 Resigned as Deputy Chair 17/10/08 <i>Currently completing elected term as Governor</i>	Strategic Direction Committee Remuneration and Succession Committee Finance and Policy (formerly Audit) Committee
Linda Aspey	Elected 12/10/02 Re-elected 15/10/05 Re-elected 19/10/07	Finance and Policy (formerly Audit) Committee
Noreen Griffiths	Elected 12/10/02 Re-elected 15/10/05 Re-elected 19/10/07	
John Briffitt	Elected 18/09/03 Re-elected 06/10/06 Resigned 17/10/08	Finance and Policy (formerly Audit) Committee
Janet Tolan	Elected 18/09/03 Re-elected 06/10/06 Re-elected 17/10/08	Finance and Policy (formerly Audit) Committee
Kathy Raffles	Elected 16/10/04 Re-elected 19/10/07	
Amanda Hawkins	Elected 06/10/06	Finance and Policy (formerly Audit) Committee

Gail King	Elected 06/10/06 Re-elected 17/10/08
Faith Stafford	Elected 06/10/06
Anna Hamilton	Elected 19/10/07
Elsbeth Schwenk	Elected 17/10/08

Some members of the Board of Trustees are also members of other Committees as detailed above. Members of the Board of Trustees may attend other Committee meetings as required.

All Trustees must be members of BACP and the members are able to nominate Trustees for election. The Board may co-opt members with the relevant skills and experience to fill any vacancies that may arise.

On appointment each Trustee completes a register of interests. They are given a Trustee Handbook that includes the Memorandum and Articles of Association, policies and procedures on issues such as delegation of authority, recruitment, equal opportunities, investment, reserves, conflict of interest, and other guidance. It contains a role description for Trustees and a copy of various other, relevant, Charity Commission leaflets including 'The Essential Trustee: What you need to know' (CC3).

The new Trustees meet with the Chair and Chief Executive and are invited to an induction tour of the office. Training needs are assessed and met.

Company law requires the Board of Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and group, and of the surplus or deficit of the group for that year. In preparing these financial statements, the Board of Trustees is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and statements of recommended practice without any material departures; and
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company and group will continue in business.

The Board of Trustees is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company, and to enable it to ensure that the financial statements comply with the Companies Act 1985, the Charities Act 1993, and the Statement of Recommended Practice for Accounting and Reporting by Charities (revised 2005). It is also responsible for safeguarding the assets of the company and group, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

So far as the Board of Trustees is aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each Trustee has taken all the steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant audit information and to establish that the group's auditors are aware of that information.

Management and Staffing

BACP Trustees have delegated the management of BACP to the Chief Executive who reports on the performance against the Strategic Plan approved by the Trustees.

The Chief Executive and the Director of Finance report, via the Treasurer and Finance and Policy (*formerly Audit*) Committee, on the financial position, including the actual performance compared to budget. Management Accounts are received quarterly by the Board and regularly by the Finance and Policy Committee.

The Chief Executive, Mr L W Clarke, who is also the Company Secretary, has responsibility for planning and developing the services and strategies for BACP, within clear policies and protocols set by the Trustees.

The Chief Executive ensures that the staff team is recruited and supported to provide the skills and expertise needed to run a successful organisation, and that the values of BACP are observed. Particular attention to staffing structures and staff development has been key and during the reporting period the Chief Executive undertook a review of the senior staffing structure. As a result, the following Directorate was established:

- Sally Aldridge – Director of Regulatory Policy
- Carl Boucher – Director of Information Communication Technology
- Beverley Brennan – Director of Human Resources and Customer Relations
- Simone Drakeford – Director of Finance
- Cristian Holmes – Director of Marketing, Communications and Membership
- Nancy Rowland – Director of Research, Policy and Professional Practice

The Chief Executive has direct line management of the Directorate team. The Senior Management Team includes the six Directors, plus the following:

- Sarah Browne – Head of Journals
- Helen Coles – Head of Professional Standards
- Gráinne Griffin – Head of Professional Conduct

The responsibilities of the Chief Executive include operational responsibility through the Directorate for Finance, Human Resources and Customer Relations, Marketing, Stakeholder Communications across the four home countries, Europe and internationally, Membership, PR and media strategy, Publications, Regulation, Research, Policy and Professional Practice and IT systems used by BACP.

Committees

A number of supporting Committees for the Board have been established. The supporting Committees are as follows:

- Finance and Policy (*formerly Audit*)
- Professional and Ethical Practice
- Professional Standards
- Remuneration and Succession (*to 5 March 2009*)
- Research Committee
- Strategic Direction.

Each Committee has its own Terms of Reference which are reviewed on an annual basis, and reports from the Committees are a standing Agenda item for the Strategic Direction Committee. The Finance and Policy Committee submits a full report at the Board meetings. The Board also receives reports from others, outside of our main work areas, as described later in this report.

As a result of the preliminary Governance Review work the decision to dissolve the Remuneration and Successions Committee was actioned in this period, as formally ratified by the Board of Governors on 5 March 2009.

Other Committees, Working Groups and Forums are set up as needed to support and inform staff, and these include the following Forums:

- Coaching
- Equality and Diversity
- Student
- Supervision
- Training and Learning
- Third (formerly Voluntary) Sector

Following a survey of student members, the Student Forum was created in January 2009 to enable understanding of the needs of students and to explore ways of offering appropriate support to that cohort of members as they progress along their career path.

Preliminary work was completed in the year to establish a Forum for those working with offenders and ex-offenders and in the wider context of anyone touched by the criminal justice system.

BACP is very grateful to these Committees and Forums and all those who have helped to develop BACP's work and influence.

Membership of BACP

The different categories of BACP membership are listed below. Members of each of these categories are also members of the Company and, have full voting rights.

- Student
- Associate
- Individual Member (closed category)
- Member MBACP
- Accredited
- Senior Accredited
- Organisational Member

The other category of membership is Affiliate, which does not have any voting rights.

Full details of membership categories are always available on the website, and application forms can be downloaded.

Risk assessment

During the year, the Finance and Policy Committee and the Board of Trustees have carried out an assessment of the risks to which the charity is exposed, particularly business, operational and financial. Subsequent to this, policy, procedures and reporting regimes have been introduced to manage and reduce the identified risks.

The Trustees have agreed clear lines of delegation and authority to staff, and have involved staff in recognition of risk in all their activities.

There is some sensitivity to the income streams in the context of membership income, and the Trustees have approved the development of BACP Enterprises Limited as an income generator, external to membership subscriptions, to address this risk as much as possible.

Objectives and aims

Our vision:

An emotionally healthy society

Our mission:

To achieve this vision, our mission is 'to enable access to ethical and effective psychological therapy by setting and monitoring professional standards'

Our objectives:

BACP is established:

- (i) to promote and provide education and training for counsellors and/or psychotherapists working in either professional or voluntary settings, whether full or part-time, with a view to raising the standards of counselling/psychotherapy for the benefit of the community and in particular for those who are the recipients of counselling/psychotherapy; and
- (ii) to advance the education of the public in the part that counselling and/or psychotherapy can play generally and in particular to meet the needs of those members of society where development and participation in society is impaired by mental, physical or social handicap or disability.

The income and property of the Association is used for the promotion of the aims and objectives summarised here. Importantly for BACP's members and the general public, BACP is a registered charity, legally recognised as established and existing for charitable purposes only. This means that the funds raised do not profit the Association, its employees or Trustees - they are used to achieve the above objectives, developing the Association for the benefit of its members and the community it serves.

Our work today

BACP seeks to advise and inform national and international policy and procedures concerned with counselling and psychotherapy, offering information and guidance to those involved in the process. Through regular consultation, the Association continues to offer advice, as appropriate, to the Government throughout the UK on all counselling and psychotherapy matters. BACP is consulted by Government bodies, professional bodies, funding organisations, teaching institutions and many others on important issues concerning counselling and psychotherapy. The Association is strongly committed to high practice standards and the protection of the public. This work is of the utmost importance in view of the approaching statutory regulation of counselling and psychotherapy. The Director of Regulatory Policy, and the team, are involved in a number of national committees, projects and stakeholder groups in the context of potential statutory regulation.

The Association sets, promotes and maintains standards for the profession. The Ethical Framework for Good Practice in Counselling and Psychotherapy, with its Professional Conduct Procedure, ensures that members of BACP abide by an accepted and approved code of conduct and accountability. This completely revised Framework, introduced in April 2002, provides a core frame of reference for members to use in their relations with clients, colleagues, fellow members and the wider community. It safeguards both practitioners and members of the public alike. The Professional Conduct Department deals with any alleged breaches of conduct.

BACP sets and monitors its own advertising policy to ensure that both Accredited and non-Accredited members advertise their services in a way that does not misinform or mislead the public. The Association publishes an on-line *Counselling and Psychotherapy Resources Directory (CPRD)*. It is the most accurate, comprehensive and accessible listing of counsellors, psychotherapists, supervisors, trainers, organisations and services available. BACP has published guidance to members of the public on choosing the most appropriate counsellor or psychotherapist according to their needs.

The Association has a reduced fee for all grades of individual membership and for its Accreditation schemes. This enables those with limited income to benefit from the support and recognition which accompanies BACP membership and Accreditation.

BACP also sets recognised standards for the delivery of education and training. By awarding accredited status to suitable counselling and psychotherapy courses, BACP enables those starting and advancing in the field to achieve a level of excellence recognised throughout the profession. The Regulatory Policy and Professional Standards teams worked with members of the Core Curriculum Consortium to produce draft Standards of Proficiency that have been used in the development of draft Standards of Proficiency for counsellors and psychotherapists being considered by the Health Professions Council in the context of statutory regulation. Those individuals who have successfully achieved BACP accredited status are nationally recognised as counsellors, psychotherapists, supervisors and trainers, practising to high professional standards. The re-accreditation process, based on continuing professional development and reflective practice, ensures that the Accredited members remain at the forefront of the profession.

BACP's *Training Directory*, also available on-line by subscription, contains details of course listings for Universities, Further Education Colleges and specialist training providers. It also includes an 'Essential Information for Students' section, with useful information on funding, bursaries, open learning, accreditation and the principles of counselling. The directory includes lists of awarding bodies, a glossary of terms, a guide to theoretical approaches, and an introductory reading list.

BACP disseminates information to the public about the profession by producing a wide range of books, guidelines, journals and pamphlets. This includes publications for counsellors and psychotherapists, those receiving therapy, purchasers of counselling services and those involved in many other different areas of counselling and psychotherapy.

BACP has launched a Client Helpdesk to assist in good practice and help clients with any queries about the counselling and psychotherapy process. As a result of the qualitative study of clients' expectations, work is ongoing on a variety of other initiatives to enhance the public education and knowledge of counselling and psychotherapy and to enable public access to information on the profession.

BACP receives on average 5,000 telephone and email enquiries each month, with an average 55,000 visits a month to the Find a Therapist section of the website demonstrating an increasing use of the internet by members of the public. Information on locating counsellors and psychotherapists, counselling services, supervisors and details of specialist organisations is provided and the directory has become an essential tool for potential clients seeking BACP practitioners. Information sheets are produced on a multitude of topics. An Ethical Helpdesk service is available to BACP members, providing a service to those encountering ethical dilemmas in their practice.

A busy programme of conferences, seminars, workshops and other training events is run each year, providing continuing professional development opportunities for counsellors and psychotherapists and other professionals.

BACP's PR, Media and Communications team works to promote public knowledge and awareness of counselling and psychotherapy. The team plays a significant role in developing public understanding of the profession as counselling and psychotherapy's public profile is raised. It ensures that the message to all relevant external audiences (be it Governments, the media or the general public) is delivered consistently, coherently, and as widely as possible. PR and Communications, together with the Media Relations Team, continually responds on behalf of BACP to all relevant reports, press releases, programmes and other topical occurrences. BACP appears regularly in both national and local press and across a wide range of media.

BACP also aims to undertake and commission research to encourage informed practice. A very important element of BACP's research strategy is to identify and review the evidence base for counselling and psychotherapy, and, where possible, to commission or facilitate primary research. The Research Department thereby contributes to BACP's overall aim to develop the profession and to make it widely recognised and understood by the general public, consumers, service purchasers, and by members of allied professions. All this is underpinned by the publication of a Research Journal and a variety of research reports.

The *Ethical Guidelines for Researching Counselling and Psychotherapy* ensures that members of BACP who undertake research abide by an accepted and approved code of conduct, based on the concept of trust between researchers and researched. This provides a core framework for members to use in their work.

The Research Network, facilitated by the Research Department, enables its members to make direct contact via the Research Directory. This comprehensive directory is available free to BACP members and is used for information sharing and networking, averting duplication of work. All BACP members, whether beginners or experts in research, can benefit from the Research Network. BACP's Research pages can be found at <http://www.bacp.co.uk/research/>

BACP also works with a number of Divisions that represent crucial and important special interest groups which are as follows:

- Association for Counselling at Work (ACW)
- Association for Independent Practitioners (AIP)
- Association for Pastoral and Spiritual Care and Counselling (APSCC)
- Association for University and College Counselling (AUCC)
- Counselling Children and Young People (CCYP)
- Faculty of Healthcare Counsellors and Psychotherapists (FHCP)

Membership of BACP Divisions continued to grow and their work focussed on information provision, delivery of conferences and journals specifically related to the relevant sector, and an understanding of the role that websites can play in informing and supporting their members.

Their work is described briefly below:

ACW exists to promote best practice in workplace counselling and the provision of related employee support interventions, providing a mutual support network for individuals and organisations working in this area. It achieves this by facilitating local networks, influencing purchasers of counselling services and disseminating information through its journal, conferences, local consultation events and the ACW website.

AIP represents the interests of independent practitioners. It provides the information and support necessary for the modern professional practitioner through a wide range of training opportunities, its website and a quarterly journal that keeps members up-to-date with the world of therapy through articles and discussion columns.

APSCC seeks to promote the values of the spiritual dimension, pastoral care and counselling and encourages the recognition of pastoral care and counselling as distinct yet complementary practices. APSCC members work in both the voluntary and paid sectors and come from a broad range of professional backgrounds.

AUCC promotes student counselling as an integral part of the educational process in FE and HE institutions through the establishment and development of counselling networks both within and without the institution. AUCC seeks to promote and foster good practice through research, dissemination of knowledge, through its journal, website and annual conference, and resource provision. Members have access to up-to-date national and international information, research and publicity material.

CCYP promotes, develops and supports counselling and psychotherapy for children and young people in a wide range of settings. The Division advocates for young people to have access to professional counselling, has published school counselling best practice guidelines, disseminates good practice and research findings through conferences and a quarterly journal and offers information to its members on ethical issues.

FHCP provides a forum for those involved with counselling in GP surgeries, hospitals and other healthcare settings. It provides training, through a variety of conferences and publications, for therapists working in all professional healthcare settings with a view to maintaining standards of practice and service delivery.

Principal achievements for the year

The principal activities and achievements for the year are summarised below:

Client Perspectives

Following the qualitative research project on understanding client, and potential client, perspectives on therapy, the report was launched at Annual Conference, supported by a display of artwork generated by clients. The project helped BACP understand how it might work to de-stigmatise counselling and psychotherapy and make the process of finding a therapist easier for clients. A series of workshops, '*What Clients Really Think*' has been delivered to practitioners and students to gain further understanding. Work is ongoing to create a new resource that will help potential clients find a therapist.

Member Services

Membership is renewed annually and at 31 March 2009 BACP had 31,405 (2008 – 29,340) individual members, and 1,117 (2008 – 1,135) organisational members. This is an increase of 7% in the number of individual members. There was significant interest in student membership, following an initiative to work closely with training institutions to streamline the process of student applications.

The popular email bulletin to members was redesigned during the year, and new email alerts for CPR and specialist activities were established.

During this year seven free of charge Regional Consultations for members were held on a geographical basis across the four home countries, one jointly with the Irish Association for Counselling and Psychotherapy, attracting over 80 delegates on average per event. The purpose of the Regional Consultations was to continue to consult on emerging issues for BACP and the profession, and to update members on the latest developments in the regulatory arena.

Information Services

Continuing work on the publication of guideline documents saw the introduction of several new Information Sheets on a range of topics, and updates to many more

The Information team responded to over 1,500 enquiries per month, many of which were challenging and complex issues. The BACP website now receives circa 1.2 million visitors per annum enabling members, the public and other stakeholders to access information on BACP, counselling and psychotherapy, and acting as a shop window on the work of the Association.

The Find a Therapist section of the website now contains 6,757 entrants and has become an essential tool for members of the public seeking information on BACP practitioners.

A new initiative to help student members find placements was launched during the period. Listing over 500 UK based organisations, this web-based directory has already proved a popular and valuable addition to the services BACP offers its student members.

Information Communication Technology

The ICT team's work has again enhanced and supported services offered and access to the Association by members of the public, members, other stakeholders and staff. Activity over the period included;

- Development of a European Forum website portal that will enable Europe-wide communication, debate and collaboration for individuals and organisations
- Establishment of an on-line accreditation log to enable members to plan and review their work in the context of an application for BACP Accreditation.
- Implementation of a series of online learning modules for psychological therapy practitioners
- A 50% increase in the website design and hosting service
- Opportunities for online advertising, on the Find a Therapist pages of the website, for BACP members. This online advertising will be further developed to allow potential clients to access region-specific advertising.

Media

BACP appeared regularly in a wide range of national newspapers, as well as in consumer and trade magazines, on television, the internet and radio. This is an important and highly effective way of communicating with and informing the public about BACP and its members' services. Radio interviews included a debate about IAPT and a piece on statutory regulation, both for Radio 4.

Utilising media-monitoring services has enhanced the team's ability to monitor and track issues pertaining to the profession and allows the Association to be alerted, and respond, to forthcoming news stories about the profession, both for member and public benefit.

Customer Services

BACP's Customer Services department was launched in October 2008, following extensive consultations with BACP staff and members. During its first six months the team answered over 20,000 telephone calls and responded to more than 2,000 emails.

Research

A variety of research projects and initiatives were undertaken during the period, including;

- An examination of the ways in which school counsellors work with other professionals. This project was funded by a grant from the Children's Development Workforce Council and will contribute to the ongoing work of the Counselling in Schools Research Consortium
- BACP, a founding member of the Counselling in Schools Research Consortium (CSRC), hosts the CSRC website. Currently the CSRC activity includes a pilot randomised controlled trial (RCT) of counselling in schools in England and Scotland. Following completion of the project it proposes to bid for funding for a full RCT of counselling in schools across the United Kingdom.
- Work continued, in collaboration with the University of Leicester, to develop research skills in the counselling and psychotherapy workforce through delivery of a 'Training the Trainers' programme. This initiative was funded by a successful bid to the Economic and Social Research Council.
- BACP supported the development of a research clinic in counselling and psychotherapy at the University of Leicester to help support the development of a national infrastructure and provide a key resource for collecting research data in counselling and psychotherapy.
- Continuation of seed corn funding of £5,000 to support a BACP member to undertake a small research project
- Funding the development of a supervision research network to develop a strategic research agenda in counselling and psychotherapy and strengthen current activity
- Awarding funding to undertake two pieces of research; into sexual boundary violations in counselling and psychotherapy and another to understand why clients don't complain about experiences of poor or harmful therapy.
- Developmental work on the BACP Research Foundation continued, pending an application for charitable status. Research priorities that have been identified include workplace stress, caring for carers, children and young people and stigma.

The Director of Research, Policy and Professional Practice has also been involved in various working groups in the context of the Improving Access to Psychological Therapies (IAPT) initiative, the New Ways of Working project that aims to develop a career framework for psychological therapists in NHS primary care, and the Skills for Health work

Training, Events and Conferences

A total of 61 events were held during the last year, attracting over 2,750 delegates. A wide range of topics was covered in the programme, and BACP ensures that new innovations, best practice, Government reports and legislative changes are highlighted. Work continued in the context of the Association's commitment to ensuring accessibility to all events.

BACP members have diverse needs and responsibilities, which are addressed through the training, events and conference programme. Essential CPD is also provided through this programme. The evaluation process ensures BACP is able to design the programme to achieve best effect, and it is clear how much this is valued by members.

The programme included:

- The 2008 Annual Conference, *'Your Conference, Your Profession'*, attracted over 400 delegates to the International Centre in Telford.
- 2008's 14th Annual Research Conference, *Research and Regulation; towards a knowledge based profession* in Cardiff was attended by 200 delegates.
- CCYP's Conferences on self-harm were duplicate conferences offered in London and Newcastle/Gateshead. The total number attending was 375.
- Other Divisional Conferences, in London and Liverpool attracted a total of 330 delegates.
- *'Therapists in Court'*, six legal resource workshops held in Oxford, Edinburgh, Manchester, Cambridge, Belfast and Bristol, drew a total of 295 delegates.
- Four *Ethics and Complaints* sessions were offered in Bristol, Manchester, Eastbourne and Edinburgh and achieved a total attendance of 95.
- 37 Accreditation workshops were held in various locations covering all four nations. 925 spaces were available (25 at each workshop) and delegate numbers averaged 23 per event.

The Annual General Meeting, to which all members are invited, was held in Telford where the Chair, Nicola Barden, outlined the progress made by BACP.

The Annual Conference again applauded three successful new nominations from BACP's Recognising Achievement awards, now in their fifth year and going from strength to strength. A further two nominations were highly commended. Four new Fellowships of the Association were awarded at the same time.

During the year BACP appointed an Equality and Diversity Advisor to assist and complement the work of the Human Resources team.

BACP is very grateful to the organisations and individuals who support the training and events in so many ways. BACP thanks all those who give their time to prepare for and speak at any of the events, and all the sponsors who support BACP with venues, speakers, ideas and advice. With their continued help BACP can further expand membership services, and offer the breadth of advice and quality of information for which BACP is renowned.

Policy and Campaigns

BACP's work in seeking to influence, and to keep members informed of, legislative changes is highly regarded, according to the member attitudinal survey that followed research into what members most valued about BACP activities.

This was also demonstrated by the 60 consultations to which BACP responded. This was allied to the work of the PR and media team, who responded to circa 1,000 press enquiries in the year.

Staff, Trustees and members take on the responsibility of supporting the policy and public affairs activities of BACP through membership of various Working Parties, Committees and Consultative Groups, and through regular meetings with other organisations whose work is complementary to that of BACP.

BACP's activity in the regulatory arena has continued, as outlined below:

- BACP has participated in regular meetings with the other major professional associations in the field of counselling and psychotherapy through the Psychological Professions Alliance Group (PPAG).
- BACP has held regular meetings with Ministers, Department of Health civil servants and officers of the Health Professions Council (HPC) on the issue of the regulation of counselling and psychotherapy.
- Draft Standards of Proficiency, derived from the Core Curriculum for counselling and psychotherapy, have been developed as a preparation for entry to the HPC.
- BACP's Director of Regulatory Policy gained a place on the HPC's Professional Liaison Group for Counsellors and Psychotherapists, whose remit is to investigate and make recommendations to the Council on the future regulation of counselling and psychotherapy
- The possibility of a core curriculum for counselling/psychotherapy supervision training is being explored
- Work continues to obtain Quality Assurance Agency benchmarks.
- BACP has representation on various Reference and Working Groups established by Skills for Health, the sector skills Council for health, in the project to develop National Occupational Standards for the psychological therapies.
- BACP continues to sit on the various Improving Access to Psychological Therapies (IAPT) committees and working groups. This work includes a 'New Ways of Working with Counselling and Psychotherapy' project alongside research that is designed to enable commissioners to utilise the full range of psychological therapy interventions.
- An external consultant was engaged to liaise between BACP and members working on, or affected by, IAPT services and monitor and report on activity and developments.
- Work continues with the NICE guidelines review to include the range of theoretical orientations available to ensure client choice.
- A survey of a cross-section of members across the four home countries to establish whether or not the implications of statutory regulation will be the same across the UK.
- The Regulatory Policy team has responded to a variety of consultations in the context of regulation; the Director of Regulatory Policy being the main respondent for the Health Professions Council's consultation on the Call for Ideas for the Regulation of Counselling and Psychotherapy and the Northern Ireland consultation on A Strategy for the Development of Psychological Therapies.
- Following the consultation on A Strategy for the Development of Psychological Therapies in Northern Ireland, all BACP members in Northern Ireland have been invited to write to their local Member of the Legislative Assembly raising concerns about the document.
- BACP has been successful in gaining representation on the Northern Ireland Regional Psychotherapies Group.

Publications

During the year, BACP strategically worked to produce a number of effective publications and improvements. The following gives an insight into that work:

- *Therapy Today* was re-launched with a new, fresher design, new columnists and regular contributors, including offering perspectives from a client embarking on therapy.
- The web-based Trainee Placement Directory lists over 500 organisations that offer trainee placements
- CPRD now has more than 8,700 entries

- Over 50 Information Sheets for members were published, available for free download in the Member area of the website
- Two Information Sheets written specifically for clients were published; *'How to get the best out of your Therapist'* and *'Choosing a Counsellor'*, and linked to the Find A Therapist area of the website.
- 34 Specialist Organisation Information Sheets, creating a further helpful resource for both members and the public, were made available through the BACP website.
- A new edition of *'Talking Therapies; an essential anthology'* was published following the previous edition having sold out
- *'Essential research findings in counselling and psychotherapy; the facts are friendly'*, a co-publication between BACP and Sage, was launched at the Annual Conference.
- *'Counselling in primary care' a systematic review of the evidence* was a welcome addition to the well-regarded research series and sought to draw together, appraise and synthesise diverse research evidence and studies of client satisfaction.
- *'Confidentiality and Record Keeping in Counselling and Psychotherapy'* was another joint publication between BACP and Sage.
- The third edition of *'Guidelines for online counselling and psychotherapy'* recognised the importance of online provision for a wide range of psychological therapies.

Best sellers during the year included *'Guidelines for Good Practice: Counselling in Schools'* (and its Welsh language equivalent), *'Counselling in the Workplace: a comprehensive review'*, *'Guidelines for Telephone Counselling'*, and *'Training in Counselling and Psychotherapy Directory'*.

Divisions and Forums

The work of the BACP Divisions, Forums and Special Interest Groups continues to develop and evolve. The very important work of the Divisions is described earlier in this report.

Developing Operations

During the year the following development operations occurred:

- Work on the Governance Review continued, with anticipated completion before the end of 2009.
- The professional staff team was enhanced by the appointment of a Lead Advisor for Scotland to allow greater coverage and support, for both members and the general public, in Scotland.
- BACP worked in partnership with the Welsh Assembly Government (WAG), at strategic and operational levels, to implement WAG's National Strategy for Schools Based counselling.
- The development of a Scottish Reference Group for Children and Young People's counselling was initiated and BACP developed a Children and Young People's Stakeholder Reference Group that brought together colleagues from all four home countries.
- BACP contracted the Research and Development Centre for Mental Health (RDMH) to develop *'NHS Commissioning; a toolkit for psychological therapy providers'*.

Consultations

During the year BACP responded to 60 consultations from a range of organisations, including the National Institute for Health and Clinical Excellence, the Health Professions Council, the Welsh Assembly Government, the Scottish Government, Northern Ireland's Department of Health, Social Services and Public Safety and the Department of Health.

Volunteers

It is evident from the preceding sections of the report that the part played by volunteers in achieving the objectives is huge. BACP relies on numerous speakers at members' meetings and conferences.

Without the many volunteers that serve on its Committees, BACP would be unable to carry out the wide variety of work on which members have come to rely.

Honoraria payments made to volunteers during the year amounted to £3,432 (2008 - £3,582).

Priorities for 2009 and beyond

A prioritisation exercise in late 2006 identified a number of objectives that should be prioritised. The number one priority was identified as the development of the BACP Research Strategy and that activity was reported in detail previously. Other priorities included BACP's Information Technology and Communications system, which was featured last year. This year the focus is another priority; Membership Services.

Membership sits at the very heart of BACP, and activities over the next 12 months will seek to raise BACP's understanding and knowledge of the wants and needs of members to ensure that the Association remains relevant and provides value to its members.

Member Attitudes – meeting needs, providing value

The last member survey was carried out in 2005, and we plan to commission a new survey in 2009. Working with experienced, qualitative, researchers BACP aims to seek to understand how it can meet the current and future needs of its members in what looks to be a very interesting, and sometimes challenging, climate.

Using focus groups and online questionnaires the researchers will be contacting members and asking for opinions that will help ensure that BACP remains the body of choice for practitioners, and is considered of value.

Communications review

Finding innovative and effective ways of communicating with members is a significant piece of work for the year ahead. Alongside *Therapy Today* and the Divisional journals, BACP uses Regional Consultations and email alerts to communicate with members.

A significant investment in the Regional Consultations with members is planned to ensure that BACP can meet as many members as possible and listen to their concerns and suggestions. These free-to-attend sessions have proved popular in the past, and we hope members will continue to support these essential events by turning up in greater numbers.

A brand new *Therapy Today* website will be launched during the year. A recent communications audit highlighted how BACP might utilise email communications in a more effective way so that the Association is better equipped to inform members of its activities.

Supporting practice

A strong programme of publications is planned for the next year, both in terms of guidance sheets and books. This is supported by a growing investment in the Ethics helpline to support practitioners on a daily basis.

A strong portfolio of national and sector specific events are planned for the year, from the main Annual Conference through to the ever successful conferences we deliver on Children and Young People, Spirituality and HE/FE. Significant work is put in to ensure that these conferences are relevant to practitioners.

Working with Students

As the new Student Forum evolves it is envisaged that BACP will become more responsive to the needs of student members, helping deliver better service, information provision and create products and services that are specifically designed for those entering the profession.

Ensuring recognition

BACP will continue to invest in ensuring that the profession gets the recognition it warrants. The work of the media, public relations, and public affairs teams and the Lead Advisors will ensure that BACP can represent the profession when called to do so, and present it in a light that recognises its contribution to the society in which we live.

The Professional Standards team will be investing resource into ensuring that Accreditation remains the standard that employers, and the public, look to when recruiting and looking to work with therapists.

Working with the Public

During the course of 2009 significant investment will be given to helping bring clients closer to our members through the creation of a public facing website. The project, built on the foundations of the report into client perspectives, will seek to build a user-friendly information portal that will allow the public; clients, family, parents, to understand more about the process of counselling and psychotherapy and how to access BACP members.

With public interest at an all time high, BACP is committed to producing a resource that builds on this interest and creates a smooth pathway to ethical practitioners.

Providing opportunities for networking

Providing members with the ability to connect with each other will become more important over the next period. BACP will be looking to facilitate more opportunities to do this, through conventional means such as events, through to more modern methods and the opportunities in networking that web2.0 technology presents.

Making the application process easier

Work continues apace at helping potential members join BACP. During the course of the year we expect to be launching new products that facilitate this further, including online joining for members just starting out in their careers, through to online programmes that facilitate more streamlined transition through the grades.

Providing opportunities to contribute

During the course of the year there will be plenty of opportunities to contribute to the work of BACP, from inviting calls to ideas to working within BACP's governance structures, Committees and Forums. As ever, BACP relies heavily on the contribution and input from a great number of members, and that input is always valued and welcomed.

BACP Relationships

BACP works proactively with members, including organisational members working in sector specific domains to encourage the exchange of knowledge and understanding with other professions, institutions and the Government. The domains covered are as follows:

- Healthcare professionals
- Children and young people
- Spiritual and Pastoral
- Workplace
- Independent practice
- Higher and Further Education

BACP facilitates learning and understanding through its Forum structure covering Coaching, Equality and Diversity, Supervision and CPD, Student, Third Sector, Training and Learning and the newly established Forum working in the prison and criminal justice arenas. The work of the Equality and Diversity Forum has been concluded following the appointment of the Equality and Diversity Advisor. An **online expert advisory** group continues to contribute to equality and diversity issues within the Association and inform and support the work of the Equality and Diversity Advisor.

This report on the activities of BACP takes place against an evolving and changing socio-economic, political and scientific background, where new emerging issues appear on a continuous basis.

Review of Financial Position

The Association remains in a healthy financial position in line with its reserves policy.

There are sufficient funds available to carry out the Strategic Plan of the Association over the forthcoming year and, in particular, the activities concerning the regulation of the counselling and psychotherapy profession.

Reserves Policy

The Board of Trustees has established a policy whereby the unrestricted general funds held by the charity should represent the funds needed if the charity ceases to operate. The funds required to wind-up the charity are estimated at £1,255,000, with cash reserves standing at £1,543,564.

The Board of Trustees reviews the reserves policy annually.

Currently Group reserves total £2,355,534, of which £1,743,984 is held in an unrestricted general fund. A total of £546,026 is held in designated funds of which £146,026 relates to the BACP Research Foundation and £400,000 for special projects. The remaining £65,524 relates to a Property Revaluation and would only be realised on the sale of the Freehold Property known as BACP House, Lutterworth. The property has been valued at £2,600,000 on which there is a mortgage liability of £1,217,785 as at 31 March 2009.

Investment Policy

Kleinwort Benson Private Bank Limited (KBPB) provides discretionary investment management services of the investment portfolio.

The investment objectives criterion is based on maximum total gross return, by generating growth through capital appreciation in the value of shares and the reinvestment of income as generated from dividends and complying with the BACP policy on ethical investment.

KBPB is regulated by the Financial Services Authority and is a member of the London Stock Exchange. The results for the year are set out in notes 10 and 17.

Tangible fixed assets

Information relating to changes in the fixed assets is shown in note 9 to the financial statements.

Related Parties

Details of transactions with related parties are shown in note 19 to the financial statements.

Post Balance Sheet Events

There have been no material post balance sheet events which require disclosure.

Officers' Insurance

The company has effected Officers' Liability Insurance. This insurance indemnifies any officer against liability arising as a result of his/her negligence up to an aggregate liability of £1,000,000. The cost of this insurance amounted to £773 (2008 - £663) for the year.

AUDITORS

The auditors, Atkinson Finch & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

PROFESSIONAL ADVISERS

Auditors: Atkinson Finch & Co.
Central Chambers
45-47 Albert Street
Rugby, CV21 2SG

Solicitors: Brethertons
16 Church Street
Rugby, CV21 3PW

Bankers: Lloyds Bank Plc
14 Church Street
Rugby, CV21 3PL

Russell Cooke
8 Bedford Row
London, WC1R 4BX

Investment Brokers: Kleinwort Benson Private Bank Limited
30 Gresham Street
London, EC2V 7PG

ON BEHALF OF THE BOARD OF TRUSTEES



L W Clarke
Secretary

Date: 26-6-09

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**REPORT OF THE INDEPENDENT AUDITORS
BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

We have audited the financial statements of the British Association for Counselling and Psychotherapy group and company for the year ended 31 March 2009 set out on pages 22 to 34. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE BOARD OF TRUSTEES AND AUDITORS

As described in the Trustees Report the Board of Trustees (who are also the directors of the company for the purposes of company law) is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom General Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Board of Trustees is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions with the company is not disclosed.

We read the Report of the Board of Trustees, and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Board of Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

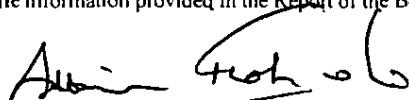
**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

OPINION

In our opinion:

- the group financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the group's affairs as at 31 March 2009 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the parent charitable company financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the parent charitable company's affairs as at 31 March 2009;
- have been properly prepared in accordance with the Companies Act 1985; and
- the information provided in the Report of the Board of Trustees is consistent with the financial statements.



Atkinson Finch & Co
Chartered Accountants and Registered Auditors
Central Chambers
45-47 Albert Street
Rugby
CV21 2SG

Date: 29-6-09

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2009**

	Notes	UNRESTRICTED GENERAL FUNDS £	DESIGNATED FUNDS £	TOTAL 2009 £	TOTAL 2008 £
INCOME AND EXPENDITURE					
INCOMING RESOURCES:					
Incoming resources from generated funds					
- Income of trading subsidiaries	4	461,572	-	461,572	431,993
- Donations		10,951	-	10,951	9,399
- Investment income	5	32,911	-	32,911	31,185
- Other income	6	148,436	-	148,436	137,673
Incoming resources from charitable activities					
- Income from departments	3	4,978,898	-	4,978,898	4,540,537
TOTAL INCOMING RESOURCES		5,632,768	-	5,632,768	5,150,787
RESOURCES EXPENDED:					
Costs of generating funds					
- Expenditure of trading subsidiaries	4	90,251	-	90,251	69,556
- Investment management costs		8,150	-	8,150	12,624
Charitable activities					
- Expenses of departments	3	5,177,564	-	5,177,564	4,922,480
- Research Foundation		-	28,974	28,974	-
Governance costs (refer to page 26)		77,054	-	77,054	67,030
TOTAL RESOURCES EXPENDED		5,353,019	28,974	5,381,993	5,071,690
NET INCOMING RESOURCES FOR THE YEAR		279,749	(28,974)	250,775	79,097
TRANSFERS BETWEEN FUNDS		(575,000)	575,000	-	-
OTHER RECOGNISED GAINS AND LOSSES:					
(Losses)/Gains on investment assets	17				
- Realised (disposal proceeds less opening market value)		(68,745)	-	(68,745)	(1,199)
- Unrealised (change in value for year)		(154,776)	-	(154,776)	(25,538)
		(223,521)	-	(223,521)	(26,737)
NET MOVEMENT IN FUNDS		(518,772)	546,026	27,254	52,360
BALANCE BROUGHT FORWARD AT 1 APRIL 2008		2,262,756	-	2,262,756	2,210,396
BALANCE CARRIED FORWARD AT 31 MARCH 2009		1,743,984	546,026	2,290,010	2,262,756

All of the above results are derived from continuing activities and all losses recognised in the year are included above.

Unrealised gains on investments have been included in the statement of financial activities as required by the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

The surplus for the year for Companies Act purposes comprises the net incoming resources for the year plus realised profits/(losses) on investments and was £182,030 (2008 - £77,898).

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**CONSOLIDATED BALANCE SHEET
AT 31 MARCH 2009**

	Notes	2009	2008
		£	£
FIXED ASSETS:			
Tangible assets	9	2,660,787	2,708,069
Investments	10	907,025	1,139,744
		<u>3,567,812</u>	<u>3,847,813</u>
CURRENT ASSETS:			
Stocks	11	37,689	32,716
Debtors	12	237,936	243,390
Cash at bank and in hand		1,543,564	1,231,590
		<u>1,819,189</u>	<u>1,507,696</u>
CREDITORS: Amounts falling due within one year	13	2,060,965	1,807,108
NET CURRENT (LIABILITIES)/ASSETS		(241,776)	(299,412)
CREDITORS: Amounts falling due after one year	14	(970,502)	(1,220,121)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,355,534</u>	<u>2,328,280</u>
UNRESTRICTED FUNDS:			
Property revaluation reserve	16	65,524	65,524
Designated Funds	18	546,026	-
General income fund		1,743,984	2,262,756
		<u>2,355,534</u>	<u>2,328,280</u>

ON BEHALF OF THE BOARD OF TRUSTEES:



L GABRIEL - CHAIR

Approved by the Board of Trustees on 26-6-09.....

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**BALANCE SHEET
AT 31 MARCH 2009**

	Notes	2009	2008
		£	£
FIXED ASSETS:			
Tangible assets	9	2,660,787	2,708,069
Investments	10	907,025	1,139,744
		<u>3,567,812</u>	<u>3,847,813</u>
CURRENT ASSETS:			
Stocks	11	37,689	32,716
Debtors	12	246,958	395,931
Cash at bank and in hand		1,517,575	1,061,530
		<u>1,802,222</u>	<u>1,490,177</u>
CREDITORS: Amounts falling due within one year	13	2,044,702	1,790,293
NET CURRENT (LIABILITIES)/ASSETS		<u>(242,480)</u>	<u>(300,116)</u>
CREDITORS: Amounts falling due after one year	14	(970,502)	(1,220,121)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>2,354,830</u></u>	<u><u>2,327,576</u></u>
UNRESTRICTED FUNDS:			
Property revaluation reserve	16	65,524	65,524
Designated Funds	18	546,026	-
General income fund		1,743,280	2,262,052
		<u><u>2,354,830</u></u>	<u><u>2,327,576</u></u>

ON BEHALF OF THE BOARD OF TRUSTEES:


L GABRIEL - CHAIR

Approved by the Board of Trustees on 26-6-09.....

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**CONSOLIDATED CASHFLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2009**

	2009 £	2008 £
NET CASH INFLOW FROM OPERATING ACTIVITIES	387,839	210,190
CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT:		
Payments to acquire tangible fixed assets	(10,471)	(30,104)
Purchase of investments	(127,525)	(77,319)
Proceeds from sale of investments	126,206	136,346
	<u>(11,790)</u>	<u>28,923</u>
INCREASE/(DECREASE) IN CASH IN THE YEAR	376,049	239,113

CASHFLOW INFORMATION FOR THE GROUP

(a) Reconciliation of changes in resources to net inflow/(outflow) from operating activities

	2009 £	2008 £
Net incoming resources	250,775	79,097
Depreciation	57,753	59,739
(Increase)/Decrease in stock	(4,973)	2,536
Decrease in debtors	5,454	3,851
Increase in creditors	78,830	64,967
Net cash inflow from operating activities	387,839	210,190

(b) Reconciliation of net cash flow to movement in net funds/debt

	2009 £	2008 £
Movement in net funds and debt in the year	376,049	239,113
Net funds and debt at 1 April 2008	18,451	(220,662)
Net funds and debt at 31 March 2009	394,500	18,451

(c) Analysis of net funds/debt

	1 April 2008 £	Cashflow £	31 March 2009 £
Cash at bank and in hand	1,231,590	311,974	1,543,564
Cash held by Investment Managers	79,238	(10,517)	68,721
Bank loans	(1,292,377)	74,592	(1,217,785)
	<u>18,451</u>	<u>376,049</u>	<u>394,500</u>

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR
COUNSELLING AND PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

1. ACCOUNTING POLICIES

Accounting convention

The accounts have been prepared under the historical cost convention as modified by the revaluation of listed investments and freehold property to market value, and comply with United Kingdom Generally Accepted Accounting Principles and Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005). All figures are exclusive of value added tax.

Basis of consolidation

The group financial statements consolidate the financial statements of the company and its wholly owned subsidiaries on a line by line basis. A separate Statement of Financial Activities, or Income and Expenditure Account, for the Charity itself is not presented because the Charity has taken advantage of the exemptions afforded by Section 230 of the Companies Act 1985 and Paragraph 397 of SORP 2005

Fund accounting

General income funds are unrestricted funds which are available for use at the discretion of the Board of Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Board of Trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. There are no restricted funds.

Incoming resources

Subscriptions are accounted for in the period in which the service is provided. All other income is included in the period in which it is receivable.

The value of services provided by volunteers has not been included.

All income from departments is treated as furthering the charity's objectives since it either relates to the membership of an accredited body to enhance the public's confidence or the sale of publications and training aids and facilities to improve the standard of counselling and psychotherapy in the UK.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

Operating leases

Operating lease rentals are charged to the Statement of Financial Activities on payment.

Pensions

The company contributes towards the personal pension schemes of employees. Contributions are charged to the Statement of Financial Activities in the period in which they are made.

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

1. ACCOUNTING POLICIES (continued)

Resources expended (continued)

Irrecoverable value added tax

As the membership subscriptions are exempt from value added tax, there is a restriction in the amount of input value added tax that the group is allowed to reclaim on its expenses.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost together with any incidental costs of acquisition.

Depreciation is provided so as to write off the cost, less estimated residual value, of tangible fixed assets, over their estimated useful lives as follows:

Freehold property	-	not provided
Computer equipment and accessories	-	25% per annum - straight line basis
Office furniture and equipment	-	20% per annum - straight line basis

The trustees have adopted a revaluation policy in respect of the freehold property in accordance with FRS15. As a result, no depreciation is provided on the freehold property as the trustees are of the opinion that the residual value is at least equal to the book value.

Stocks

These are valued on a first in, first out basis, at the lower of cost and net realisable value.

Investments

Listed investments are stated at market value on the balance sheet date.

Realised and unrealised gains and losses are included in the Statement of Financial Activities.

2. COMPANY STATUS

The company is a company limited by guarantee. All members guarantee an amount not to exceed £1 payable in the event of the company being wound up with a deficiency of net assets. At 31 March 2009 there were 32,522 members (2008 - 30,475).

3. NET INCOME FROM DEPARTMENTS

	2009			2008		
	Income	Expense	Surplus/ (deficit)	Income	Expense	Surplus/ (deficit)
	£	£	£	£	£	£
Membership	4,084,502	1,148,247	2,936,255	3,647,873	1,182,618	2,465,255
Professional Conduct	22,464	421,353	(398,889)	24,281	364,008	(339,727)
Events	76,349	409,696	(333,347)	80,170	501,917	(421,747)
Professional Standards	297,942	765,015	(467,073)	248,202	752,030	(503,828)
Information	2,423	285,056	(282,633)	2,593	327,556	(324,963)
Journals (formerly Publications)	406,017	342,018	63,999	347,310	311,310	36,000
Publications Sales	30,253	71,647	(41,394)	21,221	81,261	(60,040)
Public Relations	-	202,111	(202,111)	-	140,697	(140,697)
Research	14,960	432,465	(417,505)	60,084	429,583	(369,499)
Marketing	-	499,921	(499,921)	-	442,836	(442,836)
Regulatory & Policy	43,988	340,663	(296,675)	108,803	333,575	(224,772)
Customer Relationship Services	-	259,372	(259,372)	-	55,089	(55,089)
	4,978,898	5,177,564	(198,666)	4,540,537	4,922,480	(381,943)

SORP 2005 requires administrative and overhead costs to be allocated to the relevant department they support, this enables the total cost of a department to be disclosed in the Statement of Financial Activities. See page 28 for further analysis.

The notes form part of these financial statements

BRITISH ASSOCIATION FOR COUNSELLING
AND PSYCHOTHERAPY

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

	Membership	Professional Conduct	Professional Standards	Information	Journals	Publications Sales	PR	Research	Marketing	Regulatory & Policy	Customer Relationship Services	Governance	2009 TOTAL	2008 TOTAL
STAFF COSTS	267,599	207,408	149,227	447,312	123,520	27,755	141,242	227,495	275,807	171,816	136,583	-	2,322,027	1,830,290
OTHER DIRECT COSTS	626,716	104,500	154,664	80,812	11,827	22,731	39,708	72,605	54,825	84,204	16,984	-	1,424,593	1,368,860
	894,315	311,908	303,891	528,124	278,537	50,486	180,950	300,100	330,632	256,020	153,567	-	3,746,620	3,199,150
ADMINISTRATIVE AND OVERHEAD COSTS														
Postages	5,847	2,436	2,437	5,360	2,924	1,462	487	2,924	3,898	1,949	2,436	-	32,647	26,310
Printing and stationery	6,392	2,663	2,663	5,860	3,196	1,598	533	3,196	4,261	2,131	2,663	-	35,689	36,382
Advertising and recruitment	1,448	604	604	1,328	362	121	121	724	966	483	604	-	8,089	9,407
Training	7,164	2,985	2,985	6,567	3,582	1,791	597	3,582	4,776	2,388	2,985	349	40,348	39,562
Travelling and committees	12,502	8,850	5,209	15,579	3,125	1,042	1,042	11,650	8,334	4,167	5,209	24,590	107,550	104,375
Irrecoverable value added tax	10,434	4,348	4,348	9,565	5,217	2,609	870	5,217	6,957	3,478	4,348	-	58,261	43,184
Salaries, national insurance and pension contributions	132,112	55,047	55,047	121,103	66,056	33,028	11,009	66,056	88,075	44,037	55,047	-	737,626	762,401
Consultancy & Buy Out Fees	618	257	257	366	154	51	51	309	412	206	257	-	3,447	5,251
Annual General Meeting	-	-	-	-	-	-	-	-	-	-	-	29,974	29,974	15,009
Telephone	4,588	1,912	1,912	4,206	2,294	1,147	382	2,294	3,059	1,529	1,912	304	25,921	28,285
Computer maintenance and consumables	22,717	9,465	9,465	20,823	11,358	5,679	1,893	11,358	15,144	7,572	9,465	-	126,832	164,006
Office sundries	8,226	3,427	3,427	7,540	4,113	2,056	686	4,113	5,484	2,742	3,427	1,249	47,175	43,878
Rent, rates and service charges	3,457	1,440	1,440	3,169	1,729	864	289	1,729	2,305	1,152	1,440	-	19,302	71,292
Lease termination costs	-	-	-	-	-	-	-	-	-	-	-	-	-	199,141
Lighting and heating	4,478	1,866	1,866	4,105	2,239	1,119	373	2,239	2,985	1,493	1,866	-	25,002	23,807
Insurance	1,500	625	625	1,375	750	375	125	750	1,000	500	625	663	9,038	9,553
Repairs and renewals	3,037	1,265	1,265	2,784	1,518	759	253	1,519	2,025	1,012	1,265	-	16,955	14,394
Professional fees	4,402	1,834	1,834	4,036	2,201	1,101	367	2,201	2,935	1,467	1,835	12,825	37,405	45,904
Auditors remuneration	-	-	-	-	-	-	-	-	-	-	-	7,100	7,100	7,000
Bank charges and interest	5,445	2,269	2,269	4,991	2,722	1,361	454	2,722	3,630	1,815	2,269	-	30,401	27,544
Mortgage interest	9,221	3,842	3,842	8,452	4,611	2,305	768	4,610	6,147	3,074	3,842	-	51,482	53,735
Depreciation	10,344	4,310	4,310	9,482	5,172	2,586	862	5,172	6,896	3,448	4,310	-	57,754	59,740
	253,932	109,445	105,805	236,891	126,966	63,481	21,161	132,365	169,289	84,643	105,805	77,054	1,507,998	1,790,360
	1,148,247	421,353	409,696	765,015	285,056	342,018	71,647	432,465	499,921	340,663	259,372	77,054	5,254,618	4,985,510
TOTAL														

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING AND
PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

4. NET INCOME FROM TRADING SUBSIDIARIES

The Charity has three trading subsidiaries, BACP Enterprises Limited (formerly BACP Advertising Limited), Faculty of Healthcare Counsellors and Psychotherapists Limited and BACP Research Foundation. It owns the entire share capital of 1,000 shares of £1 each in BACP Enterprises Limited, a company incorporated in the United Kingdom.

BACP Enterprises Limited was originally donated to the British Association for Counselling and Psychotherapy and therefore there is no cost of investment in the balance sheet of the British Association for Counselling and Psychotherapy. BACP Enterprises Limited deals with income raised from advertisements placed in the Therapy Today Journal (TT), Counselling and Psychotherapy Research Journal (CPR) and Divisional journals produced by the British Association for Counselling and Psychotherapy.

The British Association for Counselling and Psychotherapy is the only member of the Faculty of Healthcare Counsellors and Psychotherapists Limited, a company limited by guarantee. The maximum liability of the British Association for Counselling and Psychotherapy in the event of the winding up of the subsidiary is £1. The Faculty of Healthcare Counsellors and Psychotherapists Limited provides education and training for counsellors and psychotherapists working in professional medical health care settings with a view to raising the standards of counselling and psychotherapy for the benefit of the community.

BACP Research Foundation was incorporated on 5 February 2008, and has not yet commenced trading. Pre-trading expenditure, totalling £28,974, was paid for as donations during the year by the parent company the British Association for Counselling and Psychotherapy. The British Association for Counselling and Psychotherapy is the only member of the BACP Research Foundation, a company limited by guarantee. The maximum liability of the British Association for Counselling and Psychotherapy in the event of the winding up of the subsidiary is £10. The principal activity of the company will be the undertaking of research into counselling and psychotherapy practices.

	BACP Research Foundation	FHCP Limited	BACP Enterprises Limited	2009 £	2008 £
Turnover	28,974	-	429,486	458,460	424,080
Administrative expenses	(28,974)	-	(61,277)	(90,251)	(69,556)
Other operating income	-	-	3,112	3,112	7,913
Net profit	-	-	371,321	371,321	362,437
Amount gifted	-	-	371,321	371,321	(359,156)
Retained profit	-	-	-	-	3,281

The assets and liabilities of the subsidiaries were:

Current assets	-	145	109,427	109,572	241,208
Creditors: amounts falling due within one year	-	(145)	(108,722)	(108,867)	(240,503)
Total net assets	-	-	705	705	705
Aggregate share capital and reserves	-	-	705	705	705

5. INVESTMENT INCOME

	2009 £	2008 £
Interest receivable	12,716	11,537
Dividends and other investment income	20,195	19,648
	32,911	31,185

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING AND
PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

6. OTHER INCOME

This includes £116,507 (2008 - £112,955) received from the British Association for Counselling and Psychotherapy's Insurers, being based on the net insurance premiums paid by the British Association for Counselling and Psychotherapy members under the 'Members Professional Liability Insurance Scheme' for the period ended 31 March 2009. This agreement was negotiated for the British Association for Counselling and Psychotherapy by its insurance brokers.

7. STAFF NUMBERS AND COSTS

	2009	2008
The average number of employees (including part-time staff) during the year was:		
Administration	18	17
Membership	12	12
Professional Conduct	5	4
Events	5	6
Customer Relationship Services	5	1
Professional Standards	11	10
Regulatory & Policy	4	4
Information	6	6
Journals	3	2
Publications Sales	1	1
Public Relations	1	1
Marketing	8	6
Research	6	5
	<u>85</u>	<u>75</u>
	2009	2008

The number of employees earning over £60,000 per annum was as follows:

£60,001 - £70,000	2	2
£110,001 - £120,000	-	1
£120,001 - £130,000	1	-
	<u>1</u>	<u>-</u>

Contributions to the pension scheme for higher paid employees amounted to £19,505 for the year (2008 - £17,732).

	2009 £	2008 £
The aggregate payroll costs amounted to:		
Wages and salaries	2,534,655	2,157,796
Social security costs	251,349	212,600
Other pension costs	95,272	81,420
Death in service	17,553	12,586
	<u>2,898,829</u>	<u>2,464,402</u>

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING AND
PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

8. FEES PAYABLE TO AUDITORS

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Relating to audit services	7,730	8,280	7,100	7,000
Relating to non-audit services	2,793	5,586	2,663	5,391
	<u>10,523</u>	<u>13,866</u>	<u>9,763</u>	<u>12,391</u>

9. TANGIBLE FIXED ASSETS (Group and Company)

	Computer equipment & accessories £	Office furniture & equipment £	Freehold property £	Total £
Cost				
At 1 April 2008	228,025	115,664	2,600,000	2,943,689
Additions	10,471	-	-	10,471
Disposals	(5,743)	-	-	(5,743)
At 31 March 2009	<u>232,753</u>	<u>115,664</u>	<u>2,600,000</u>	<u>2,948,417</u>
Depreciation				
At 1 April 2008	178,714	56,906	-	235,620
Charge for the year	37,278	20,475	-	57,753
Disposals	(5,743)	-	-	(5,743)
At 31 March 2009	<u>210,249</u>	<u>77,381</u>	<u>-</u>	<u>287,630</u>
Net book value				
At 31 March 2009	<u>22,504</u>	<u>38,283</u>	<u>2,600,000</u>	<u>2,660,787</u>
At 1 April 2008	<u>49,311</u>	<u>58,758</u>	<u>2,600,000</u>	<u>2,708,069</u>

Cost or valuation at 31 March 2009 is represented by:

	Computer equipment & accessories £	Office furniture & equipment £	Freehold property £	Total £
Cost	232,753	115,664	-	348,417
Build Cost	-	-	1,767,310	1,767,310
Fit Out and Professional Costs	-	-	767,166	767,166
	<u>232,753</u>	<u>115,664</u>	<u>2,534,476</u>	<u>2,882,893</u>
Surplus on valuation in 2007	-	-	65,524	65,524
	<u>232,753</u>	<u>115,664</u>	<u>2,600,000</u>	<u>2,948,417</u>

If the freehold property had not been revalued it would have been included at the following historical cost:

	2009	2008
	£	£
Cost	<u>2,534,476</u>	<u>2,534,476</u>

The freehold property was valued on an open market basis on 31 January 2007 by Darlinson Dyer, Chartered Surveyors.

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING AND
PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

10. INVESTMENTS (Group and Company)

	2009 £	2008 £
Market value		
Opening market value	1,060,496	1,146,260
Additions	127,525	77,319
Disposals at opening market value	(194,951)	(137,345)
	<u>993,070</u>	<u>1,086,034</u>
Unrealised (loss) on investments	(154,776)	(25,538)
At 31 March 2009	<u>838,294</u>	<u>1,060,496</u>
Cash held by Investment Managers	68,721	79,238
	<u>907,015</u>	<u>1,139,734</u>
Shares in property management service company relating to freehold property in Lutterworth	10	10
	<u>907,025</u>	<u>1,139,744</u>

The historical cost of the investment portfolio (excluding cash) at 31 March 2009 was £829,420 (2008 - £865,358).

All the investments are held primarily to provide an investment return for the charity

	2009 £	2008 £
Investments at market value comprised:		
UK Fixed interest securities	106,760	-
Equities - UK	401,706	520,715
- Rest of world	329,828	539,781
	<u>838,294</u>	<u>1,060,496</u>

Investments in individual entities held at 31 March 2009 which are over 5% of the portfolio by value are:

BG Group Ord 10p	- Market value £42,400
M&G Secs Corporate Bond	- Market value £44,741
First State Inv (UK) Asia Pacific 1 GBP Inc	- Market value £45,963
JP Morgan World Equity Basket(1)Pt Wts 07/09	- Market value £92,189
JP Morgan World Equity Basket(2)Pt Wts 07/09	- Market value £120,506

11. STOCKS (Group and Company)

	2009 £	2008 £
Publications	34,367	29,058
Printing and stationery	3,322	3,658
	<u>37,689</u>	<u>32,716</u>

12. DEBTORS

	The Group		The Company	
	2009 £	2008 £	2009 £	2008 £
Trade debtors	105,313	74,460	21,768	4,556
Amount owed from subsidiaries:				
- BACP Enterprises Limited	-	-	92,567	223,669
- FHCP Limited	-	-	-	20
Other debtors	64,305	70,295	64,305	70,295
Accrued interest receivable	-	1,314	-	1,085
Prepayments	68,318	97,321	68,318	96,306
	<u>237,936</u>	<u>243,390</u>	<u>246,958</u>	<u>395,931</u>

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING AND
PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

**13. CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Bank loans	247,283	72,256	247,283	72,256
Trade creditors	299,371	266,561	299,371	266,561
Social security and other taxes	83,417	77,633	73,264	66,909
Amount owed to trading subsidiaries: - Faculty of Healthcare Counsellors and Psychotherapists Limited	-	-	38	-
Accruals	49,954	47,545	49,089	45,702
Deferred income				
- Trading	33,372	34,593	28,089	30,345
	<u>713,397</u>	<u>498,588</u>	<u>697,134</u>	<u>481,773</u>
Membership and United Kingdom register fees in advance	1,347,568	1,308,520	1,347,568	1,308,520
	<u>2,060,965</u>	<u>1,807,108</u>	<u>2,044,702</u>	<u>1,790,293</u>

**14. CREDITORS: AMOUNTS FALLING
DUE AFTER ONE YEAR**

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Bank loans - 1 - 2 years	291,327	74,592	291,327	74,592
Bank loans - 2 - 5 years	306,567	538,610	306,567	538,610
Bank loans - more than 5 years	372,608	606,919	372,608	606,919
	<u>970,502</u>	<u>1,220,121</u>	<u>970,502</u>	<u>1,220,121</u>
Amounts falling due in more than 5 years repayable by instalments	<u>372,608</u>	<u>606,919</u>	<u>372,608</u>	<u>606,919</u>

15. SECURED DEBTS

The following secured debts are included within creditors:

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Bank loans	<u>1,217,785</u>	<u>1,292,377</u>	<u>1,217,785</u>	<u>1,292,377</u>

The bank has a mortgage charge over Unit 15, St John's Business Park, Lutterworth, Leicester LE17 4HB in respect of all monies due to them.

16. REVALUATION RESERVE

	The Group		The Company	
	2009	2008	2009	2008
	£	£	£	£
Refer to note 9, page 29 for full details.	65,524	65,524	65,524	65,524
	<u>65,524</u>	<u>65,524</u>	<u>65,524</u>	<u>65,524</u>

The notes form part of these financial statements

**BRITISH ASSOCIATION FOR COUNSELLING AND
PSYCHOTHERAPY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

17. UNRESTRICTED GENERAL INCOME FUND (Group and Company)

The general income fund balance includes the unrealised investment reserve as follows:

	2009 £	2008 £
Unrealised gains at 1 April 2008	195,138	236,810
Gains realised on investments against market value at 1 April 2008	(31,488)	(16,134)
	<u>163,650</u>	<u>220,676</u>
Unrealised (Losses) for the year	(154,776)	(25,538)
Unrealised gains at 31 March 2009	<u>8,874</u>	<u>195,138</u>

18. DESIGNATED FUNDS

	RESEARCH FOUNDATION £	SPECIAL PROJECTS £	TOTAL 2009 £	TOTAL 2008 £
Designated Funds as 1 April 2008	-	-	-	-
Transfers	175,000	400,000	575,000	-
	<u>175,000</u>	<u>400,000</u>	<u>575,000</u>	<u>-</u>
Expenditure	(28,974)	-	(28,974)	-
Designated Funds at 31 March 2009	<u>146,026</u>	<u>400,000</u>	<u>546,026</u>	<u>-</u>

BACP have committed up to £175,000 of their reserves as funding for the BACP Research Foundation, which is limited by guarantee, and is a wholly owned subsidiary of BACP.

Designated funds totalling £400,000 have been set aside for projects to further the charitable aims of BACP.

19. RELATED PARTIES

The Board of Trustees neither received nor waived any emoluments during the year (2008 - £Nil). An amount of £9,796 (2008 - £15,115) was paid to University of Portsmouth for N Barden's (the past Chair person) time for the year ending 31 March 2009. An amount of £3,028 (2008 - £Nil) was paid to York St John University for L Gabriel's (the Chair person) time for the year ending 31 March 2009. Agreement to pay for the Chair's time was sought from the Charity Commission.

During the year all the members of the Board of Trustees have been reimbursed for travelling and accommodation costs incurred amounting to £12,018 (2008 - £12,206).

The company purchased services from BACP Enterprises Limited to the value of £29,388 (2008 - £26,073) on normal commercial terms. At the balance sheet date the amount outstanding was £4,420 (2008 - £3,440).

20. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	GENERAL £	DESIGNATED £	TOTAL 2009 £	TOTAL 2008 £
Tangible Assets	2,660,787	-	2,660,787	2,708,069
Investments	907,025	-	907,025	1,139,744
Net Current Liabilities	(787,802)	546,026	(241,776)	(299,412)
Creditors: falling due after one year	(970,502)	-	(970,502)	(1,220,121)
	<u>1,809,508</u>	<u>546,026</u>	<u>2,355,534</u>	<u>2,328,280</u>

The notes form part of these financial statements