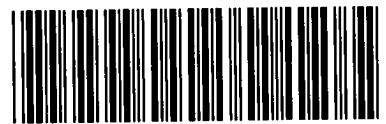


# Annual review and financial statements 2018 to 2019

**British Association for  
Counselling and Psychotherapy**

15 St John's Business Park  
Lutterworth, Leicestershire, LE17 4HB

THURSDAY



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COMPANIES HOUSE

# Annual review and financial statements 2018 to 2019

The British Association for Counselling and Psychotherapy is the professional association for members of the counselling profession in the UK.

As well as presenting our Annual Review and Financial Statements, we've also taken this opportunity to outline some of our key achievements during 2018/19.

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# Note from the Chair

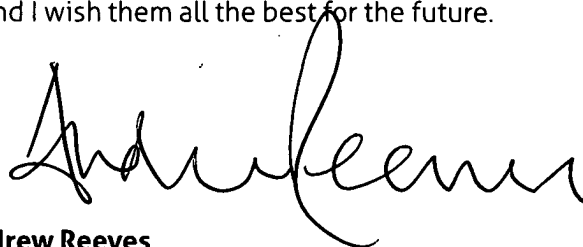
**This has been a busy and productive year for us with a host of exciting developments taking place that strengthen our work to promote the counselling professions and support our members.**

Therefore, I'm delighted to share this overview of the Association's work for the 12 months up to April 2019. This includes our financial statements, which describe our financial activity for the same period.

I firmly believe that we are in a stronger position than ever to champion counselling and psychotherapy. This document details the hard work that has gone on behind the scenes, including new projects to increase members' CPD opportunities and influential work to ensure policy-makers and NHS commissioners know that counselling changes people's lives and that there is a workforce available to carry this out.

Many of the changes we have put in place over the past year are a result of feedback from our members. Understanding the needs of our members – and of clients – is important in shaping how our work progresses and should influence everything we do.

After five years, this will be the final time I present our annual report as I will step down as Chair at the November AGM. I want to thank members, the Board and staff for their invaluable support and advice. I know that our Chair-elect Natalie Bailey and everyone associated with BACP will continue to take the organisation forward and I wish them all the best for the future.



**Andrew Reeves**  
Chair of the Association



# Our philosophy

## Counselling changes lives

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Our desire for social justice determines everything we do and guides our relationship with our members and the public, as well as commissioners and government. It's why we champion the counselling professions as a viable, and increasingly evidence-based choice for people. We know counselling works.

We're alongside our members throughout their careers and put them at the heart of what we do. We understand their needs and support them in making a positive difference to the mental wellbeing of their clients.

We do this by promoting and facilitating research to produce trusted best practice, and by providing a robust framework to ensure the profession follows and adheres to the highest possible standards that protect individuals seeking therapy.

As a result, we help the general public, individuals and commissioners make better, more informed choices about the provision of counselling, and continue to raise the ethical and professional standards of the profession.

## Charitable objectives

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As a registered charity, our two key charitable objectives underpin our work and we use our income and property to promote these aims. In all of our activities, whether we're providing services to members, commissioning research or campaigning, these are the objectives that guide us, and the principles by which we measure our success.

### Our charitable objectives are:

1. 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 the counselling professions for the benefit of the community and in particular for those who are the recipients of counselling and/or psychotherapy
2. to inform and educate the public about the contribution that the counselling professions can make generally and particularly in meeting the needs of those whose participation and development in society is impaired by physical or psychological health needs or disabilities.

# Current strategy

**Our strategy, launched in spring 2016, was put into place after careful consideration of the above objectives, and the Charity Commission's guidance on public benefit.**

Because we know that counselling changes lives, we will:

- promote expertise in the counselling professions to enable confidence in BACP and its members
- use our resources efficiently and effectively to fulfil our internal and external strategic objectives to maximise impact
- be alert to change and encourage innovation in a fast-moving world, ensuring our policy and interventions are informed and evidence based
- commission, undertake and encourage research and relationships to ensure that we can champion best practice in the counselling professions
- uphold the highest standards of differentiated practice, ensuring that our standards are fit for purpose and communicable to clients and commissioners
- educate the public about the practice and benefits of the counselling professions and learn from people how to develop responsive services
- position the profession in the minds of commissioners and employers, to argue the case for best practice and promote the benefits of the counselling professions
- develop relationships with the wider professions and all our stakeholders

- define the scope and standards of training and practice for the counselling professions, drawing on evidence and experience, reflected in differentiated membership categories
- commit to the highest standards of customer service, public engagement and membership engagement.

## Key themes

Our work reflects the varied activities of our members and adapts to the changing environment they work in. Following consultation with our members and stakeholders, our focus is on four priority areas:

- **Older people** – exploring the role of counselling in improving the lives of older people, and promoting the value of talking therapies to this group
- **Children, young people and families** – continuing our successful work in this area, including promoting the importance of early intervention and joined-up mental health services
- **Four nations** – exploring how we can better serve our members based in England, Northern Ireland, Scotland and Wales, and influence governing bodies throughout the UK. These areas form the basis of our campaign and policy activities, research work and the range of services we provide for our members
- **Workforce** – driving a growth in employment opportunities for the counselling and psychotherapy professions and increasing the proportion of employers across all sectors accessing counselling and psychotherapy.

**We are BACP and counselling changes lives.**

# Annual review

**This review concentrates on four key focus areas:**

- 1. Improving member services**
- 2. Demonstrating the effectiveness of counselling**
- 3. Influencing decision makers**
- 4. Raising standards and protecting the public**

## 1. Improving member services

**We aim to support our members throughout their careers by responding efficiently to their enquiries and providing them with the benefits and services that are most useful to them in their professional lives. We're working towards making our services as accessible and user-friendly as we can.**

Here are some of our key achievements this year:

- **Improved ethical support**

Our free Ethics Hub has created a central location on the website for members to access ethics-related support and online resources. It features newly-designed resources on ethical decision-making and GDPR, along with a selection of Ethics in Action video presentations and blogs.

We have also made it easier for members to access ethical support by introducing an online booking system. Members can choose to receive a call back from one of our ethics officers at a time that suits them.

The launch of a pilot ethical support service for supervisors was enthusiastically received by members. Due to the positive feedback received by those who have accessed the service, the decision was made to extend it into 2019 to 2020. The member-only service is open to practising or trainee supervisors as well as those thinking about becoming a supervisor.

All of these points demonstrate how we are using our resources efficiently and effectively to fulfil our internal and external strategic objectives to maximise impact.

- **CPD Hub launched**

We launched our CPD Hub which provides subscribers with access to resources on a wide range of topics, ranging from trauma and suicide to eating disorders and diversity. We invested £32,000 in this service during 2018 to 2019. There are nearly 8,000 subscribers making use of more than 140 hours of content.

- **Online renewal available for all members**

All members can now renew their membership online. This aims to make the renewal process quicker and easier and came in response to feedback from members. Previously only about 10% were able to renew online. This is one of the ways we have committed to the highest standards of customer service and membership engagement, as stated in our strategic intents.

- **More events for members**

We staged a variety of events during the year to help members engage with us, expand their knowledge and network with their peers. In 2018 to 2019 we spent £543,000 on members' events – 20% more than the previous year.

We re-launched our free Making Connections events, which took place in six locations around the UK, to give members a chance to discuss a range of topics with each other and our staff.

We organised more than 65 local network meetings, 27 professional development days, six 'working with' training events, and three national conferences (research, children and young people and private practice).

- **Increased accessibility of events**

We have focused on making our events accessible to members who cannot attend. We webcast the three national conferences, the evening lecture and the AGM. Other content was recorded to be shared online through both the CPD and ethics hubs. To coincide with our re-launch of Making Connections, we also developed Staying Connected. This is a recorded version of Making Connections available online to all members after the event has taken place.

- **New Good Practice in Action (GPiA) resources**

We published 52 new or updated resources, including priority resources on equality, diversity and inclusion, clinical wills and female genital mutilation (FGM). We spent £58,000 on these resources during the year, an increase of 3.5% on the previous 12 months.

- **Enhanced members' voice**

We introduced a new system of resolutions and motions for the AGM, which increased the opportunities for members to put forward their own suggestions and ideas to us. This has increased democracy and transparency and helped to give our members a greater voice.

- **Engagement with accredited courses and services**

Our relaunched accredited courses and services day was a big success with very positive feedback. Representatives from courses and services gave useful suggestions about how we can offer more support with their renewal applications. They also shared ideas for helpful resources.

- **Improved data protection**

We have appointed a data protection lead who will continue to improve the way we work with personal data.

- **Upgraded IT infrastructure**

Our IT network was upgraded to deliver a faster, more effective, future-proof service to improve the efficiency of our website and phone system. We upgraded our firewall to minimise security risks. We also achieved the Cyber Security Essentials kitemark and certification, which recognises our work to ensure that members' data are secure on our systems.

## Member's view

Counsellor, lecturer and writer **Jennie Cummings-Knight** has a private practice in Norfolk and presented at our Making Connections event in Norwich.



**” I really enjoyed the (free!) Making Connections day, where I met with old and new colleagues, heard some stimulating talks, and had the chance to present for two minutes.**

**The talks related to my own research areas (gendered sexual/identity matters and ageing/dementia). I shared that the new Palgrave Handbook of Male Psychology, to which I have contributed a chapter, was due to be launched that month. Male needs can be overlooked in a female-dominated profession like counselling.**

**Events like Making Connections are invaluable for BACP members and we need more of them.**



## >> Looking ahead

Next year we plan to:

- **Build on our exciting programme of members' events**

We will hold another six free Making Connections around the UK, as well as a range of other events to help members network, learn and share their expertise.

We are also working alongside both the American Counseling Association (ACA) and Irish Association for Counselling and Psychotherapy (IACP) to organise a social justice conference and webcast that will take place in Belfast in November. The conference aims to inform counsellors' and psychotherapists' understanding of, and approach to, social justice. Attendees will be able to share and learn from the different histories and experiences of those involved in the event.

- **Increase practical support for specialist groups**

We will focus on producing practical resources to increase support for specialist groups, such as supervisors and newly qualified practitioners.

- **Publish resources on safe lone-working**

We have started work on a series of resources on safe lone-working in collaboration with the Suzie Lamplugh Trust, a charity that raises awareness of personal safety. This comes after members responded to a survey asking about experiences of stalking and harassment in the workplace. These resources will be made available online throughout the year.

- **Increase variety of CPD content**

We have been working on an audio recordings programme, which looks to add variety to the resources we offer. We will add a new recording to the hub every month on a wide range of topics from Working with Older People to Male Victims of Sexual Abuse. We also want to make more engaging and accessible CPD content available and offer a wider variety of resources.

- **Enhance our member engagement**

We will look at how we communicate and engage with our members and see how we can improve the methods and channels we use. We want to ensure members are more involved in and informed about our projects and decisions.

We will launch a Facebook group to give our members an online community where they can support and encourage each other and share professional knowledge and best practice ideas. The group will be open to all members. We will also explore how we offer other groups across our different social media channels for more specific areas of our membership.

- **Explore how we can help members engage with the public**

We will look at what support we can offer members to help them promote themselves by asking members what resources they need.

- **Continue data protection improvement and member support**

We are planning to identify what support we can provide to our members regarding data protection in practice.

## 2. Demonstrating the effectiveness of counselling

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**We have a critical role to play in supporting and disseminating the evolving research base for counselling and using research to demonstrate the value of counselling in making a positive difference to people's lives. We continue to represent members' interests and to argue for high research standards to inform policy and commissioning.**

Here are some of our key achievements this year:

- **Launched pilot private practice research tool**

We began working with a group of 16 private practitioner members to trial the suitability of an online electronic case management tool called Pragmatic Tracker. This supports practitioners to effectively manage their work, keep records and review client progress, by using research tools. Members will be able to share anonymised data with us, which will contribute to the evidence-base for counselling in private practice, which is a traditionally under-researched area. This project, and our other new research opportunities, show how we are progressing against point three of our strategy: to be alert to change and encourage innovation in a fast-moving world, and that our policy and interventions will be informed and evidence based.

- **Maximising the reach of our research**

We disseminated our research to the widest possible audiences to maximise impact and reach. This includes presenting our research projects both at our annual research conference and at the international Society for Psychotherapy Research conference in Amsterdam. In addition, we published a paper in a research journal examining the experiences of our members working in the NHS, and a paper looking at the effectiveness of counselling for children and young people in the voluntary and community sector.

- **Supporting research**

We have offered one PhD studentship linked to the ETHOS project, which is a trial looking at the effectiveness and cost-effectiveness of school-based humanistic counselling compared to usual pastoral care provision for 13 to 16 year olds. We are currently receiving applications for an additional studentship related to older people. Point 4 within our strategy involves commissioning and encouraging research, and these points demonstrated how we are making progress in this area.

- **Exploring the effectiveness of counselling**

With academic partners at the University of Sheffield, we successfully applied to access and analyse the national dataset for NHS England's Improving Access to Psychological Therapies' (IAPT) programme. This means that for the first time IAPT data will be subject to an independent and in-depth analysis, looking at outcomes for patients and different types of therapies, including counselling. It allows us to scrutinise the effectiveness of IAPT in helping NHS patients with depression or anxiety. And it also supports our work campaigning for the National Institute for Health and Care Excellence (NICE) to consider a broader range of research evidence. Currently NICE does not include analysis of IAPT data when producing guidelines.

We also worked with our strategic partner Relate on research to explore the effectiveness of couples counselling.

We have collaborated with six university counselling services to collate service data to explore the effectiveness of counselling embedded in higher education as part of a project called SCoRE.

These projects demonstrate the progress we have made against the point in our strategy to undertake research so that we can champion best practice in the counselling professions.

- **Presence at public events**

As well as sharing our research at academic conferences, staff and members have attended public events to promote our work, the profession and counsellors' and psychotherapists' expertise. This included the Health and Wellbeing in Work conference, attended by occupational health, HR and other healthcare and management professionals from across the country. These public events help promote expertise in the counselling professions to enable confidence in BACP and its members, in line with the first point of our strategy.

- **Sharing clients' stories**

We believe that telling the stories of people who have benefited from therapy is the most powerful way of getting across our message that counselling changes lives to a public audience. During the past year, we have published a range of case studies where people have told their accounts of accessing therapy and the difference that it has made to their lives. These have also been shared during presentations and meetings with policy-makers and commissioners.

- **Promoting therapy in the media**

Our members, Chair, Governors and staff have appeared on national television, radio, press and online publications sharing their expertise and commenting on therapy and its benefits. These media opportunities tell members of the public and potential clients of the benefits of counselling and the importance of visiting a qualified counsellor. Our work with the media, at public events and our emphasis on sharing clients' stories all fit with our strategy point to educate the public about the practice and benefits of the counselling professions.

## Member's view

**Jennifer Holland** started a part-time PhD at the University of Nottingham in October after receiving funding through our PhD studentship scheme. She balances this research with a small private practice and working at a research clinic.



**“ I feel very lucky to be able to research the subject that I love. I'm really enjoying it.**

**My experience as a therapist has been in dealing with clients who have experienced complex trauma, such as people who were sexually abused as children.**

**I found that the relationship between the therapist and client was pivotal in reaching these clients. I wanted to understand more about this through my research.**

**My work will add to the growing body of research that advocates for humanistic therapies to become recognised treatment options for trauma.**

## >> Looking ahead

Next year we plan to:

- **Disseminate our research findings**

We will publish findings from research projects into couples therapy, counselling in higher education, school counselling, Person-Centred Experiential Therapy (PCET) and the IAPT national dataset.

- **Support members' research activity**

We will be offering two further PhD studentships, expanding our membership fee-waiver scheme for PhD students, producing research methods materials in a variety of media for our members, and meeting members at Making Connections events to explore their research support needs.

- **Research counselling with older people**

A research programme for counselling older people will be implemented during the next year.

This will explore the feasibility of counselling in care homes, and we will work with partner organisations researching psychological aspects of loneliness and build on existing research into barriers to counselling for older people.

We will also publish a report detailing inequalities of access to therapy for older people, highlighting the evidence for efficacy of counselling in later life, and including examples of good practice and accounts of older people.

- **Extend the pragmatic tracker project**

We will extend the Pragmatic Tracker project to include members working with children and young people. This will reach a far wider practitioner and client base and gather more evidence for our research.

- **Promote the profession to the public**

We will seek to build new relationships with journalists to help increase media coverage that will help promote our members' expertise and raise our profile and that of the professions in general.

### 3. Influencing decision makers

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**We work with politicians and decision makers representing all four UK nations to help them understand the positive changes that counselling can make to people's lives. Through intelligent horizon scanning and targeted, evidence-based communications, we inform and influence the decisions that will impact on our members, with a particular focus on our core priority areas – older people; children, young people and families; healthcare and workforce – through our dedicated leads.**

Here are some of our key achievements this year:

- **School counselling success**

In Scotland, we saw our 10-year campaign to provide access to counselling in schools pay off. Scottish Government confirmed they would invest £60 million to develop 350 new counselling roles across Scotland's secondary schools. They also announced a further £20 million of investment for 80 new counselling roles across Scotland's universities and colleges for four years from 2019. We worked with the Scottish Association for Mental Health (SAMH) and NUS Scotland on the campaign. Since the announcement, we have been working closely with officials to help inform and shape implementation for all of these roles, ensuring they provide paid professional opportunities for our members. This work will continue next year.

- **Campaigning for change**

We led a campaign to help university and college students in England, Wales and Northern Ireland to have access to embedded-counselling services. We also worked with Relate to call for increased accessibility to cost-effective relationship support. This included launching a new report at the Conservative Party Conference in October 2018. By enabling our members and the public to participate, we secured the support of more than 7,000 people across both campaigns.

- **Promoting counselling for older people**

We joined NHS England's Older People Mental Health Expert Advisory Group, providing comment on the NHS Long Term Plan and supporting the ongoing development of Health Education England's Career and Competency Framework for Older People's Mental Health Services.

- **Sharing evidence from members**

We provided expert and evidence-based submissions to around 25 Government and stakeholder consultations and parliamentary inquiries across each of the four nations. Responding to these consultations on issues concerning health, education, justice and social care widens our sphere of influence in the private, public and voluntary sectors and helps to demonstrate just how counselling changes lives.

We have worked closely with members to strengthen our responses. Through our submissions to consultations by the Scottish and Welsh Governments on the nations' challenges in tackling loneliness, we emphasised the impact on older people by drawing on direct evidence provided by members of our Older People Expert Reference Group. These activities align with our strategic intent to promote expertise in the counselling professions to enable confidence in us and our members.

- **Strong working relationships**

Developing relationships with the wider professions and all our stakeholders is one of the key points of our overall strategy. In 2018/19 we met with parliamentarians across the political spectrum on a variety of issues and across all four nations of the UK. In Scotland, we were one of the first organisations to meet with the newly appointed Mental Health Minister Clare Haughey MSP in September 2018. In Northern Ireland, despite the Executive and Assembly being in stasis, we successfully established working relationships with the health portfolio leads from DUP, Sinn Féin, UUP, SDLP and the Green Party. In Wales, we have continued to strengthen relationships with Government, officials and opposition.

We continued to work collaboratively with other professional bodies and charities, particularly with BPC and UKCP. We also launched a new joint consensus statement in March 2019 calling for the removal of benefit sanctions for people with mental health difficulties with eight other organisations.

- **Influencing policy-makers**

We helped influence the high-profile review into Children and Young People's Mental Health in Wales undertaken by the Children and Young People's Committee. The Committee Chair Lynne Neagle presented findings to our Cardiff Making Connections event.

We have also sought to influence change in devolved regions in England. We held a successful event in December 2018 with the Greater Manchester Health and Social Care Partnership to influence their £6 billion health budget, to ensure they make greater use of the existing counselling and psychotherapy workforce.

- **Emphasise the importance of counselling and psychotherapy**

We continued the pressure on NICE to ensure that counselling and psychotherapy remain preserved within the Depression in Adults clinical guideline. Our collaborative work has seen the issue receive favourable political interest, due to a consistent and robust response from the field, leading to an unprecedented second consultation.

## Member's view

Mhairi Thurston is one of our trustees, an accredited counsellor and a senior lecturer in Counselling at Abertay University with more than 25 years' experience in education.



**I was absolutely delighted to hear about the Scottish**

**Government's plans to recruit 430 new school, college and university counsellors, as part of a new package to help support wellbeing and prevent mental ill-health in children and young people. I literally cried tears of joy when the announcement came through during a Making Connections event in Edinburgh last year.**

**It has been my privilege to witness the part BACP has played in providing sound advice to the Scottish Government to help with the implementation plans. They have been able to draw on evidence from existing school counselling service provision in Northern Ireland and Wales.**

**The main task ahead is to ensure that BACP members are suitably equipped and strategically placed to take up these new positions.**



## >> Looking ahead

Next year we plan to:

- **Lead on supporting the counselling and psychotherapy workforce**

Our new workforce lead will be taking forward a strategy addressing the skills and employment needs of our members between now and 2022. We will work with a range of organisations across the public, private and third sectors to highlight the valuable contribution counselling and psychotherapy can play in addressing many of the challenges employers and employees face. We will be seeking to build evidence bases, to better understand the changing employment landscape and assist members in staying in touch with emerging technologies and the opportunities they present. This fits with our strategy point to position the profession in the minds of employers.

- **Work to influence NHS workforce plans**

We are working hard to influence the workforce planning for the NHS, the additional psychological therapy roles to be recruited, and the ability of our members to fulfil those posts. These new roles offer a real opportunity to deliver an expanded choice of therapy, increase access, and reduce waiting times for all clients across NHS mental health services. This work also aligns with our strategic intent to position the profession in the minds of commissioners and employers, to argue the case for best practice and the benefits of the counselling professions.

- **Continue increased engagement and visibility in Scotland, Northern Ireland and Wales**

We'll promote a much greater awareness and recognition of the impact of counselling with decision makers and funders across the four nations with a focus on growing opportunities for our members. In Northern Ireland, we're working with a range of partners to push

for enhanced counselling provision in GP settings. In Wales, we will be launching a new counselling toolkit for schools.

- **Expand our work with MPs**

We will be holding a fringe event at the Conservative Party Conference with our partners at UKCP and BPC, with a focus on counselling and psychotherapy and its contribution to the mental health workforce. We will also be working with MPs and peers to create a dedicated parliamentary forum for counselling and psychotherapy.

- **Lobby for school-based counselling in England**

We will campaign for school-based counselling for England, aiming for parity across the four nations and will set up a school-based counselling network. We will work with the Tyne and Wear Citizens Mental Health Coalition to lobby for school-based counselling within their region.

- **Showcase good practice**

We will collaborate with the Department for Education's Trailblazer Team to showcase good practice throughout England, highlighting the impact and cost benefits of counselling, ensuring that counselling is included within the implementation stage of the Government's green paper 'Transforming Children and Young People's Mental Health Provision'. This work also fits with our strategy to promote expertise in the counselling professions to enable confidence in BACP and its members.

- **Build on the development of the older people strategy**

We aim to identify, articulate and promote opportunities to increase access to therapy for people aged 50 and over. We will continue to work with our members to promote work with older clients, developing CPD and training opportunities.

## 4. Raising standards and protecting the public

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**We set and uphold high standards for our members, both for initial registration and for maintaining registered status. We carry out an audit of a sample of registered members every month to make sure that standards are maintained. We investigate complaints through our professional conduct process, provide a support service to clients who have problems with their therapy and consult with external stakeholders to improve awareness of counselling and its benefits.**

Here are some of our key achievements this year:

- **Scope of Practice and Education project (SCoPEd) consultation**

The SCoPEd project aims to set out the training and practice standards for counselling and psychotherapy. It's a collaborative project between BACP, the British Psychoanalytic Council (BPC) and the United Kingdom Council for Psychotherapy (UKCP) to map and agree a shared competence framework for working with adults. The draft framework went to members and stakeholders for consultation in January 2019. It attracted more than 7,000 responses from members of all three organisations, alongside more than 70 responses from stakeholder organisations. This project aligns with the section of our overall organisational strategy, which focuses on defining the scope and standards of training and practice for the counselling professions.

- **New Professional Conduct Procedure**

We updated our Professional Conduct Procedure (PCP) in consultation with our members, other stakeholders and the Professional Standards Authority for Health and Social Care.

This included some important changes, especially in the way we process complaints. There are now more ways to resolve a complaint at an earlier stage, without the need to proceed to a full adjudication hearing. The process is fairer, more transparent and focuses time and resources on higher risk matters.

- **Improved processes for members**

We have improved the register audit process by moving to an online system to communicate with members, if they are selected, and to upload supporting documents.

We launched a new system to allow members to access the Certificate of Proficiency (CoP) remotely from their own home or workplace in April 2018. The online assessments can now take place during the evening and at the weekend, which is often more convenient for members. This also saves members the time and cost of travelling to a local centre.

Our disclosure process for when people apply to join, renew or re-instate their membership has been updated. It now provides applicants with more guidance when they are making disclosures.

- **Ethical Framework accessibility**

This is now published on our website in several formats, including British Sign Language, audio and word, to increase accessibility. Video clips have been re-filmed and re-published.

- **Introduced new committees**

Members can now be involved in six new committees, which have delegated responsibilities from the Board. These are: public protection; finance and policy; membership and professional standards; audit, risk and performance; research, and remuneration and governance. The aim of these is to make us more accountable to members and to allow the Board to focus more on high-level strategic matters.

- **New standards for working with children 4 to 10 years**

We updated our competence framework for counselling with children and young people. The framework, which we originally developed in 2014 for working with young people aged 11 to 18, now includes evidence-based competences for humanistic counselling with children aged 4 to 10 years. This provides clarity around the knowledge, behaviour and skills members need for competent and ethical practice with younger clients. The framework can also be used to inform the training and development of children and young people recruitment, assessment and supervision.

- **Resolving public concerns**

The number of enquiries to the Ask Kathleen Service – a public helpline for people who have concerns about their therapist – continues to rise steadily each year. We received 1,128 enquiries in 2017 to 2018 and 1,362 in 2018 to 2019. Wherever possible, we always try and are often able to help enquirers resolve situations with their therapists and continue therapy, without going down the professional conduct procedure route.

- **New PCE-CfD accreditation scheme**

We have introduced a new course accreditation scheme for Person-Centred Experiential Counselling for Depression (PCE-CfD). This was approved by NHS England's Improving Access to Psychological Therapies' (IAPT) scheme's expert reference group.

Courses training students in PCE-CfD are required by IAPT to have accreditation with a professional body to ensure they meet the standards required.

- **Counselling skills**

This project involves developing a competency framework for people who use counselling skills within their professional roles, for example carers, social workers and youth workers. The framework will define the scope of their skills and remit – and the final themes to be included within it have been identified.

## Member's view

**Mervyn Wynne Jones** is a member of our Public Protection Committee, a private practitioner and third-sector sessional counsellor, practising in North Wales.



**Joining the BACP governance Public Protection Committee (PPC) seemed a logical next-step for me after stepping down as Chair of the BACP Private Practice executive and after many years of varied involvement with the Association. The latter included a period, pertinent to this present role, as BACP professional conduct panellist and another as member of the Good Practice Guidance committee.**

**It is important to the Chair and the committee that BACP members recognise the importance of having a strong public protection strategy, with all relevant, necessary processes, so as to strengthen the status of BACP members as professionals and to protect both BACP practitioners and members of the public.**

**Working with legal and other professional colleagues, I intend bringing to the PPC the perspective of a BACP member fully aware of the challenges of working as a counsellor.**

## >> Looking ahead

Next year we plan to:

- **Engage further with members on SCoPEd**

Following the initial consultation on the SCoPEd draft framework, we will be engaging further with members in 2018 to 2019. This will include focus groups and will help inform the next stages of the project.

- **Seek feedback about the Professional Conduct Procedure**

We will continue to ask members for feedback on the Professional Conduct Procedure. We will review all feedback received to ensure ongoing improvement to the complaints' process.

The professional conduct team will attend events around the country to engage with members about the conduct function. We plan to introduce more support for members going through the complaints' process.

- **Engage with members about the CoP platform**

We will continue to collect and respond to feedback from users of the new Certificate of Proficiency online platform, with the aim of continuously improving and developing this assessment.

- **Implement updated publication policy**

Results of Professional Conduct Panel hearings will no longer be included in Therapy Today. They will continue to feature on our website to help maintain public protection.

- **Support raising standards in specialisms**

There are new projects planned to develop standards via competence frameworks to acknowledge specialisms in workplace counselling, supervision and coaching.

For both CYP and supervision, we will look to developing post-qualifying specialist course accreditation schemes.

- **Review accreditation schemes**

Our three accreditation schemes – courses, services and individual – will be reviewed and streamlined to improve member experience and to ensure they meet current standards.

- **Revise Article 12.6 procedure**

We are looking to review and update the procedure in which conduct processes can be started against a member if serious allegations, such as bringing the profession into disrepute, are made against them by a third party.

# Governance, structure and accountability

Our Governors are elected or appointed to oversee our strategic direction and the management of the Association. Representing and accountable to our members, their role is to provide strong leadership, enhance our decision-making and to make sure that we achieve our objectives.

The Board of Governors consists of up to seven Governors elected by our members, and up to four Governors appointed by the Board. The Board appoints the Chair and the Deputy Chair from the elected Governors. The Board convenes four times each year and holds an additional 24-hour strategic planning event.

Governors serve for a term of three years and may serve two further terms of three years. Elected and appointed Governors will be announced at, and terms will commence from, the Annual General Meeting. The AGM takes place between September and November each year.

Our members elect the Governors by a single transferrable vote. The election is supervised by an external organisation appointed by our President. Below is a list of our Governors during the year, along with the other committees they were members of:

<b>Governor</b>	<b>Period of Office</b>	<b>Committee Role</b>
<b>Andrew Reeves</b> Chair	Elected 16/11/13 Elected Chair 21/11/14 Re-elected Chair 16/11/17	Remuneration and Governance – Chair
<b>Caryl Sibbett</b> Deputy Chair	Elected 14/11/11 Re-elected 21/11/14 Re-elected 16/11/17 Elected Deputy Chair 16/11/17	Membership and Professional Standards – Committee member
<b>Mhairi Thurston</b>	Elected 14/11/11 Re-elected 21/11/14 Re-elected 16/11/17	Research Committee – Chair
<b>Vanessa Stirum</b>	Co-opted 4/3/16 Appointed 24/11/16	Public Protection – Committee member
<b>Myira Khan</b>	Elected 24/11/16	Membership and Professional Standards – Chair
<b>Natalie Bailey</b>	Elected 24/11/16	Audit, Risk and Performance – Chair
<b>Andrew Kinder</b>	Co-opted 24/3/17 Appointed 16/11/17	
<b>Una Cavanagh</b>	Elected 16/11/17	
<b>Julie May</b>	Elected 16/11/18	
<b>Val Elliott</b>	Co-opted 01/06/2018 Appointed 16/11/18	Finance and Policy – Chair
<b>Moirra Sibbald</b>	Co-opted 01/06/2018 Appointed 16/11/18	Public Protection – Chair

All elected Governors must be BACP members. Appointments to the Board are made to provide the skills and expertise considered necessary to achieve our strategic aims.

The Board may also co-opt up to two members with the relevant skills and experience to fill any vacancies that may arise.

On appointment, each Governor completes a register of interests and a confidentiality agreement. They're provided with a Governor Handbook that includes the Articles of Association, Standing Orders of the Association, policies and procedures on issues such as delegation of authority, recruitment, equal opportunities, investment, reserves, conflict of interest, business expenses and other guidance. The Handbook contains a role description for the Governors and a copy of various relevant Charity Commission leaflets including but not limited to, The Essential Trustee: What you need to know, The Essential Trustee: An introduction, Trustee Expenses and Payments and The Good Trustee Guide. All new Governors meet with the Chair and the Chief Executive and an induction meeting with senior staff including a tour of the office is arranged for all new members of the Board. Their training needs are regularly assessed and met.

## **BACP Presidents**

<b>President</b>	<b>Vice Presidents</b>
<b>David Weaver</b>	<b>Professor Dame Sue Bailey</b> <b>Luciana Berger MP</b> <b>John Cowley</b> <b>Nancy Rowland</b> <b>Julia Samuel</b>

# Board of Governors' responsibilities

## Board of Governors' responsibilities

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Company law requires the Board of Governors to prepare the financial statements for each financial year, which give a true and fair view of the state of affairs of the company and the group and of the surplus or deficit of the group for that year.

In preparing these financial statements, the Board of Governors is required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities Statements of Recommended Practice
- make judgements and estimates that are reasonable and prudent
- 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 Governors is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable the Board to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the Statement of Recommended Practice for Accounting and Reporting by Charities (SORP 2015 (FRS102) effective January 2015).

The Board of Governors is also responsible for safeguarding the assets of the company and the group, and for taking reasonable steps to prevent and detect fraud and other irregularities.

More information about how our Association is governed can be found in our Articles of Association and our Standing Orders.

## Statement as to disclosure of information to auditors

As far as the Board of Governors is aware, there's no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each Governor has taken all the steps that he or she ought to have taken as a Governor 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

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Our Chief Executive, Dr Hadyn Williams, is responsible for planning and developing our services and strategies, within clear policies and protocols set by the Board.

Our Chief Executive reports, via the Finance and Policy Committee, on the financial position of the company, including the actual performance compared to the budget. Management Accounts are received quarterly by the Board and regularly by the Finance and Policy Committee.

The Board approve the Association's salary policy and procedure. Salaries are benchmarked against similar posts in the sector and geographical area every third year.

Our staff team is recruited and supported to provide the skills and expertise needed to operate our organisation successfully. The Senior Management Team, who oversee each of our departments, are:



<b>Hadyn Williams</b>	Chief Executive
<b>Cristian Holmes</b>	Deputy Chief Executive and Chief Operating Officer
<b>Fiona Ballantine Dykes</b>	Chief Professional Standards Officer
<b>Steve Cantell</b>	Head of ICT
<b>Christina Docchar</b>	Registrar
<b>Suky Kaur/Martin Bell</b> (sabbatical cover/ Deputy Head of Policy)	Head of Policy
<b>Suzanne O'Neill</b>	Head of Communications
<b>Ian Patrick</b> (Until March 31, 2019)	Head of Finance and Central Services
<b>Chelsea Shelley/ Melanie Sallis</b> (maternity cover)	Head of Membership and Operations
<b>Richard Smith</b>	Deputy Head of Membership
<b>Dr Clare Symons</b>	Head of Research
<b>John Woolley</b>	Head of People, Culture and Governance

## Membership of BACP

We offer the categories of membership listed below. The members of these categories are also members of the company and have full voting rights:

- Student Member
- Individual Member
- Registered Member (MBACP)
- Registered Accredited Member (MBACP Accred)
- Registered Senior Accredited Member (MBACP Snr Accred)
- Retired Member
- Organisational Member.

## Volunteers

We're hugely grateful to the many volunteers who support us by serving on our divisions, committees, expert reference groups, forums, working groups and as peer reviewers and media spokespersons. Thank you for your continued and significant contribution to our success – your dedication, commitment, passion and hard work allow us to better serve our members and stakeholders; to promote the counselling professions effectively and to support our vision: counselling changes lives.

# Review of BACP's financial position

We remain in a healthy financial position in line with our reserves policy. This financial position allows us to undertake and support a broad range of activities in relation to our charitable objectives.

Further details about the financial position are included in the 'Review of the business' section of the strategic report.

## Reserves policy

The Board of Governors reviews the Reserves policy annually. The current policy is that the free reserves should be at a level to allow for future unanticipated fluctuations in income and expenditure, identified risks, and to cover the estimated running cost of core services for four months. This is currently estimated at £2.9 million.

The Free Reserves for this purpose are the total reserves, less restricted and designated funds (to the extent that they have been committed), less tangible and intangible fixed assets and capital commitments, with the exception of administrative land and buildings, which are considered to be disposable.

At 31 March 2019 the level of the charity's free reserves was:

<b>Total reserves:</b>	<b>£5,265,399</b>
Less:	
Restricted funds	£0
Designated funds (that have been committed)	£35,308
Property revaluation reserve	£303,524
Tangible and Intangible fixed assets*	£607,850
Capital Commitments	£180,000
<b>Sub-Total</b>	<b>£4,138,717</b>
Less identified risks	£583,652
<b>Free reserves</b>	<b>£3,555,065</b>

\*excluding administrative land and buildings, which are considered to be disposable

Although higher than policy, planned deficits will be incurred to bring the level of the free reserves in line with the policy over the next two years.

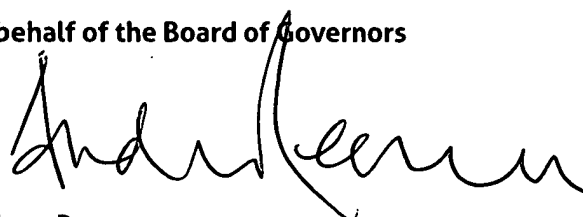
## Investment policy

Kleinwort Hambros Private Bank Limited (KHPB) provides discretionary investment management services of the investment portfolio. Further details about the investments are included in the 'Review of the business' section of the Strategic report. KHPB is regulated by the Financial Conduct Authority and is a member of the London Stock Exchange. The results for the year are set out in notes 11 and 18.

## Officers' insurance

The company has Officers' Liability Insurance in place. This insurance indemnifies any officer against a liability arising as a result of his or her negligence up to an aggregate liability of £1 million. The cost of this insurance amounted to £1,791 (2018 – £722) for the year.

On behalf of the Board of Governors



**Andrew Reeves**  
Chair

Date: 13th September 2019

# Strategic report

## Review of the business

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Our main sources of funding are membership subscriptions, therapist directory fees, accreditation fees and income from our trading subsidiary, BACP Enterprises Ltd.

Total incoming resources for the year increased by £141,065 to £8,587,774 (1.7%). The increased income was principally driven by higher membership numbers, which increased by 9.1% on the previous year. Our membership (individual and organisations) was 49,766 in the year ending 31 March 2019 up from 45,632 the year before. Membership numbers are closely monitored throughout the year.

The trading subsidiary yielded a slightly lower contribution again this year, down from £364,148 to £347,316, and continues to operate in a very competitive environment. The sources of funding sustain the costs incurred in delivering our key objectives through representation of the profession, developing research, the provision of journals, conferences and events, professional standards, register and conduct processes.

We maintain a sound practice of review and planning. Operating expenditure increased by £629,447 to £8,947,229 (7.6%). In the past year, we've increased our spending on member services including our events, CPD hub and Good Practice in Action resources. Our expenditure on events for our members, ranging from our major conferences, to our popular Making Connections sessions and local networking events, has gone up by 20% compared to 2017 to 2018. A substantial extra investment has been made in enhancing our online services and our website. We've invested in the creation of six new committees, as part of our drive to be more accountable to members and to involve them further in our governance processes.

The deficit for the year after a small unrealised gain on investments of £10,744 was £348,711. Total funds decreased accordingly to £5,265,399. This decrease was in line with the Board's reserve policy. Further capital expenditure was incurred relating to the new website and membership database, as well as commencing improvement of the finance and human resources' systems.

Kleinwort Hambros Private Bank manage the ethical investment portfolio in line with our policy on ethical investment. The investment objectives criterion is based on maximum total gross return. This is achieved by generating growth through capital appreciation in the value of shares and the reinvestment of income as generated from dividends, while complying with our policy on ethical investment.

# Description of principal risks and uncertainties

During the year, the Finance and Policy Committee and the Board of Governors carry out an assessment of the business, operational and financial risks. We then review the policies, procedures and reporting regimes, and amend them if needed, to manage and reduce the identified risks. Our Governors have assessed the charity by reviewing budgets, plans, financial and operational risks and the external environment for the forthcoming year. Our Governors are satisfied that there are no material uncertainties around the continuing relevance of the charity or its ability to continue.

Risks are divided into five categories: governance, operational, financial, external and compliance. The Risk Register is reviewed every month by assessing each risk in terms of likelihood and impact. Mitigation strategies are drawn up, responsibilities allocated and progress monitored. The Finance and Policy Committee then make reports on current and mitigated risks to the Board of Governors. If a mitigation process requires financial investment, it is held to account through this process.

The Board has delegated clear lines of authority to our staff, and staff are involved in the recognition of risk in their activities.

In this accounting period, several risks were identified and mitigated, including the transition to a new certificate of proficiency system, a new financial system, planning for GDPR and SCoPED projects, and reviewing and refreshing business continuity plans and disaster recovery plans.

**On behalf of the Board of Governors**



**Andrew Reeves**

Chair

# Independent auditor's report

## to the members of the British Association for Counselling and Psychotherapy

### Opinion

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We have audited the financial statements of British Association for Counselling and Psychotherapy (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31st March 2019 which comprise the Consolidated Statement of Financial Activities, the Consolidated Summary Income and Expenditure Account, the Consolidated and Parent Charitable Company Balance Sheets, The Consolidated Cashflow and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31st March 2019 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

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We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Governors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Governors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## Other information

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The Governors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and the Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

## Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Strategic Report and the Annual Review for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and the Annual Review have been prepared in accordance with applicable legal requirements.

## Matters on which we are required to report by exception

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In the light of the knowledge and understanding of the group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report or the Annual Review.

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

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

## Responsibilities of the Board of Governors

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As explained more fully in the Board of Governors' Responsibilities Statement, the Governors (who are also the directors of the parent charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Governors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

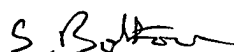
## **Auditor's responsibilities for the audit of the financial statements**

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

A further description of our responsibilities for the audit of the financial statements is located the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we may state to the charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Stuart Bolton FCA**  
(Senior Statutory Auditor)

for and on behalf of Atkinson Finch & Co,  
Statutory Auditor  
Chartered Accountants  
Central Chambers  
45-47 Albert Street  
Rugby  
Warwickshire  
CV21 2SG

Date: 20th September 2019

# Consolidated statement of financial activities (incorporating an income and expenditure account) for the year ended 31 March 2019

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2019 £	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	Total 2018 £
<b>Income from:</b>									
Donations		11,740	-	-	11,740	6,250	-	-	6,250
Charitable activities	3	8,030,624	-	-	8,030,624	7,882,604	-	-	7,882,604
Trading activities	5	452,068	-	-	452,068	476,170	-	-	476,170
Investment income	6	58,827	-	-	58,827	48,619	-	-	48,619
Other income		34,515	-	-	34,515	33,066	-	-	33,066
<b>TOTAL INCOME</b>		<b>8,587,774</b>	<b>-</b>	<b>-</b>	<b>8,587,774</b>	<b>8,446,709</b>	<b>-</b>	<b>-</b>	<b>8,446,709</b>
<b>Expenditure on:</b>									
Raising funds	6	20,331	-	-	20,331	16,396	-	-	16,396
Trading activities	5	104,752	-	-	104,752	112,022	-	-	112,022
Charitable activities	4	8,769,567	33,542	19,037	8,822,146	8,136,739	40,768	11,857	8,189,364
<b>TOTAL EXPENDITURE</b>		<b>8,894,650</b>	<b>33,542</b>	<b>19,037</b>	<b>8,947,229</b>	<b>8,265,157</b>	<b>40,768</b>	<b>11,857</b>	<b>8,317,782</b>
<b>NET INCOME/(EXPENDITURE) BEFORE GAINS AND LOSSES ON INVESTMENTS</b>		<b>(306,876)</b>	<b>(33,542)</b>	<b>(19,037)</b>	<b>(359,455)</b>	<b>181,552</b>	<b>(40,768)</b>	<b>(11,857)</b>	<b>128,927</b>
Net (Losses)/Gains on investments	18	10,744	-	-	10,744	(24,556)	-	-	(24,556)
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>(296,132)</b>	<b>(33,542)</b>	<b>(19,037)</b>	<b>(348,711)</b>	<b>156,996</b>	<b>(40,768)</b>	<b>(11,857)</b>	<b>104,371</b>
Transfers between Funds	19	1,000,000	(1,000,000)	-	-	8,905	(8,905)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>703,868</b>	<b>(1,033,542)</b>	<b>(19,037)</b>	<b>(348,711)</b>	<b>165,901</b>	<b>(49,673)</b>	<b>11,857</b>	<b>104,371</b>
<b>Reconciliation of Funds:</b>									
<b>TOTAL Funds Brought Forward at 1 April 2018</b>		<b>4,526,223</b>	<b>1,068,850</b>	<b>19,037</b>	<b>5,614,110</b>	<b>4,360,322</b>	<b>1,118,523</b>	<b>30,894</b>	<b>5,509,739</b>
<b>TOTAL Funds Carried Forward at 31 March 2019</b>	21	<b>5,230,091</b>	<b>35,308</b>	<b>-</b>	<b>5,265,399</b>	<b>4,526,223</b>	<b>1,068,850</b>	<b>19,037</b>	<b>5,614,110</b>

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

Unrealised losses 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 deficit for the year for Companies Act purposes comprises the net incoming resources for the year plus realised losses on investments and was £365,354 (2018 – £134,852 surplus).



# Consolidated balance sheet at 31 March 2019

	Notes	2019 £	2019 £	2018 £	2018 £
<b>FIXED ASSETS:</b>					
Tangible assets	9	3,307,301		3,311,411	
Intangible assets	10	488,549		444,276	
Investments	11	2,042,291		2,002,616	
			<b>5,838,141</b>		<b>5,758,303</b>
<b>CURRENT ASSETS:</b>					
Stocks	12	2,879		4,246	
Debtors	13	2,138,189		491,182	
Fixed term deposits		500,000		500,000	
Cash at bank and in hand		1,450,837		1,710,788	
		4,091,905		2,706,216	
<b>CREDITORS: Amounts falling due within one year</b>	14	4,664,647		2,850,409	
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<b>(572,742)</b>		<b>(144,193)</b>
<b>NET ASSETS</b>			<b>5,265,399</b>		<b>5,614,110</b>
<b>RESTRICTED FUNDS</b>	19		-		19,037
<b>UNRESTRICTED FUNDS:</b>					
General income fund	21	4,926,567		4,222,699	
Designated funds	19	35,308		1,068,850	
Property revaluation reserve	15	303,524		303,524	
<b>Total Unrestricted Funds</b>			<b>5,265,399</b>		<b>5,595,073</b>
<b>TOTAL FUNDS</b>			<b>5,265,399</b>		<b>5,614,110</b>

On behalf of the Board of Governors



**Andrew Reeves**  
Chair

Approved by the Board of Governors  
on 13th September 2019

# Balance sheet at 31 March 2019

	Notes	2019 £	2019 £	2018 £	2018 £
<b>FIXED ASSETS:</b>					
Tangible assets	9	3,307,301		3,311,411	
Intangible assets	10	488,549		444,276	
Investments	11	2,042,291		2,002,616	
			<b>5,838,141</b>		<b>5,758,303</b>
<b>CURRENT ASSETS:</b>					
Stocks	12	2,879		4,246	
Debtors	13	2,134,398		473,345	
Fixed term deposits		500,000		500,000	
Cash at bank and in hand		1,422,359		1,691,353	
		<b>4,059,636</b>		<b>2,668,944</b>	
<b>CREDITORS: Amounts falling due within one year</b>	14	4,633,082		2,813,842	
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<b>(573,446)</b>		<b>(144,898)</b>
<b>NET ASSETS</b>			<b>5,264,694</b>		<b>5,613,405</b>
<b>RESTRICTED FUNDS</b>					
	19		-		19,037
<b>UNRESTRICTED FUNDS:</b>					
General income fund		4,925,862		4,221,994	
Designated Funds	19	35,308		1,068,850	
Property revaluation reserve	15	303,524		303,524	
<b>Total Unrestricted Funds</b>			<b>5,264,694</b>		<b>5,594,368</b>
<b>TOTAL FUNDS</b>			<b>5,264,694</b>		<b>5,613,405</b>

On behalf of the Board of Governors



**Andrew Reeves**  
Chair

Approved by the Board of Governors  
on 13th September 2019

# Consolidated cashflow statement for the year ended 31 March 2019

	2019 £	2018 £
<b>Net cash (used in)/provided by operating activities</b>	<b>175,234</b>	<b>123,342</b>
<b>Cash flows from investing activities:</b>		
Dividends and interest from investments	58,827	48,619
Purchase of property and equipment	(84,750)	(130,720)
Purchase of intangible assets	(380,331)	(455,271)
Proceeds from sale of investments	233,867	142,182
Purchase of investments	(170,321)	(700,789)
<b>Net cash provided by (used in) investing activities</b>	<b>(342,708)</b>	<b>(1,095,979)</b>
<b>Change in cash and cash equivalents in the reporting period</b>	<b>(167,474)</b>	<b>(972,637)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<b>2,250,812</b>	<b>3,223,449</b>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>2,083,338</b>	<b>2,250,812</b>
	2019 £	2018 £
<b>Net movement in funds for the reporting period (as per the statement of financial activities)</b>	<b>(348,711)</b>	<b>104,371</b>
<b>Adjustments for:</b>		
Depreciation	88,221	72,278
Amortisation	336,058	199,648
Losses/(Gains) on investments	(10,744)	24,556
Dividends and interest from investments	(58,827)	(48,619)
Losses on sale of fixed assets	639	640
(Increase)/Decrease in stock	1,367	(3,132)
Increase in debtors	(1,647,007)	(166,979)
(Increase)/Decrease in creditors	1,814,238	(59,421)
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<b>175,234</b>	<b>123,342</b>
	2019 £	2018 £
Cash in hand	1,450,837	1,710,788
Fixed term deposits	500,000	500,000
Cash held in investments	132,501	40,024
<b>Total cash and cash equivalents</b>	<b>2,083,338</b>	<b>2,250,812</b>

# Notes to the financial statements for the year ended 31 March 2019

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## 1. Accounting policies

### Accounting convention

The financial statements 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 2015 (FRS102) effective January 2015) and with the Companies Act 2006. 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 408 of the Companies Act 2011.

### Going concern

The financial statements have been prepared on a Going Concern basis. The Trustees have assessed this basis by reviewing budgets, plans, financial and operational risks and the external environment for the forthcoming year. The Trustees are satisfied that there are no material uncertainties around the continuing relevance of the charity or its ability to continue.

### Key judgements and assumptions

There are no key judgements that have a significant effect on the accounts or assumptions that have a significant risk of causing a material adjustment in the next reporting period.

### Fund accounting

General income funds are unrestricted funds which are available for use at the discretion of the Board of Governors 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 Governors 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.

### **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 a group defined contribution pension scheme for employees. Contributions are charged to the Statement of Financial Activities in the period in which they are made.

### **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 £2,000 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	33% per annum - straight line basis
Office furniture and equipment	20% per annum - straight line basis

The Governors are of the opinion that the residual value of the freehold property is at least equal to the book value, therefore, no depreciation is provided.

### **Intangible assets and amortisation**

Intangible assets consisting of direct costs associated with the build of a replacement membership database and website together with wider IT infrastructure upgrades are capitalised and included at cost.

Amortisation will be provided so as to write off the cost, less estimated residual value, of intangible assets, over their estimated useful lives, commencing when the asset comes into service, as follows:

IT infrastructure upgrades	33% per annum - straight line basis
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### **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.

### **Stocks**

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

### **Debtors**

Debtors are brought into the financial statements where there is a reasonable certainty of collection. They are valued at the actual amount that will be received where this can be ascertained, otherwise a pro-rata basis or best estimate valuation is used.

### **Bank and cash**

Bank and cash balances are included in the balance sheet at the sterling equivalent of the actual amounts held.

### **Creditors and deferred income**

Creditors are brought into the financial statements where there is a reasonable certainty that a liability exists. They are valued at the transaction price where ascertainable, otherwise a pro-rata basis or best estimate valuation is used.

Deferred income is provided to match advance payments for conferences, events and advertising etc., to the period in which the service will be provided.

## 2. Company status

The company is a company limited by guarantee. The company registration number is 02175320 (incorporated in the United Kingdom 8 October 1987), the charity registration number is 298361. BACP is a Public Benefit Entity under FRS 102.

The governing documents are the Articles of Association and the Standing Orders of the company, the members of the Board of Governors are Directors of the Company and Trustees under Charity Law.

The registered office is BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB. This also serves as the principal place of business.

All individual 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 2019 there were 48,834 members (2018 – 44,744).

## 3. Income from charitable activities

	2019 £	2018 £
Membership Subscriptions	7,248,120	7,007,506
Income from Publications	296,269	414,777
Accreditation	198,150	238,664
Conferences and Events	288,085	221,657
<b>Total Group</b>	<b>8,030,624</b>	<b>7,882,604</b>

## 4. Expenditure on charitable activities

	New Projects and programmes £	Representing the Profession £	Register £	Research £	Governance £	Designated £	Restricted £	2019 Total £	2018 Total £
<b>STAFF COSTS</b>									
Staff and Contractors	624,886	2,316,014	514,059	237,410	150,849	-	19,037	3,862,255	3,451,996
Restructuring	-	-	-	-	-	-	-	-	156,520
	624,886	2,316,014	514,059	237,410	150,849	-	19,037	3,862,255	3,608,516
<b>OTHER DIRECT COSTS</b>									
Office Expenses	-	154,019	11,925	2,598	-	-	-	168,542	165,272
Recruitment and Staff Costs	7,958	67,334	18,040	7,990	2,463	-	-	103,785	69,372
Travel and Committees	-	88,600	8,079	29,372	2,160	-	-	128,211	109,668
Annual General Meeting	-	-	-	-	40,742	-	-	40,742	27,091
Information Technology	-	-	-	-	-	-	-	-	750
Events	-	289,439	-	32,901	-	-	-	322,340	194,858
Projects	44,316	162,223	98,997	-	-	-	-	305,536	379,533
Bursaries	-	-	-	22,031	-	-	-	22,031	3,130
Property Running Costs	-	399	-	-	-	-	-	399	27,129
Professional Fees	-	-1,897	37,097	-	25,188	-	-	60,388	44,112
Auditors Remuneration	-	-	-	-	9,100	-	-	9,100	8,750
Journals and Publications	-	1,122,499	-	1,000	-	-	-	1,123,499	1,026,135
Hearings	-	-	74,828	-	-	-	-	74,828	64,015
Research	-	-	-	40,885	-	33,542	-	74,427	74,496
<b>TOTAL DIRECT COSTS</b>	<b>677,160</b>	<b>4,198,630</b>	<b>763,025</b>	<b>374,187</b>	<b>230,502</b>	<b>33,542</b>	<b>19,037</b>	<b>6,296,083</b>	<b>5,802,827</b>
<b>SUPPORT COSTS</b>									
Office Expenses	115,700	471,674	133,500	62,300	-	-	-	783,174	615,259
Recruitment and Staff Costs	14,833	60,473	17,115	7,987	-	-	-	100,408	84,361
Travel and Committees	7,155	29,172	8,256	3,853	-	-	-	48,436	16,871
Staff and Contractors	161,326	657,714	186,145	86,868	-	-	-	1,092,053	1,014,242
Information Technology	32,629	133,027	37,649	17,570	-	-	-	220,875	148,667
Property Running Costs	30,089	122,669	34,718	16,201	-	-	-	203,677	446,176
Professional Fees	11,440	46,640	13,200	6,160	-	-	-	77,440	60,961
	373,172	1,521,369	430,583	200,939	-	-	-	2,526,063	2,386,537
Reallocation of Governance costs	34,052	138,825	39,290	18,335	(230,502)	-	-	-	-
<b>TOTAL SUPPORT AND GOVERNANCE COSTS</b>	<b>407,224</b>	<b>1,660,194</b>	<b>469,873</b>	<b>219,274</b>	<b>(230,502)</b>	<b>-</b>	<b>-</b>	<b>2,526,063</b>	<b>2,386,537</b>
<b>TOTAL COSTS</b>	<b>1,084,384</b>	<b>5,858,824</b>	<b>1,232,898</b>	<b>593,461</b>	<b>-</b>	<b>33,542</b>	<b>19,037</b>	<b>8,822,146</b>	<b>8,189,364</b>



## 5. Activities of subsidiaries

The Charity has one subsidiary, BACP Enterprises Limited. 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 (company registration number 1064190) 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. It is a trading subsidiary and gifts Net Profit to the parent company the British Association for Counselling and Psychotherapy.

	<b>BACP Enterprises Limited 2019 £</b>	<i>BACP Enterprises Limited 2018 £</i>
Turnover	452,068	476,170
Administrative expenses	(104,752)	(112,022)
<b>Net profit</b>	<b>347,316</b>	<b>364,148</b>
Amount gifted	(347,316)	(364,148)
Retained profit brought forward	-	-
<b>Retained profit</b>	<b>-</b>	<b>-</b>

### The assets and liabilities of the subsidiaries were:

Current assets	93,257	170,309
Creditors: amounts falling due within one year	(92,552)	(169,604)
Total net assets	705	705
Aggregate share capital and reserves	705	705

## 6. Investment income

	<b>2019 £</b>	<b>2018 £</b>
<b>INVESTMENT INCOME</b>		
Interest receivable	5,498	11,971
Dividends and other investment income	53,329	36,648
	<b>58,827</b>	<b>48,619</b>
<b>Cost of raising funds:</b>		
Fund management charges	20,331	16,396

## 7. Staff numbers and costs

	2019	2018
The average number of employees (including part-time staff) by department during the year was:		
Administration	24	24
Membership	17	14
Events	9	9
Customer Relationship Services	9	10
Professional Standards	12	14
BACP Registers	16	15
Journals	1	1
Publications Sales	1	1
Communications	5	5
Research	16	13
	110	106

	2019	2018
The average number of employees (including part-time staff) by activity during the year was:		
Administration	22	22
New Projects and Programmes	13	13
Representing the Profession	53	51
BACP Registers	15	14
Research	7	6
	110	106

	2019	2018
The number of employees earning over £60,000 per annum was as follows:		
£60,001 – £70,000	4	4
£90,001 – £100,000	1	-
£100,001 – £110,000	-	1
£110,001 – £120,000	1	-
£120,001 – £130,000	-	2
£130,001 – £140,000	1	-

Contributions to the pension scheme for higher paid employees amounted to £41,802 for the year (2018 – £38,451).

The total employee remuneration received during the year by the key management personnel active in the organisation at the balance sheet date was £852,572 (2018 – £769,620).

During the year members of the Board of Governors have been reimbursed for travelling and accommodation costs amounting to £7,218 (2018 – £5,980). Other amounts paid directly in respect of accommodation and travel amounted to £22,291 (2018 – £13,414). Thirteen trustees had expenses reimbursed during the year (2018 – ten).

	2019 £	2018 £
The aggregate payroll costs amounted to:		
Wages and salaries	4,214,833	3,970,955
Social security costs	374,828	364,511
Other pension costs	205,347	183,541
Death in service	22,000	19,023
	<b>4,817,007</b>	<b>4,538,030</b>

## 8. Fees payable to auditors

	The Group		The Company	
	2019 £	2018 £	2019 £	2018 £
Relating to audit services	10,450	10,150	9,100	8,750
Relating to non-audit services	3,061	3,755	2,988	3,682
	<b>13,511</b>	<b>13,905</b>	<b>12,088</b>	<b>12,432</b>

## 9. Tangible fixed assets (Group and Company)

	Computer equipment & accessories £	Office furniture & equipment £	Freehold property £	Total £
<b>Cost</b>				
At 1 April 2018	494,694	91,169	3,188,000	3,773,863
Additions	84,750	-	-	84,750
Disposals	(185,116)	-	-	(185,116)
Revaluation	-	-	-	-
At 31 March 2019	394,328	91,169	3,188,000	3,673,497
<b>Depreciation</b>				
At 1 April 2018	377,672	84,780	-	462,452
Charge for the year	85,323	2,898	-	88,221
Disposals	(184,477)	-	-	(184,477)
At 31 March 2019	278,518	87,678	-	366,196
<b>Net book value</b>				
<b>At 31 March 2019</b>	<b>115,810</b>	<b>3,491</b>	<b>3,188,000</b>	<b>3,307,301</b>
At 1 April 2018	117,022	6,389	3,188,000	3,311,411

Cost/Valuation at 31 March 2019 is represented by:

	Computer equipment & accessories £	Office furniture & equipment £	Freehold property £	Total £
<b>Cost</b>	<b>394,328</b>	<b>91,169</b>	<b>-</b>	<b>485,497</b>
Build Cost	-	-	1,767,310	1,767,310
Fit Out and Professional Costs	-	-	767,166	767,166
Purchase Cost	-	-	350,000	350,000
	394,328	91,169	2,884,476	3,369,973
Surplus on valuation in 2007	-	-	65,524	65,524
Surplus on valuation in 2013	-	-	200,000	200,000
Surplus on valuation in 2014	-	-	38,000	38,000
	394,328	91,169	3,188,000	3,673,497

If the freehold properties had not been revalued they would have been included at the following historical cost:

	2019 £	2018 £
Cost	2,884,476	2,884,476

The freehold property, known as BACP House, was valued on an open market basis on 31 January 2013 by Darlinson Dyer, Chartered Surveyors.

The freehold property, known as Unit 3, was valued for the vendors on an open market basis on 25 April 2013 by Howkins & Harrison, Chartered Surveyors.

Unit 3 was purchased at a discount for £350,000, the Governors agreed to adopt the open market value of £388,000.

## 10. Intangible assets

	Database & Website Costs £	Time and Attendance £	Finance System £	Total £
<b>Cost</b>				
At 1 April 2018	597,670	15,110	31,144	643,924
Additions	358,450	9,350	12,531	380,331
Disposals	-	-	-	-
Revaluation	-	-	-	-
At 31 March 2019	956,120	24,460	43,675	1,024,255
<b>Amortisation</b>				
At 1 April 2018	199,648	-	-	199,648
Charge for the year	321,500	-	14,558	336,058
Disposals	-	-	-	-
At 31 March 2019	521,148	-	14,558	535,706
<b>Net book value</b>				
<b>At 31 March 2019</b>	<b>434,972</b>	<b>24,460</b>	<b>29,117</b>	<b>488,549</b>
At 1 April 2018	398,022	15,110	31,144	444,276

Amortisation has only been provided for assets in use. The amortisation charge is included within office expenses in the SORP grid in note 4.

## 11. Investments (Group and Company)

	2019 £	2018 £
<b>Market value</b>		
Opening market value	1,962,582	1,428,531
Additions	170,321	700,789
Disposals at opening market value	(239,766)	(136,256)
	1,893,137	1,993,064
Unrealised (loss)/profit on investments	16,643	(30,482)
<b>At 31 March 2019</b>	<b>1,909,780</b>	<b>1,962,582</b>
Cash held by Investment Managers	132,501	40,024
	2,042,281	2,002,606
Shares in property management service company relating to freehold property in Lutterworth	10	10
	<b>2,042,291</b>	<b>2,002,616</b>

The historical cost of the investment portfolio (excluding cash) at 31 March 2019 was £1,809,082 (2018 – £1,870,854).

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

	2019 £	2018 £
<b>Investments at market value comprised:</b>		
Fixed interest securities - UK – UK	611,701	673,513
Fixed interest securities - Rest of world – Rest of world	165,013	201,181
Equities – UK	512,862	598,890
– Rest of world	502,958	395,466
Property	117,246	93,532
	<b>1,909,780</b>	<b>1,962,582</b>

## 12. Stocks (Group and Company)

	2019 £	2018 £
Printing and stationery	2,879	4,246
	<b>2,879</b>	<b>4,246</b>

## 13. Debtors

	The Group		The Company	
	2019 £	2018 £	2019 £	2018 £
Trade debtors	1,827,118	140,938	1,792,603	14,794
Amount owed from subsidiaries: – BACP Enterprises Limited	-	-	60,988	133,037
Other debtors	87,032	127,670	56,937	103,117
Prepayments	224,039	222,574	223,870	222,397
	<b>2,138,189</b>	<b>491,182</b>	<b>2,134,398</b>	<b>473,345</b>

In 2018 the Association started invoicing all membership subscriptions annually, where previously it invoiced membership subscriptions paid by direct debit in 10 instalments as and when the payments fell due. This change has increased debtors from £140,938 to £1,827,118.

## 14. Creditors: amounts falling due within one year

	The Group		The Company	
	2019 £	2018 £	2019 £	2018 £
Trade creditors	480,182	467,211	479,351	467,211
Amount owed to subsidiaries: – BACP Enterprises Limited	-	-	-	-
Social security and other taxes	164,256	136,706	147,501	108,221
Accruals	150,232	177,141	141,198	175,681
Deferred income	35,639	53,674	30,694	47,052
	<b>830,309</b>	<b>834,732</b>	<b>798,744</b>	<b>798,165</b>
Membership and United Kingdom register fees in advance	3,545,311	2,015,677	3,545,311	2,015,677
Other subscriptions received in advance	289,027	-	289,027	-
	<b>4,664,647</b>	<b>2,850,409</b>	<b>4,633,082</b>	<b>2,813,842</b>

In 2018 the Association started invoicing all membership subscriptions annually, where previously it invoiced membership subscriptions paid by direct debit in 10 instalments as and when the payments fell due. This change has increased subscription income received in advance from £2,015,677 to £3,834,338.

### Deferred income

	Group	Company
	2019 £	2019 £
Brought forward at 1 April 2018	53,674	47,052
Released during year	53,674	47,052
Total invoiced in year	725,443	275,052
Carried forward at 31 March 2019	(35,639)	(30,694)
Total income in year	<b>743,478</b>	<b>291,410</b>

## 15. Revaluation reserve

	The Group		The Company	
	2019 £	2018 £	2019 £	2018 £
Refer to note 9 for full details.	303,524	303,524	303,524	303,524
	<b>303,524</b>	<b>303,524</b>	<b>303,524</b>	<b>303,524</b>

## 16. Operating lease commitments

At 31 March 2019, the company had total commitments under non-cancellable operating leases as follows:

	2019 £	2018 £
Within one year:	-	1,316
	<b>-</b>	<b>1,316</b>

## 17. Capital commitments

At 31 March 2019, the company had capital commitments as follows:

	2019 £	2018 £
Within one year:		
Database & Website Costs	180,000	60,000
Finance System	-	8,800
	<b>180,000</b>	<b>68,800</b>

## 18. Unrestricted general income fund (Group and Company)

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

	2019 £	2018 £
Unrealised gains at 1 April 2018	91,728	141,480
(Gains)/Losses realised on investments against market value at 1 April 2018	(7,673)	(19,270)
	84,055	122,210
Unrealised gains/(losses) for the year	16,643	(30,482)
<b>Unrealised gains at 31 March 2019</b>	<b>100,698</b>	<b>91,728</b>



## 19. Designated and restricted funds

	Research Fund £	Insurance Fund £	Restricted Funds £	Total £
<i>Funds as 1 April 2017</i>	118,523	1,000,000	30,894	1,149,417
<i>Income</i>	-	-	-	-
<i>Expenditure</i>	(49,673)	8,905	(11,857)	(52,625)
	68,850	1,008,905	19,037	1,096,792
<i>Transfers</i>	-	(8,905)	-	(8,905)
<b>Funds as 1 April 2018</b>	<b>68,850</b>	<b>1,000,000</b>	<b>19,037</b>	<b>1,087,887</b>
<i>Income</i>	-	-	-	-
<i>Expenditure</i>	(33,542)	-	(19,037)	(52,579)
	35,308	1,000,000	-	1,035,308
<i>Transfers</i>	-	(1,000,000)	-	(1,000,000)
<b>Funds at 31 March 2019</b>	<b>35,308</b>	<b>-</b>	<b>-</b>	<b>35,308</b>

BACP through its risk assessment process commissioned expert advice on its insurance coverage.

The review concluded that a designated insurance fund was no longer required, hence the insurance fund balance of £1 million has been reclassified as free reserves.

BACP successfully delivered an e-learning package to the Department of Health.

The work involved the updating and enhancing the content. During the year £19,037 (2018 – £11,857) of the Restricted funds were utilised.

## 20. Related parties

Agreement to pay for the Chair's, Deputy Chair's and Governor's time was sought from and agreed by the Charity Commission.

	2019 £	2018 £
A Reeves, (Chair person)	14,500	11,750
C Sibbett, (Deputy Chair person)	5,689	1,955

The company purchased services from BACP Enterprises Limited to the value of £95 (2018 – £916) on normal commercial terms. At the balance sheet date the amount outstanding was £NIL (2018 – £NIL).

See also note 5.

## 21. Analysis of group net assets between funds

	General £	Designated £	Restricted £	Total £
<i>Tangible Assets</i>	3,007,887	-	-	3,007,887
<i>Intangible Assets</i>	444,276	-	-	444,276
<i>Investments</i>	1,002,616	1,000,000	-	2,002,616
<i>Net Current (Liabilities)/Assets</i>	(232,080)	68,850	19,037	(144,193)
	4,222,699	1,068,850	19,037	5,310,586
<i>Revaluation Reserve</i>	303,524	-	-	303,524
<b>As at 31 March 2018</b>	<b>4,526,223</b>	<b>1,068,850</b>	<b>19,037</b>	<b>5,614,110</b>
<i>Tangible Assets</i>	3,003,777	-	-	3,003,777
<i>Intangible Assets</i>	488,549	-	-	488,549
<i>Investments</i>	2,042,291	-	-	2,042,291
<i>Net Current (Liabilities)/Assets</i>	(608,050)	35,308	-	(572,742)
	4,926,567	35,308	-	4,961,875
<i>Revaluation Reserve</i>	303,524	-	-	303,524
<b>As at 31 March 2019</b>	<b>5,230,091</b>	<b>35,308</b>	<b>-</b>	<b>5,265,399</b>

## Professional advisers

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### Auditors

**Atkinson Finch & Co.**

Central Chambers  
45–47 Albert Street  
Rugby, CV21 2SG

### Solicitors

**Brethertons**

Montague House  
2 Clifton Road  
Rugby, CV21 3PX

**Russell Cooke**

2 Putney Hill  
London, SW15 6AB

### Bankers

**Lloyds Bank Plc**

14 Church Street  
Rugby, CV21 3PL

### Investment brokers

**SG Kleinwort Hambros Bank Ltd**

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8 St James's Square  
London, SW1Y 4JU

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