

Company number: 03258939

Charity number: 1058545

# **The United Kingdom Council for Psychotherapy**

## **Report and Financial Statements**

**30 September 2014**



**sayer vincent**

auditors and advisors

# **The United Kingdom Council for Psychotherapy**

## **Contents**

**For the year ended 30 September 2014**

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## The United Kingdom Council for Psychotherapy

### Reference and administrative details

For the year ended 30 September 2014

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**Company number** 03258939

**Charity number** 1058545

**Registered office  
and operational  
address** 2<sup>nd</sup> Floor, Edward House  
2 Wakley Street  
London  
EC1V 7LT

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

#### **Officers**

Janet Weisz	Chair
Rory Worthington	Honorary Treasurer (appointed 1 January 2014)
Frank Rodrigues	Honorary Treasurer (resigned 31 December 2013)

#### **Elected by individual members**

Keith Carlton	(Appointed 10 January 2014)
Martin Pollecoff	
Andrew Wadge	

#### **Elected by organisational members**

Sian Ellis	
Pat Hunt	(Appointed 10 January 2014)
Ofra Anker	(Stood down 4 December 2013)

#### **Trustees**

Carmen Joanne Ablack  
Fiona Biddle  
Inger Gordon

#### **Lay trustees**

David Fitzgerald	
John James	
Philippa Tucker	
Carl Hopkins	(Resigned 29 January 2014)

<b>Vice Chairs</b>	Philippa Donald	Education, Training, Practice and Research
	<i>Vacant</i>	Information and Member Services

<b>Principal staff</b>	David Pink	Chief Executive and Company Secretary
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**The United Kingdom Council for Psychotherapy**

**Reference and administrative details**

**For the year ended 30 September 2014**

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**Bankers**

CAF Bank Ltd  
Kings Hill  
West Malling  
Kent  
ME19 4TA

Barclays Bank plc  
PO Box 2764  
London  
NW3 6JD

**Solicitors**

Fieldfisher  
35 Vine Street  
London  
EC3N 2AA

**Auditors**

Sayer Vincent LLP  
Chartered Accountants and Statutory Auditors  
8 Angel Gate  
City Road  
London  
EC1V 2SJ

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

#### **For the year ended 30 September 2014**

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The trustees present their report and the audited financial statements for the year ended 30 September 2014.

Reference and administrative information set out on pages 2 and 3 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005).

### **Structure, governance and management**

#### Constitution

The organisation is a charitable company limited by guarantee, incorporated on 30 September 1996 and registered as a charity on 8 October 1996.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

#### Organisational structure and decision making

The Board of Trustees, which is responsible to UKCP members and the Charity Commission, oversees the fulfilment of our charitable objectives. A number of committees report to the Board or to the Strategic Coordinating Committee which oversees ongoing work.

The Board of Trustees is composed of between 3 and 15 trustees as follows:

- The Chair
- Three trustees elected by individual members
- Two trustees elected by organisational members
- Two representatives of colleges and faculties
- An honorary treasurer
- A minimum of three lay members (these can neither be members of UKCP staff nor come from the psychological professions).

Three trustees are elected by the individual members on the basis of one vote per individual member.

Two trustees are elected by the organisational members on the basis of one vote per organisational member.

On appointment, each trustee completes a register of interest and is asked to identify their training needs. We give our new trustees an induction pack outlining the roles and responsibilities of being a trustee as well as the Charity Commission's 'The essential trustee: an introduction' (CC3a) and 'The essential trustee: what you need to know' (CC3).

#### Risk management

In respect of operational practices, our Board reviews the risks facing UKCP on an annual basis. The review covers strategic, operational, financial, human resources, technological and reputational risks. The risks we have identified are prioritised in terms of potential impact and likelihood of occurrence and the trustees confirm that systems or procedures are in place to mitigate significant risks.

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

**For the year ended 30 September 2014**

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#### **Objectives and activities**

##### **Purposes and aims**

Our charitable objectives provide a framework through which our strategic aims can be achieved. They are:

- To promote the art and science of psychotherapy and psychotherapeutic counselling for the public benefit
- To promote research and education in psychotherapy and psychotherapeutic counselling and to disseminate the results of any such research
- To promote high standards of education and training and practice in psychotherapy and psychotherapeutic counselling
- To promote the wider provision of psychotherapy and psychotherapeutic counselling for all sections of the public

Helping us to meet our objectives are our strategic aims which permeate all our projects, informing the work we do and how we deliver our services.

##### **Strategic Aims**

###### **1. Establishing core values**

UKCP:

- is the UK's leading professional body for the education, training and accreditation of psychotherapists and psychotherapeutic counsellors
- is a unique cross-modality membership organisation
- promotes the value of psychotherapy to society
- helps people get high quality therapy
- helps people who would not normally get psychotherapy

###### **2. Improving access to psychotherapy**

UKCP is committed to ensuring that the highest quality and range of psychotherapies is made available to all sections of society, regardless of background or status.

###### **3. Engaging the membership**

UKCP is committed to working with its members to improve levels of communication and participation and to provide a valued service.

###### **4. Maintaining professional excellence**

UKCP will ensure that its registrants adhere to appropriate standards of practice and education and training and will continue to work to ensure that the register meets the relevant national accreditation standards.

###### **5. Recognition of psychotherapy**

UKCP will improve the understanding and availability of psychotherapy, ensuring that the full range of psychotherapies is made available within the NHS, the public sector and 'third sector'. It will ensure that the private sector is better informed on this matter.

###### **6. Culture and well run organisation**

UKCP strives to be a professional and well run organisation where staff and volunteers are valued and respected.

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

#### **For the year ended 30 September 2014**

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The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work within the last 12 months. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

#### Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

#### **Achievements and performance**

##### **1. Establishing core values**

While UKCP retains its distinctive identity, we increasingly work in coalition and alliance with other therapy organisations to make the case for access to high-quality therapy. We recognise that we are stronger together, and that it is vital that the sector speaks with a united voice to ensure the best possible outcomes for those in need. Working with the British Psychoanalytic Council (BPC) we surveyed our membership in 2014 to find out about the reality of psychotherapy services on the ground. The findings, which will be published in early 2015, indicate that public psychotherapy provision is deteriorating. Although members remain ready to offer their expertise to the NHS, issues such as lack of understanding of the value of long term work are hindering their engagement.

##### **2. Improving access to psychotherapy**

UKCP is an increasingly influential member of the We Need to Talk coalition. Two of UKCP's public policy priorities – to see National Institute for Care and Clinical Excellence (NICE) review the way it assesses the evidence base and to increase research funding for psychological therapies – are headline 'policy asks' for the We Need to Talk coalition. Along with our colleagues at the BPC and British Association for Counselling and Psychotherapy (BACP), we jointly led one of the strands of work of the coalition around NICE and expanding the evidence base for psychotherapy.

##### **3. Engaging the membership**

###### **Conferences and Events**

We organised workshops, conferences and members' assemblies for our members. These included 'Psychotherapy 2.0', a conference focused on uses of new media in psychotherapy, and a consultation day on the Complaints and Conduct Process which, for the first time, brought together therapists and service users.

###### **Communications**

The Communications and Innovation Team (now the Communications and Strategy Team) continued to support the organisation by producing, or advising on the production of, quality communications materials. This included emails to members with information about developments within UKCP and the psychotherapy profession. The Team continued to manage and promote the UKCP members' group on LinkedIn, which over 1,000 members had joined by the end of the financial year.

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

#### **For the year ended 30 September 2014**

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##### **Publications**

We published three issues of our journal, *The Psychotherapist*, in addition to adding three new titles to our ongoing books series, published in partnership with Karnac Books.

##### **Membership developments**

The Membership Team continue to meet strict targets in responding to enquiries from members. They have developed a new mapping tool of training courses for members, and an online knowledge base to improve staff understanding of psychotherapy-related issues.

##### **Consultations with the membership**

In the last year we consulted members on two important aspects of work: the Complaints and Conduct Process and the Continuing Professional Development Policy.

#### **4. Maintaining professional excellence**

##### **Complaints and Conduct Process (CCP)**

On 1 October 2013, CCP became a mandatory requirement for membership of our therapist register. A public consultation on the CCP was held between January and May 2014, and a review group prepared recommendations based on the consultation for the Board.

##### **Quality Assurance**

The Regulation Team completed the annual random audit of 3% of individual clinical members. Fifteen organisations were reviewed through the ongoing quinquennial review programme. The first pilot quinquennial review of a UKCP college was conducted successfully.

##### **Assured voluntary registration**

UKCP successfully applied to the Professional Standards Authority for reaccreditation of our register.

##### **Research**

In January 2014 we were proud to launch the 'Valuing Mental Health' report at a parliamentary event. The Research Faculty Committee worked to improve access for UKCP members to research literature, ran an 'Introduction to Research' workshop and piloted a research project with the Practitioner Research Network.

#### **5. Recognition of psychotherapy**

##### **UKCP website and branding**

The new UKCP website was launched, and a new UKCP logo was designed and rolled out. The website experienced technical difficulties which are ongoing, meaning that while the website provides excellent information about UKCP and psychotherapy in general, not all of the advanced functionality is available. Work to resolve the situation is ongoing, particularly with regard to member services and search functions.

##### **Public affairs work**

As a result of our lobbying around the 'Valuing Mental Health' report, a leading commission on mental health policy to 2020 placed the report at the heart of their recommendations for future government policy change.



## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

#### **For the year ended 30 September 2014**

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##### **Threat to psychological therapy services/conversion therapy**

We played the leading role in coordinating a landmark statement against gay conversion therapy by all the major psychological professionals in the UK. The Consensus Statement was published on the NHS Choices website in March 2014. A Memorandum of Understanding (MOU) was developed and relationships with new signatories fostered, significantly NHS England. The MOU was launched in January 2015 and received public support from the General Medical Council and the Public Standards Authority. Supportive statements were received from public health bodies in Northern Ireland, Scotland and Wales and it is expected that the initiative will be extended to the devolved nations in due course.

##### **6. Culture and well run organisation**

We continued to review our organisation's constitution and governance. We commissioned a report on governance structures and a number of essential changes to the constitution were voted in during a general meeting in the summer. The feedback from members was that they would like a more fundamental review of organisational structures and this work is ongoing. The finance department continues to be outsourced to Tall Horse accounting firm. A new firm of auditors, Sayer Vincent, was appointed in September 2014.

##### **Financial Review**

The attached Statement of Financial Activities and Balance Sheet provide the results of the Charity's operations for the twelve months from 1 October 2013 to 30 September 2014. The income for the year exceeded expectations and expenditure was below budget, resulting in a net contribution to reserves of £250k more than forecast. The charity set a budget for the year that would result in reserves being maintained at the target of £223k. The budget included day-to-day operational work, development projects and the Complaints and Conduct Process. A mid-year review was carried out following the finalisation of the renewal process, and the bids for funding from all areas of work were reviewed. The original budget for income from membership included a provision for an extraordinary number of members resigning as a result of the mandatory introduction of the Complaints and Conduct Process. This proved to be unfounded and membership income was ultimately higher than anticipated.

Total operational expenditure was revised and additional funds were allocated to development projects as a result of the mid-year review. Costs were managed within the revised forecast with a small saving being achieved by the end of the year.

The Complaints and Conduct Process is reflecting a surplus of income over expenditure at the end of the year. The number of complaints is currently below expectations and some are taking longer to complete than anticipated. The surplus has been taken into account in the price setting model and will continue to be monitored.

A conservative budget for 2014/15 was prepared as it was not possible to quantify the impact of a potential office move and acquisition of a new membership database at that time. A mid-year review will be carried out when the membership cycle is complete and further information on these two possible projects has been obtained.

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

#### **For the year ended 30 September 2014**

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In an organisation so heavily dependent on voluntary effort, any analysis of expenditure by activity gives a distorted picture of the charity's costs. The charity continues to employ a small staff but most of our programmes depend on very hard working volunteers. The many hours of work on standards, registration, regulation and quality assurance are not reflected in the columns of figures in the financial statements. The Board of Trustees takes this opportunity to thank all those who have given time to UKCP for the advancement of psychotherapy and psychotherapeutic counselling.

All trustees give their time voluntarily. Some trustees and committee chairs are paid a token amount in recognition of the time they spend on UKCP business. These amounts are in no way meant to reimburse them at market rates. Any expenses reclaimed from the charity are set out in note 3 to the accounts.

#### **Investment policy and performance**

The investment policy is under review. The Finance Committee are researching investment opportunities which will take into account security, easy access to funds, overall return on investment and ethics. As at 30th September 2014 the operating funds are held in an account currently paying 0.35%. We hold listed investments comprising 109,197 units in the CAF UK Equity Growth Fund, valued at £153,154 on 30 September 2014 representing a value increase of £7,344. on the prior year. The investment was bought on the basis of independent financial advice as a medium term investment at an historical cost of £109,207.

#### **Reserves policy**

The trustees have set a reserves policy which requires that reserves be maintained at a level which ensures that the Charity's core activities could continue during a period of unforeseen difficulty. A proportion of these reserves must be maintained in a readily realisable form.

The Charity's income and expenditure are both highly predictable in timing and amounts. It is therefore prudent to base the calculation of reserves on committed costs rather than a multiple of operating expenditure.

The trustees set a reserves target at the beginning of the financial year and monitor the actual results at each Board meeting.

#### **Principal funding**

The trustees recognise that the charity's reliance on a sole source of income, that is individual and organisational member's subscription fees, makes the charity vulnerable to unforeseen fluctuations in membership. However, the recent change in government policy, in favour of voluntary professional registers, has made UKCP's future income much more secure than the trustees had previously considered.

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

#### **For the year ended 30 September 2014**

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##### **Plans for the future**

UKCP continues to be the premier national regulator of psychotherapists and psychotherapeutic counsellors and our register was successfully reaccredited by the Professional Standards Authority.

Alongside first class regulatory work, UKCP has ambitious plans for the year ahead. Many of these will focus on new technology, and how we can use it to improve how UKCP engages with the public and our members.

Our website will be developed to make it more user-friendly, and to correct the technical problems experienced in 2013/14. A new customer relations management system (CRM) will improve the service we offer our members, enhancing communications and membership processes. The implementation of PQASSO, a new Quality Assurance System, will improve internal working processes to help our organisation run more effectively and efficiently.

UKCP continues to build its capacity to be an effective representative of the profession. We are committed to working to clarify the future contribution of psychotherapy and psychotherapists to modern society. In the run up to the general election our public affairs work will be increasingly in the spotlight as we launch the Memorandum of Understanding on conversion therapy, publish a joint research report with the British Psychoanalytic Council, and campaign to improve NHS therapy provision as part of the We Need To Talk coalition.

Our work on our organisation's structure will continue in the next year with a more fundamental review of how we do things. We are involving members at each step of the process and will vote in final changes in October 2015.

##### **Statement of responsibilities of the trustees**

The trustees (who are also directors of The United Kingdom Council for Psychotherapy for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **The United Kingdom Council for Psychotherapy**

### **Report of the trustees**

**For the year ended 30 September 2014**

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In so far as the trustees are aware:

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

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

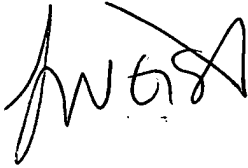
Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees have no beneficial interest in the charity.

### **Auditors**

The report of the trustees has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 30 January 2015 and signed on their behalf by

J Weisz  
Chair



## **Independent auditors' report**

### **To the members of**

#### **The United Kingdom Council for Psychotherapy**

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We have audited the financial statements of the United Kingdom Council for Psychotherapy for the year ended 30 September 2014 which comprise the statement of financial activities, balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities set out in the report of the trustees, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the report of the trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 30 September 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the report of the trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

## **Independent auditors' report**

**To the members of**

**The United Kingdom Council for Psychotherapy**

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

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

- Adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to take advantage of the small companies exemption in preparing the report of the trustees' and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Judith Miller (Senior statutory auditor)

11 March 2015

for and on behalf of Sayer Vincent LLP, Statutory Auditors

8 Angel Gate, City Road, LONDON EC1V 2SJ

**The United Kingdom Council for Psychotherapy**

**Statement of Financial Activities (incorporating an income and expenditure account)**

**For the year ended 30 September 2014**

	Note	Restricted £	Unrestricted £	2014 Total £	2013 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Interest income		-	4,562	4,562	4,269
<i>Incoming resources from charitable activities</i>					
Registration fees and subscriptions		-	2,001,269	2,001,269	1,400,331
Conferences		-	17,849	17,849	35,840
Publication sales		-	1,655	1,655	2,883
Other income		-	26,281	26,281	48,194
<b>Total incoming resources</b>		-	2,051,616	2,051,616	1,491,517
<b>Resources expended</b>					
<i>Charitable activities</i>					
Improving access		1,274	206,104	207,378	271,293
Culture and well run organisation		-	351,341	351,341	361,383
Maintaining professional excellence		-	769,431	769,431	614,174
Engaging membership		-	281,917	281,917	373,646
Recognition		-	25,337	25,337	35,928
Governance costs		-	88,156	88,156	100,772
<b>Total resources expended</b>	2	1,274	1,722,286	1,723,560	1,757,196
<b>Net incoming resources before transfers</b>		(1,274)	329,330	328,056	(265,679)
Gross transfers between funds		-	-	-	-
<b>Net incoming resources before other recognised gains and losses</b>		(1,274)	329,330	328,056	(265,679)
Realised gains	8	-	-	-	-
<b>Net income for the year</b>		(1,274)	329,330	328,056	(265,679)
Unrealised gains	8	-	7,344	7,344	29,494
<b>Net movement in funds</b>	14	(1,274)	336,674	335,400	(236,185)
<b>Reconciliation of funds</b>					
Total funds brought forward		11,430	217,991	229,421	465,606
<b>Total funds carried forward</b>		10,156	554,665	564,821	229,421

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the financial statements.

**The United Kingdom Council for Psychotherapy**

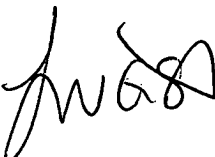
**Balance sheet**

Company no. 03258939

**As at 30 September 2014**

	Note	£	2014 £	2013 £
<b>Fixed assets</b>				
Tangible fixed assets	7		43,289	47,043
Investments	8		<u>153,154</u>	<u>145,810</u>
			<b>196,443</b>	<b>192,853</b>
<b>Current assets</b>				
Debtors	10	88,181		60,315
Cash at bank and in hand		<u>588,970</u>		<u>449,107</u>
		<b>677,151</b>		<b>509,422</b>
<b>Liabilities</b>				
Creditors: amounts falling due within one year	11	<u>303,821</u>		<u>461,824</u>
<b>Net current assets</b>			<u><b>373,330</b></u>	<u><b>47,598</b></u>
<b>Total assets less current liabilities</b>			<b>569,773</b>	<b>240,451</b>
Creditors: Amounts falling due after more than one year	12		<u>4,952</u>	<u>11,030</u>
<b>Net assets</b>	13		<u><u><b>564,821</b></u></u>	<u><u><b>229,421</b></u></u>
<b>The funds of the charity</b>	14			
Restricted funds			10,156	11,430
Unrestricted funds				
Designated funds			-	35,000
General funds			<u>554,665</u>	<u>182,991</u>
<b>Total charity funds</b>			<u><u><b>564,821</b></u></u>	<u><u><b>229,421</b></u></u>

Approved by the trustees on 30 January 2015 and signed on their behalf by

  
 Janet Weisz  
 Chair



## The United Kingdom Council for Psychotherapy

### Notes to the financial statements

#### For the year ended 30 September 2014

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##### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).
- b) The income and expenditure of colleges and faculties is included within the charity's financial statements, as required by paragraph 79 of the SORP. Part of the charity's general funds are held in bank accounts controlled by colleges and faculties. At the end of the year the extent of such funds was £46,390 (2013: £60,042).
- c) The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.
- d) The charity has taken advantage of the exemption in FRS 1 for small companies not to prepare a cashflow statement.
- e) All incoming resources are included in the Statement of Financial Activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability. Any income received where entitlement has not been earned at the year end is deferred.
- f) Income from registration fees and subscriptions is recognised evenly over the registration year.
- g) General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.
- h) Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.
- i) 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. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.
- j) Investment income, gains and losses are allocated to the appropriate fund.
- k) All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.
- l) Tangible fixed assets are stated at cost less depreciation. The threshold for the capitalisation of assets is £500. Depreciation is provided at rates calculated to write off the cost of those assets, less their estimated residual value, over their expected useful lives on the following bases:

Short term leasehold property	14.9% pa straight line
Furniture and fittings	25% pa reducing balance
Furniture and fittings held under finance leases	Term of the lease
Office equipment	25% pa reducing balance
Computer equipment	20 - 25% pa straight line

**The United Kingdom Council for Psychotherapy**

**Notes to the financial statements**

**For the year ended 30 September 2014**

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**1. Accounting policies (continued)**

- m) Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

**(i) Subsidiary undertakings**

Investments in subsidiaries are valued at cost less provision for impairment.

**(ii) Other investments**

Investments held as fixed assets are shown at market value.

- n) Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.
- o) Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

- p) The charity contributes to personal pension plans of its employees. The pension charge represents the amounts payable by the charity to such plans in respect of the year.

The United Kingdom Council for Psychotherapy

Notes to the financial statements

For the year ended 30 September 2014

2. Total resources expended

	Improving access £	Culture and well run organisation £	Maintaining professional excellence £	Engaging membership £	Recognition £	Governance £	2014 Total £	2013 Total £
Operational staff costs	84,930	133,035	162,729	112,548	-	38,900	532,142	697,282
Premises and other operational costs	46,416	72,706	88,934	61,509	-	21,259	290,824	314,635
Committees and Board of Trustees	8,661	43,307	21,654	8,661	-	4,331	86,614	78,423
Communications	40,791	6,799	6,799	72,064	9,518	-	135,971	212,762
Governance and membership administration	2,104	8,415	25,247	4,208	-	2,104	42,078	59,860
Colleges	2,343	7,028	23,426	9,370	-	4,685	46,852	99,696
Faculties	3,389	10,168	33,892	13,557	-	6,779	67,785	42,705
	188,634	281,458	362,681	281,917	9,518	78,058	1,202,266	1,505,363
Complaints and Conduct process	-	42,285	380,561	-	-	-	422,846	196,691
Development funding	18,744	10,098	8,689	-	15,819	10,098	63,448	55,142
Office refurbishment	-	17,500	17,500	-	-	-	35,000	-
<b>Total resources expended</b>	<b>207,378</b>	<b>351,341</b>	<b>769,431</b>	<b>281,917</b>	<b>25,337</b>	<b>88,156</b>	<b>1,723,560</b>	<b>1,757,196</b>

# The United Kingdom Council for Psychotherapy

## Notes to the financial statements

### For the year ended 30 September 2014

#### 3. Net incoming resources for the year

This is stated after charging:

	2014 £	2013 £
Depreciation		
▪ owned by the charity	20,286	18,641
▪ held under finance leases	5,417	5,417
Operating lease rentals:		
▪ property	80,189	79,677
Auditor's remuneration:		
▪ audit	6,250	3,500
▪ other services	-	9,817
Trustees' remuneration (see note 4)	20,180	31,502
Trustees' expenses	<u>15,723</u>	<u>7,636</u>

Trustees' expenses represents the travel and subsistence costs for 10 (2013: 10) members relating to attendance at meetings of the trustees.

#### 4. Trustees' remuneration

During the year honoraria were paid to the following trustees and officers of the charity:

	2014 £	2013 £
J Weisz	8,000	10,000
I Gordon	6,605	8,260
F Biddle	575	1,000
T Warnecke	-	5,992
P Donald	<u>5,000</u>	<u>6,250</u>
	<u>20,180</u>	<u>31,502</u>

Honoraria payments are permitted by the charity's Articles of Association.

#### 5. Staff costs and numbers

Staff costs were as follows:

	2014 £	2013 £
Wages and salaries	646,087	614,543
Social security costs	53,027	63,288
Employer pension contributions	29,513	36,531
Temporary staff costs	<u>48,633</u>	<u>144,374</u>
	<u>777,260</u>	<u>858,736</u>

**The United Kingdom Council for Psychotherapy**

**Notes to the financial statements**

**For the year ended 30 September 2014**

**5. Staff costs and numbers (continued)**

The number of employees whose emoluments were in excess of £60,000 for the year were:

	<b>2014</b>	<b>2013</b>
	<b>No.</b>	<b>No.</b>
£90,000 - £99,999	<u><u>1</u></u>	<u><u>1</u></u>

Employer pension contributions for those earning more than £60,000 during the year totalled £4,843 (2013: £4,843).

The average weekly number of employees (full-time equivalent) during the year was as follows:

	<b>2014</b>	<b>2013</b>
	<b>No.</b>	<b>No.</b>
Professional and other services	<b>17</b>	<b>17</b>
Administration	<u><u>3</u></u>	<u><u>3</u></u>
	<u><u>20</u></u>	<u><u>20</u></u>

**Pension commitments**

The charity makes contributions to employees' personal pension plans. The pension charge represents contributions payable by the charity to these plans and amounted to £29,513 (2013: £36,531). Contributions totalling £55,917 (2013: £35,519) were payable to such plans at the balance sheet date and are included in creditors.

**6. Taxation**

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**7. Tangible fixed assets**

	Short term leasehold property £	Furniture, fittings and equipment £	Computer equipment £	<b>Total £</b>
<b>Cost</b>				
At the start of the year	25,601	80,551	125,373	<b>231,525</b>
Additions in year	-	-	21,949	<b>21,949</b>
Disposals in year	<u>-</u>	<u>-</u>	<u>(56,616)</u>	<u><b>(56,616)</b></u>
At the end of the year	<u>25,601</u>	<u>80,551</u>	<u>90,706</u>	<u><b>196,858</b></u>
<b>Depreciation</b>				
At the start of the year	23,116	55,251	106,115	<b>184,482</b>
Charge for the year	599	8,017	17,087	<b>25,703</b>
Disposals in year	<u>-</u>	<u>-</u>	<u>(56,616)</u>	<u><b>(56,616)</b></u>
At the end of the year	<u>23,715</u>	<u>63,268</u>	<u>66,586</u>	<u><b>153,569</b></u>
<b>Net book value</b>				
At the end of the year	<u><u>1,886</u></u>	<u><u>17,283</u></u>	<u><u>24,120</u></u>	<u><u><b>43,289</b></u></u>
At the start of the year	<u><u>2,485</u></u>	<u><u>25,300</u></u>	<u><u>19,258</u></u>	<u><u><b>47,043</b></u></u>

**The United Kingdom Council for Psychotherapy**

**Notes to the financial statements**

**For the year ended 30 September 2014**

**7. Tangible fixed assets (continued)**

The net book value of assets held under finance leases or hire purchase contracts, included above, are as follows:

	2014	2013
	£	£
Furniture, fittings and equipment	<u>9,480</u>	<u>14,898</u>

All tangible fixed assets are held for continuing use in the charity's activities. The usage of these between direct charitable purposes and governance is approximately 90% to 10%.

**8. Investments**

	2014	2013
	£	£
Market value at the start of the year	145,810	116,316
Additions at historic cost	-	-
Disposal proceeds	-	-
Net gain	<u>7,344</u>	<u>29,494</u>
Market value at the end of the year	<u>153,154</u>	<u>145,810</u>
Historic cost at the end of the year	<u>109,207</u>	<u>109,207</u>
Investments comprise:	2014	2013
	£	£
Listed securities	153,154	145,809
Investment in subsidiary undertakings incorporated in England (note 9)	<u>-</u>	<u>1</u>
	<u>153,154</u>	<u>145,810</u>

**9. Subsidiary undertakings**

During the year, UKCP applied to Companies House to strike off its wholly owned, dormant subsidiary, UKCP Media Ltd. UKCP Media Ltd was dissolved on 11 November 2014.

**10. Debtors**

	2014	2013
	£	£
Trade debtors	41,538	24,409
Other debtors	9,739	3,839
Prepayments and accrued income	<u>36,904</u>	<u>32,067</u>
	<u>88,181</u>	<u>60,315</u>

**The United Kingdom Council for Psychotherapy**

**Notes to the financial statements**

**For the year ended 30 September 2014**

**11. Creditors: amounts falling due within one year**

	2014 £	2013 £
Trade creditors	64,509	85,591
Amounts owed to group undertakings	-	1
Other taxation and social security	18,681	18,287
Other creditors	4,560	3,074
Accruals	90,495	83,771
Deferred income	119,498	265,571
Net obligations under finance leases and hire purchase contracts	<u>6,078</u>	<u>5,529</u>
	<u><b>303,821</b></u>	<u><b>461,824</b></u>

**12. Creditors: Amounts falling due after more than one year**

	2014 £	2013 £
Net obligations under finance leases and hire purchases contracts, payable as follows:		
Between two - five years	<u><b>4,952</b></u>	<u><b>11,030</b></u>

**13. Analysis of net assets between funds**

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	43,289	<b>43,289</b>
Investments	-	-	153,154	<b>153,154</b>
Current assets	10,156	-	666,995	<b>677,151</b>
Creditors due within 1 year	-	-	(303,821)	<b>(303,821)</b>
Creditors due in more than 1 year	<u>-</u>	<u>-</u>	<u>(4,952)</u>	<u><b>(4,952)</b></u>
<b>Net assets at the end of the year</b>	<u><b>10,156</b></u>	<u><b>-</b></u>	<u><b>554,665</b></u>	<u><b>564,821</b></u>

The United Kingdom Council for Psychotherapy

Notes to the financial statements

For the year ended 30 September 2014

14. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Gains on investments £	At the end of the year £
<b>Restricted funds:</b>					
The Colleges fund	11,430	-	(1,274)	-	10,156
<b>Total restricted funds</b>	<b>11,430</b>	<b>-</b>	<b>(1,274)</b>	<b>-</b>	<b>10,156</b>
<b>Unrestricted funds:</b>					
<i>Designated funds:</i>					
Office refurbishment fund	35,000	-	(35,000)	-	-
<i>Total designated funds</i>	<i>35,000</i>	<i>-</i>	<i>(35,000)</i>	<i>-</i>	<i>-</i>
<b>General funds</b>	<b>182,991</b>	<b>2,051,616</b>	<b>(1,687,286)</b>	<b>7,344</b>	<b>554,665</b>
<b>Total unrestricted funds</b>	<b>217,991</b>	<b>2,051,616</b>	<b>(1,722,286)</b>	<b>7,344</b>	<b>554,665</b>
<b>Total funds</b>	<b>229,421</b>	<b>2,051,616</b>	<b>(1,723,560)</b>	<b>7,344</b>	<b>564,821</b>

**Purposes of restricted funds**

The Colleges fund was collected from a registrant levy for the foundation of colleges.

**Purposes of designated funds**

The office refurbishment fund was set up to cover costs in relation to the planned office refurbishment.

15. Capital commitments

At 30 September the charity had capital commitments as follows:

	2014 £	2013 £
Contracted for but not provided in these financial statements	-	9,000

16. Operating lease commitments

The charity had annual commitments at the year end under operating leases expiring as follows:

	Land and buildings	
	2014 £	2013 £
Less than 1 year	46,046	-
Between 2 and 5 years	-	78,936
Greater than 5 years	-	-
	<b>46,046</b>	<b>78,936</b>