



**Irish Association for Counselling
and Psychotherapy**

MARINA HOUSE

Annual General Meeting

Friday 21st April 2017

**Irish Association for Counselling
and Psychotherapy Ltd**

**Annual Reports and Financial Statements
(for the year ended 31st December 2016)**

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ANNUAL GENERAL MEETING

FRIDAY 21ST APRIL 2017

MALDRON HOTEL, TALLAGHT, DUBLIN 24.

AGENDA

Registration	6.30pm
Meeting Start	7:00pm
Apologies	
Minutes of 2016 meeting	
Company Reports	
Elections	
Motions	
AOB	
Close	9:00pm
Wine Reception & Hot Finger Food	from 9:00pm

IACP AGM VOTING

Please familiarise yourself with all proposed Motions. Motions and Nominations for the Board of Directors will not be accepted off the floor on the day of the AGM. The deadline for written proposals for Motions and Nominations for the Board of Directors was the 17th of March 2017.

Voting on the Day:

Voting shall be restricted to Members, who have been deemed to be accredited by the Company and who have paid the annual membership subscriptions laid down from time to time by the Board of Directors*.

Proxy Voting:

Proxy voting may be used for voting on Elections and for voting on Motions.

**As only paid-up Accredited Members can vote, we would remind you that your annual subscription (if you haven't paid already), must be paid before the AGM. There will be a facility for renewing your subscription at registration on the day.*

IACP AGM MOTIONS 2017

Motion: To amend Bye Law 37 to the following: The financial year end shall be the 30th of June.

Rationale: IACP's current financial year runs from 1st January to 31st December. Since IACP wish to run annual AGM's in conjunction with our annual conference each year, we would need to change our financial year-end to 30th June to allow us to comply with filing regulations, as laid down by the Companies Registration Office (CRO). This change of year-end will not affect any other part of the running of the Association.

Proposed By: The Board of Directors

NOMINATIONS FOR THE BOARD OF DIRECTORS 2017



CATHAOIRLEACH — EUGENE MCHUGH

Eugene is a counsellor and psychotherapist in private practice, Wicklow Counselling Services, in Bray, Co Wicklow. Eugene qualified as a counsellor from Institute of Creative Counselling and Psychotherapy (ICCP). He later completed a BA (Hons) in Integrative Counselling and Psychotherapy in the Institute of Integrative Counselling and Psychotherapy (IICP) and Addiction Studies with NUI Maynooth.

With an interest in Body Psychotherapy and PTSD he has undertaken training with Babette Rothschild in working with PTSD. He also completed a Post Grad in Integrative Body Psychotherapy and is working at becoming an accredited Practitioner in the Hakomi Method of Body Psychotherapy.

Eugene has extensive knowledge of working at National Level at a voluntary level with a major youth organisation.

He has a background at management level of a large semi state organisation before he availed of early retirement.

He has been a member of the Board of Directors with IACP for 3 years since being elected in 2014 and has been Leas Cathaoirleach for the past 2 years.

Proposed By: Sheila Haskins *Seconded By:* Patrick Harraghy



LEAS CATHAOIRLEACH – SHEILA HASKINS

Sheila is an IACP accredited counsellor/psychotherapist in private practice and sole proprietor of Gorey Counselling Services. She is a therapist with the Wexford Rape and Sexual Abuse Support Services.

She holds a B.A. (Hons) in Counselling and Psychotherapy from Dublin Business School and a Masters in Sexuality Studies from Dublin City University. She completed a Post Grad in Integrative Body Psychotherapy and a Certificate in Mindfulness as she has an interest in the therapeutic use of the Body. She also holds a Certificate in the use of Mindfulness and CBT working with Adolescents.

Sheila has extensive knowledge of working at National Level in training and adult development with a major youth organisation.

She has been a member of the Board of Directors with IACP since being elected in 2014 and was appointed as Regional Director in 2016.

Proposed By: Patrick Harraghy *Seconded By:* Clair Bel Maguire



MARGARET HICKEY

Margaret Hickey lives in Dublin is a qualified Psychotherapist and supervisor and volunteer on the IACP accreditation committee. Margaret has extensive experience in multiple areas of the financial sector ranging from Expense Management, Call centre Management, Compliance and Risk Management.

Margaret has an in-depth knowledge of Risk Management and Compliance practices with extensive experience in the provision of advice and support and actions required to manage and remediate risk events.

Margaret has a BA honours degree, has successfully completed a course in financial reporting in the IMI and Call centre management.

Margaret is a member of the Association of Compliance officers in Ireland and holds a Professional certificate in Compliance and is a fully accredited member of the Irish Association of Psychotherapists and Counsellors.

Proposed By: Eugene McHugh **Seconded By:** Sheila Haskins



PATRICK HARRAGHY

Patrick is a fully accredited member of IACP for fifteen years and joined the IACP Board in 2015. He currently works at The Centre for Professional Therapy in Dublin and is also a Supervisor.

Patrick has a keen interest in Trauma and is a Certified Advanced Sensorimotor Practitioner and has also trained in Critical Incident Stress Debriefing and Crisis Counselling. Currently he is Chairperson of the Supervision Committee sub group. Before he retired in 2008 after many years service with an Garda Síochána he was involved with setting up of a Peer Support system for colleagues involved in traumatic incidents. He also encountered during his time as a volunteer and President of his local branch of the St Vincent de Paul Society, many ordinary people suffering with Trauma.

As a member of the Board, Patrick has contributed to evolving the new three year strategy for the association and is also the Board's H.R. representative within the organization, working alongside IACP staff.

He has also helped to develop European links for IACP and to raise the profile of the organization as a member of the European Association of Counselling. He also believes that we can learn from other European counselling organizations how to improve and enhance our practices and together create a stronger profession. Patrick is also a keen hill walker and has an interest in the environment.

Proposed By: Eugene McHugh **Seconded By:** Clair Bel Maguire



CLAIR BEL-MAGUIRE

Clair is a fully accredited member of IACP and has worked within mental health for over twenty years. She has a private practice in Kilkenny and is currently studying towards an M.A. and has a post Grad Diploma in Cross Professional Supervision.

Before that she worked in a Dublin psychiatric hospital as part of a multi-disciplined team contributing to innovative programmes for patients. She has been a part-time tutor so understands the challenges students and pre-accredited members face. Previously, Clair worked in broadcasting and later in public relations as a senior executive where she managed a portfolio of blue-chip companies. She has extensive experience of working at boardroom level and on various national committees.

She joined the IACP Board in 2016 where with her dedicated board colleagues contributed to a complete review of IACP and the new three-year strategy for the organisation. She was also part of the IACP working group for the regulation of counselling in Ireland. Her main responsibility is to create strategies within IACP so that internal and external communication is more effective. Clair is also passionate about promoting opportunities for member research.

Previously she was Chair of the South East Regional Committee and a member of that committee for five years. Her commitment is to lessen the perceived gap that exists between members and the organisation and to promote Counselling and Psychotherapy as a valued profession and to have it properly remunerated for all members

Proposed By: Patrick Harraghy **Seconded By:** Eugene McHugh



CATHERINE ROEBUCK

Catherine recently retired from a large Dublin school. As a Primary School Teacher she worked with children in all class groups and as a member of the school's Learning Support Team. She was part of the school's management team for nineteen years, taking responsibility for all aspects of Information Communication Technology – planning, infrastructure, finance and policy development.

During her career Catherine took annual CPD courses covering a broad range of topics including Special Education Needs, ICT, Mindfulness in Education and Leadership & Management. Throughout her career Catherine continued her educational development completing a PhD in Education in 2010.

She has given presentations at conferences and published a number of pieces relating to her research, and since retiring has become a member of a Research Project working out of UCD.

Proposed By: Sheila Haskins **Seconded By:** Trish Toal

TREASURER'S REPORT (COMPILED BY THE FINANCE MANAGER)

Dear Members

As there is no Treasurer currently in place on the Board of IACP, the Finance Manager will present the Treasurers Report in relation to the activities of the IACP for the year ended 31 December 2016.

At this stage we would like to thank our previous Treasurer, Vincent Byrne, for his expertise and steady hand over the last two years.

FINANCIAL MANAGEMENT

The Board of Directors, under the auspices of the Finance Manager Martin Ryan, are responsible for the proper management of the Association's finances.

To this end there are a number of effective processes in place to provide assurances to the Board as to the completeness of the Association's records and the accuracy of both internal and external reporting, namely;

- Monthly Management Accounts which are reviewed by the Treasurer and Board of Directors.
- Independent verification of Bank Balances by the Treasurer.
- Regular Finance Committee Meetings
- Annual audit and publication of IACP's financial statements

We will continue to maintain these checks and make ongoing improvements to our reporting in order to help the Board of Directors to make timely and key decisions.

2016 FINANCIAL STATEMENTS – TRADING OVERVIEW

The Financial Statements for 2016 were prepared by our Finance Manager and were audited by Byrne Curtin Kelly, Accountants and Statutory Auditors.

There was an improvement in income in the year due to an increase in membership numbers, especially so in relation to new student members joining in the period September to December 2016. In addition, the income from our second Annual Conference and Garda Vetting applications also contributed to gross revenues.

Other income sources declined slightly, with deposit interest declining again this year due to reduced interest rates, as well as a reduction in advertising revenue from our Eisteach Journal.

Overall expenditure levelled off for 2016 compared to 2015. This is due to some items having lower costs than last year while others were slightly higher.

There were cost savings achieved in some areas during the past year, such as PR/Advertising, General Office and Annual Conference costs, while Staff Salaries and related costs were significantly lower.

Overall, there was a trading surplus which mainly resulted from the fact that the intended appointment of a Research Officer, together with a planned increase in Research spend, did not occur by the year end. However, this Research position has now been advertised and we expect to make an appointment well before mid-year. The appointment of a new Head of National and Member Services in October also contributed to the lower than expected Salary costs for the full year.

In drafting the 2017 Budget for the Association, the Board has maintained a prudent approach to both its expectation of income growth and the management of costs and is estimating a very small surplus outcome for the year.

CAPITAL EXPENDITURE

Investment in the year was €11,700 on Computer and Office Equipment for the new Head of National and Member Services, plus the supply and fit of a new server.

RESERVES

In line the IACP policy of financial prudence and taking account of the professional advice which we continue to receive from our Auditors, Byrne Curtin Kelly, we are maintaining the recommended €300,000 Contingency Reserve, previously set aside to protect the Association from an unexpected drop in revenues or the occurrence of an exceptional cost. This fund is ring fenced and is therefore not available for day to day expenditure.

CONCLUSION

Finally, I would like to extend my thanks to my fellow members of the Finance Committee as well as all other staff and Board members for their help during the year.

Martin Ryan – Finance Manager



**DIRECTORS' REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

Directors and Other Information

Directors	Ann McDonald (Resigned 23 April 2016) Ejiro Ogbevoen (Resigned 23 April 2016) Patrick Harraghy Moira Sharkey Eugene McHugh Marina Sweeney Sheila Haskins Vincent Byrne (Resigned 14 October 2016) Clair Bel-Maguire (Appointed 23 April 2016)
Company Secretary	Mark O'Callaghan
Company Number	194640
Charity Number	CHY6615
Registered Office and Business Address	Marina House 11 - 13 Clarence Street Dun Laoghaire Co. Dublin A96 WC94 Ireland
Auditors	Byrne Curtin Kelly Certified Public Accountants and Statutory Audit Firm Suite 4&5 Bridgewater Business Centre Conyngham Road Islandbridge Dublin 8 D08 T9NH Ireland



DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

Bankers

Bank Of Ireland (Dun Laoghaire)
Dun Laoghaire
Co. Dublin

Allied Irish Bank (Bray)
107/108 Main St
Bray
Co. Wicklow

Ulster Bank (Blackrock)
Blackrock
Co. Dublin

Solicitors

Keith Walsh Solicitors
8 St. Agnes Road
Crumlin Village
Dublin 12



DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

The directors present their report and the audited financial statements for the year ended 31 December 2016.

Principal Activity

The Irish Association for Counselling and Psychotherapy (IACP) is a registered charity established in 1981 and was set up to represent the profession of Counselling and Psychotherapy in Ireland.

The IACP's new purpose statement, developed by the Board of 2016 is *'Members working together to achieve excellence in practice, career development and wider awareness of the value of Professional Counselling and Psychotherapy'*.

The IACP is the largest association for the Counselling and Psychotherapy profession in Ireland, representing over 4,000 members across the country. The IACP accredits individual members at Accredited and Supervisor levels, as well as having Student and Pre-accredited members. IACP currently accredits courses in Counselling and Psychotherapy at QQI levels 7, 8 and 9.

The IACP is a member services association. In addition to the accreditation of Counsellors and Psychotherapists, it provides other services to its members to support their professional practice, through the work of its very many volunteer members and a professional office staff.

The IACP also has at its core the protection of the public in relation to standardising the quality of professional Counselling and Psychotherapy in Ireland and continues to monitor and revise its standards in response to current demands.

During 2016 the Board of Directors undertook a complete review of all the IACP's systems and policies and developed a Three Year Strategy for the organisation.

Principal Risks and Uncertainties

The principal risks of the company is that the companies income is generated on a cash receipts basis. The company continuity is dependent on its members.

Financial Results

The surplus for the year after providing for depreciation amounted to €197,076 (2015 - €40,065).

At the end of the year the company has assets of €1,443,055 (2015 - €1,320,023) and liabilities of €180,516 (2015 - €254,560). The net assets of the company have increased by €197,076.

IACP Achievements and Developments in 2016

Professional Standards:

- Accreditation of 201 new members
- Accreditation of 39 new supervisors
- Accreditation of 2 new courses
- Implementation of annual re-accreditation
- Continuation of the IACP's course assessment and monitoring process
- Implementation of Supervision Course Accreditation
- IACP / BACP signing of the Recognition of Accreditation Scheme Agreement



DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

- Recognition of Licensure from Regulated Countries Policy
- Development of Fitness to Practice Policy
- The roll out of subsidised workshops for members in response to continuing the highest professional standards for counsellors and psychotherapists
- The roll out of subsidised workshops for Supervisors to support standards of practice
- Introduction and implementation of Garda vetting for all accredited members of the IACP in response to legislation, public safety and standards
- Review of Code of Ethics
- Development of online policy

Regulation:

The IACP welcomed the initiative of the Department of Health to seek public submissions on the regulation and registration of Counselling and Psychotherapy in September 2016. The IACP made a formal submission to the Department of Health welcoming regulation.

IACP looks forward to working with the Department of Health, the Regulator (CORU) and other professional bodies in 2017 to ensure that the regulations introduced are adequate, fair and uphold the high standards that the professional accrediting bodies currently maintain.

Public Relations / Organisational Profile:

- In the summer of 2016 the IACP Board began a review of its Communications Strategy which concluded in late autumn comprising internal and external communications, public relations, marketing and advertising.
- Development of a new Purpose Statement for the organisation.
- Participation of IACP in 'Bloom in the Park' in June and other public relations and marketing activities during 2016.
- Development of the Board's new 2017-2020 IACP Corporate Strategy which will incorporate the new Communications Strategy for 2017.

Member Services:

- The appointment of the Head of National & Member Services
- The roll out of free and subsidised workshops in the regions to members
- Closer communication provided to members by updating them regularly through e-mails, newsletters and the website, on events, opportunities and changes within the organisation
- Training and support devised and provided to volunteer committee members
- IACP AGM 2016
- Several Network Evenings rolled out throughout the country
- A new Western Regional Committee established
- Social evening for first-time accreditation members
- An International Conference in May and National Conference in November
- Éisteach articles provided online in the Members Area of website



DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)

- Members Noticeboard updated within the journal and online
- Video presentations of our conferences provided online in Members Area of website

National and International Collaboration:

- **IACP/BACP:** Strengthening of relations with our closest partner including information exchange relating to accreditation standards, practices and developments within the profession.
- Monitoring links with organisations (charities and agencies) that offer counselling and psychotherapy as part of their services.
- **IACP/IAHIP:** Continuation of reciprocity agreement between our organisations.
- Consultation with other professional associations seeking IACP recognition.
- IACP member representation at the International Association for Counselling (IAC), Canadian Counselling and Psychotherapy Association (CCPA) and American Counselling (ACA) conferences.
- Continuing to liaise with EAC

IACP Objectives 2017

The Board of Directors will review the draft 2017-2020 Strategy for the IACP.

We will continue to raise the standards of professional practice in 2017 and work to provide equitable provision of service to those accessing Counselling and Psychotherapy in Ireland.

The Board of Directors wishes to thank all those members from around the country who have given voluntarily of their time and effort to work on our Sub Committees, Regional Committees and other activities in 2016 and encourages all members to engage in future activities during 2017.

Directors and Secretary

The directors who served throughout the year, except as noted, were as follows:

- Ann McDonald (Resigned 23 April 2016)
- Ejro Ogbevoen (Resigned 23 April 2016)
- Patrick Harraghy
- Moirá Sharkey
- Eugene McHugh
- Marina Sweeney
- Sheila Haskins
- Vincent Byrne (Resigned 14 October 2016)
- Clair Bel-Maguire (Appointed 23 April 2016)

The secretary who served throughout the year was Mark O'Callaghan.

There were no changes in shareholdings between 31 December 2016 and the date of signing the financial statements.

In accordance with the Articles of Association, the directors retire by rotation and, being eligible, offer themselves for re-election.



**DIRECTORS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016 (continued)**

Future Developments

The company plans to continue its present activities and current trading levels. Employees are kept as fully informed as practicable about developments within the business.

Post Statement of Financial Position Events

There have been no significant events affecting the company since the year-end.

Auditors

The auditors, Byrne Curtin Kelly, (Certified Public Accountants) have indicated their willingness to continue in office in accordance with the provisions of Section 383(2) of the Companies Act 2014.

Payment of Creditors

The directors acknowledge their responsibility for ensuring compliance with the provisions of the European Communities (Late Payment in Commercial Transactions) Regulations 2012. It is the company's policy to agree payment terms with all suppliers and to adhere to those payment terms.

Statement on Relevant Audit Information

- In accordance with Section 330 of the Companies Act 2014:
- so far as each person who was a director at the date of approving this report is aware, there is no relevant audit information, being information needed by the auditor in connection with preparing its report, of which the auditor is unaware; and
- each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the auditor is aware of that information.

Companies Act 2014

As of 1 June 2015 the company has been converted into company limited by guarantee under Section 1189 & 1190 of the Companies Act 2014.

Accounting Records

The directors acknowledge their responsibilities under Section 281 to Section 285 of the Companies Act 2014 to keep adequate accounting records for the company.

In order to secure compliance with the requirements of the act, a full time management accountant is employed. The accounting records of the company are kept at the registered office and principal place of business.

Signed on behalf of the board

Moira Sharkey
Director

Eugene McHugh
Director

Date: 31st March 2017

Date: 31st March 2017



DIRECTORS' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2016

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

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

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy and enable them to ensure that the financial statements and directors' report comply with the Companies Act 2014 and enable the financial statements to be audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the board

Moira Sharkey
Director

Date: 31st March 2017

Eugene McHugh
Director

Date: 31st March 2017



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF IRISH ASSOCIATION FOR COUNSELLING & PSYCHOTHERAPY LIMITED

We have audited the financial statements of Irish Association For Counselling & Psychotherapy Limited for the year ended 31 December 2016 which comprise the Income Statement, the Statement of Financial Position, the Statement of Cash Flows, the Accounting Policies and the related notes. The relevant financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council.

This report is made solely to the company's members, as a body, in accordance with Section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view and otherwise comply with the Companies Act 2014. Our responsibility is to audit and express an opinion on the financial statements in accordance with Irish law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice 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 company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report 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 assets, liabilities and financial position of the company as at 31 December 2016 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the relevant financial reporting framework and, in particular, the requirements of the Companies Act 2014.

Matters on which we are required to report by the Companies Act 2014

- We have obtained all the information and explanations which we consider necessary for the purposes of our audit.



- In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited.
- The financial statements are in agreement with the accounting records.
- In our opinion the information given in the Directors' Report is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the provisions in the Companies Act 2014 which require us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions specified by Sections 305 to 312 of the Act are not made.

Tony Kelly

for and on behalf of

BYRNE CURTIN KELLY

Certified Public Accountants and Statutory Audit Firm

Suite 4&5

Bridgewater Business Centre

Conyngnam Road

Islandbridge

Dublin 8

D08 T9NH

Ireland

Date: 31st March 2017



**STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED 31 DECEMBER 2016**

		Restricted Funds 2016 €	Unrestricted Funds 2016 €	Total 2016 €	Total 2015 €
Income and Endowments from					
Donations, gifts and legacies		-	86	86	263
Charitable Activities		91,152	1,134,781	1,225,933	1,153,305
Other activities		-	5,000	5,000	4,583
Investment Income		-	3,202	3,202	6,435
Total Income	5	<u>91,152</u>	<u>1,143,069</u>	<u>1,234,221</u>	<u>1,164,586</u>
Expenditure On					
Raising Funds		-	-	-	-
Charitable Activities		78,062	959,083	1,037,145	1,124,521
Total	6	<u>78,062</u>	<u>959,083</u>	<u>1,037,145</u>	<u>1,124,521</u>
Net (Expenditure)/income		13,090	183,986	197,076	40,065
Transfers between funds		-	-	-	-
Net movement in funds		<u>13,090</u>	<u>183,986</u>	<u>197,076</u>	<u>40,065</u>
Reconciliation of funds					
Total funds brought forward		728	764,735	765,463	725,398
Total funds carried forward		<u>13,818</u>	<u>948,721</u>	<u>962,539</u>	<u>765,463</u>

**DIRECTORS' REPORT & FINANCIAL
 STATEMENTS FOR 2016**

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised surpluses and deficits other than those passing through the statement of financial activities.

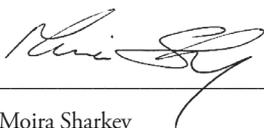
A detailed breakdown of the above items is included in the notes to the financial statements.



STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2016

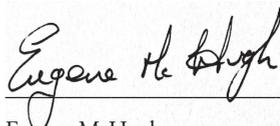
	Notes	2016 €	2015 €
Non-Current Assets			
Tangible assets	11	<u>645,667</u>	<u>661,804</u>
Current Assets			
Receivables	12	12,652	30,280
Cash and cash equivalents		784,736	627,939
		<u>797,388</u>	<u>658,219</u>
Payables: Amounts falling due within one year	13	(180,516)	(254,560)
Net Current Assets		<u>616,872</u>	<u>403,659</u>
Total Assets less Current Liabilities		<u>1,262,539</u>	<u>1,065,463</u>
Reserves			
Capital reserves and funds	17	300,000	300,000
Unrestricted funds		948,721	765,463
Restricted funds		13,818	728
Equity attributable to owners of the company		<u>1,262,539</u>	<u>1,065,463</u>

Signed on behalf of the board



Moira Sharkey
Director

Date: 31st March 2017



Eugene McHugh
Director

Date: 31st March 2017



STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
Notes	€	€
Cash flows from operating activities		
Surplus for the year	197,076	40,065
Adjustments for:		
Interest receivable and similar income	(3,202)	(6,435)
Depreciation	27,841	25,622
	<u>221,715</u>	<u>59,252</u>
Movements in working capital:		
Movement in receivables	17,628	(24,807)
Movement in payables	(74,044)	111,772
	<u>165,299</u>	<u>146,217</u>
Cash flows from investing activities		
Interest received	3,202	6,435
Payments to acquire property, plant and equipment	(11,704)	(6,009)
Receipts from sales of property, plant and equipment	-	753
Net cash (used in)/generated from investment activities	<u>(8,502)</u>	<u>1,179</u>
Net increase in cash and cash equivalents	156,797	147,396
Cash and cash equivalents at beginning of financial year	627,939	480,543
Cash and cash equivalents at end of financial year	21 <u>784,736</u>	<u>627,939</u>



NOTES TO THE FINANCIAL STATEMENTS **for the year ended 31 December 2016**

1. GENERAL INFORMATION

Irish Association For Counselling & Psychotherapy Limited is a company limited by guarantee incorporated in the Republic of Ireland.

2. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Statement of compliance

This is the first set of financial statements of the company for the year ended 31 December 2016 and have been prepared on the going concern basis and in accordance with generally accepted accounting principles in Ireland and Irish statute comprising the Companies Act 2014 and in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS 102) issued by the Financial Reporting Council.

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" issued by the Financial Reporting Council.

Income

Income is measured at the fair value of the consideration received of its member's subscriptions and workshops. Services supplied to third parties is measured at the fair value of the consideration receivable, exclusive of discounts and value added tax in accordance with standard terms and conditions.

Retained earnings

The directors have decided to disclose the changes in retained earnings in the Statement of Financial Activities.

Property, plant and equipment and depreciation

Property, plant and equipment are stated at cost or at valuation, less accumulated depreciation. Cost includes prime cost, overheads and interest incurred in financing the construction of property, plant and equipment. The charge to depreciation is calculated to write off the original cost or valuation of property, plant and equipment, less their estimated residual value, over their expected useful lives as follows:

Land and buildings freehold	- 2% Straight line
Fixtures, fittings and equipment	- 15% Straight line
Computer Equipment	- 33.33% Straight line



NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2016 (continued)

The carrying values of property, plant and equipment are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Trade and other receivables

Trade and other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method less impairment losses for bad and doubtful debts except where the effect of discounting would be immaterial. In such cases the receivables are stated at cost less impairment losses for bad and doubtful debts.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the Statement of Financial Position bank overdrafts are shown within Payables.

Trade and other payables

Trade and other payables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest rate method, unless the effect of discounting would be immaterial, in which case they are stated at cost.

Employee benefits

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.

Taxation

Current tax represents the amount expected to be paid or recovered in respect of taxable income for the year and is calculated using the tax rates and laws that have been enacted or substantially enacted at the Statement of Financial Position date.

Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the Statement of Financial Position date. Non-monetary items that are measured in terms of historical cost in a foreign currency are translated at the rates of exchange ruling at the date of the transaction. Non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined. The resulting exchange differences are dealt with in the Income Statement.

Pensions

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. Annual contributions payable to the company's pension scheme are charged to the Income Statement in the period to which they relate.



NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016 (continued)

3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of these financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

Judgements and estimates are continually evaluated and are based on historical experiences and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions having a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Estimate useful economic lives for depreciation purposes of property, plant and equipment

Long-lived assets, consisting primarily of property, plant and equipment, comprise a significant portion of the total assets. The annual depreciation charge depending primarily on the estimated useful economic lives of each type of asset and estimates of residual values. The directors regularly review these asset useful lives and change them as necessary to reflect current thinking on remaining lives in light of prospective economic utilisation and physical condition of the assets concerned. Changes in asset useful lives can have a significant impact on depreciation and amortisation changes for the period. Detail of useful economic lives is included in the accounting policies.

Providing for doubtful debts

The company makes an estimate of the recoverable value of trade and other debtors. The company uses estimates based on historical experience in determining the level of debts, which the company believes, will not be collected. These estimates include such factors as the current credit rating of the debtor, the ageing profile of debtors and historical experience. Any significant reduction in the level of customer will default on payments or significant improvements that resulted in a reduction in the level of bad debt provision would have a positive impact on the operating results.

4. DEPARTURE FROM COMPANIES ACT 2014 PRESENTATION

The directors have elected to present a Statement of Financial Activities instead of a Profit and Loss Account in these financial statements as this company is a not-for-profit entity.



NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016 (continued)

5. INCOME

The income for the year has been derived from:-

	Restricted 2016 €	Unrestricted 2016 €	2015 €
Subscriptions	-	1,036,831	957,204
Processing Fee	91,152	13,399	89,087
Conference/Workshops	-	57,249	73,808
Publications	-	188	197
Journal Advertising	-	27,092	32,907
Donations	-	86	263
Other income	-	5,022	4,685
Investment Income	-	3,202	6,435
	<u>91,152</u>	<u>1,143,069</u>	<u>1,164,586</u>

The whole of the company's income is attributable to its market in the Republic of Ireland and is derived from the principal activity of maintaining professional standards of excellence in Counselling and Psychotherapy through education, training and accreditation.

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Restricted 2016 €	Unrestricted 2016 €	2015 €
Administration Costs	78,062	959,083	1,124,521
	<u>78,062</u>	<u>959,083</u>	<u>1,124,521</u>

7. OPERATING SURPLUS

	2016 €	2015 €
Operating surplus is stated after charging:		
Depreciation of property, plant and equipment	<u>27,841</u>	<u>25,622</u>

8. INTEREST RECEIVABLE AND SIMILAR INCOME

	2016 €	2015 €
Bank interest	<u>3,202</u>	<u>6,435</u>



NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016 (continued)

9. EMPLOYEES AND REMUNERATION

Number of employees

The average number of persons employed (including executive directors) during the year was as follows:

	2016	2015
	Number	Number
Administration	<u>13</u>	<u>12</u>

The staff costs comprise:

	2016	2015
	€	€
Wages and salaries	403,844	514,413
Social welfare costs	44,171	48,432
Pension costs	23,320	26,695
	<u>471,335</u>	<u>589,540</u>

10. KEY MANAGEMENT COMPENSATION

Salaries and other short term benefits

	2016	2015
	€	€
	<u>148,394</u>	<u>278,595</u>

11. PROPERTY, PLANT AND EQUIPMENT

	Land and buildings freehold	Fixtures, fittings and equipment	Computer Equipment	Total
	€	€	€	€
Cost				
At 1 January 2016	625,352	194,839	66,228	886,419
Additions	-	1,945	9,759	11,704
Disposals	-	-	(799)	(799)
At 31 December 2016	<u>625,352</u>	<u>196,784</u>	<u>75,188</u>	<u>897,324</u>
Depreciation				
At 1 January 2016	12,492	149,159	62,964	224,615
Charge for the year	12,522	10,479	4,840	27,841
On disposals	-	-	(799)	(799)
At 31 December 2016	<u>25,014</u>	<u>159,638</u>	<u>67,005</u>	<u>251,657</u>
Net book value				
At 31 December 2016	<u>600,338</u>	<u>37,146</u>	<u>8,183</u>	<u>645,667</u>
At 31 December 2015	<u>612,860</u>	<u>45,680</u>	<u>3,264</u>	<u>661,804</u>



NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016 (continued)

11.1. PROPERTY, PLANT AND EQUIPMENT PRIOR YEAR

	Land and buildings freehold	Fixtures, fittings and equipment	Computer Equipment	Total
	€	€	€	€
Cost				
At 1 January 2015	626,098	189,384	67,263	882,745
Additions	(746)	5,455	1,300	6,009
Disposals	-	-	(2,335)	(2,335)
At 31 December 2015	<u>625,352</u>	<u>194,839</u>	<u>66,228</u>	<u>886,419</u>
Depreciation				
At 1 January 2015	-	138,722	61,853	200,575
Charge for the year	12,492	10,437	2,693	25,622
On disposals	-	-	(1,582)	(1,582)
At 31 December 2015	<u>12,492</u>	<u>149,159</u>	<u>62,964</u>	<u>224,615</u>
Net book value				
At 31 December 2015	<u>612,860</u>	<u>45,680</u>	<u>3,264</u>	<u>661,804</u>
At 31 December 2014	<u>626,098</u>	<u>50,662</u>	<u>5,410</u>	<u>682,170</u>

DIRECTORS' REPORT & FINANCIAL STATEMENTS FOR 2016

12. RECEIVABLES

	2016	2015
	€	€
Trade receivables	2,482	3,933
Taxation (Note 14)	2,885	3,102
Prepayments and accrued income	7,285	23,245
	<u>12,652</u>	<u>30,280</u>

13. PAYABLES

	2016	2015
	€	€
Amounts falling due within one year		
Trade payables	28,358	43,882
Taxation (Note 14)	12,238	11,452
Other creditors	-	883
Accruals	139,920	198,343
	<u>180,516</u>	<u>254,560</u>



NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016 (continued)

14. TAXATION	2016	2015
	€	€
Receivables:		
VAT	<u>2,885</u>	<u>3,102</u>
Payables:		
PAYE	<u>12,238</u>	<u>11,452</u>

The company is exempt from corporation tax due to its charitable status (registered charity number CHY 6615).

15. PENSION COSTS - DEFINED CONTRIBUTION

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Pension costs amounted to €23,320 (2015 - €26,695).

16. STATUS

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members or within one year thereafter for the payment of the debts and liabilities of the company contracted before they ceased to be members and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required, not exceeding €2.

17. RESERVES

Special Reserve

The Board of Directors have determined that the amounts noted in the reconciliation of members funds were transferred to designated reserves to protect the Associations ongoing and future activities from unexpected changes in income, thereby, ensuring the sustainability of the Associations services.

18. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2016.

19. CONTINGENT LIABILITIES

The company had no material contingent liabilities for the year-ended 31 December 2016.



NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2016 (continued)

20. EVENTS AFTER END OF REPORTING PERIOD

There have been no significant events affecting the company since the year-end.

21. CASH AND CASH EQUIVALENTS

	2016	2015
	€	€
Cash and bank balances	173,588	71,138
Cash equivalents	611,148	556,801
	<u>784,736</u>	<u>627,939</u>

22. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the Board of Directors on 31st March 2017



**SUPPLEMENTARY INFORMATION RELATING
TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

**NOT COVERED BY THE REPORT OF THE AUDITORS.
THE FOLLOWING PAGES DO NOT FORM PART
OF THE AUDITED FINANCIAL STATEMENTS.**



DETAILED INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2016 (continued)

	2016	2015
	€	€
Income	1,231,019	1,158,151
Expenditure		
Wages and salaries	403,844	514,413
Social welfare costs	44,171	48,432
Pension costs	23,320	26,695
Staff training/Staff Expenses	15,762	15,386
Rent & rates	45,307	15,924
Workshops & annual conference	109,463	117,244
Committee Expenses	73,220	34,929
Consultancy - Course Accreditation	4,060	12,533
Printing, postage and stationery	23,155	21,526
Membership cards	12,185	14,413
Eisteach Journal - printing & postage	55,095	55,708
Advertising & Public Relations	58,612	64,621
Research costs	4,000	11,163
Legal costs/Business Consultancy	36,328	34,953
Professional fees	16,823	15,031
Bank charges	23,481	18,681
General office costs	52,115	70,267
Subscriptions	1,032	887
Auditor's remuneration	7,331	6,093
Depreciation	27,841	25,622
	1,037,145	1,124,521
Miscellaneous income		
Bank interest	3,202	6,435
Net surplus	197,076	40,065

APPENDIX 1

IACP STANDING ORDERS FOR GENERAL MEETINGS

CHAIR

1. The Cathaoirleach shall take the chair. In the absence of the Cathaoirleach, the meeting shall elect a Chair from among those present.
2. The Chair has the responsibility for conducting the meeting in accordance with these Standing Orders and the Association's Bye Laws and Articles of Association. In the event of a clash, the Bye Laws of Association shall prevail.
3. Motions to challenge the Chair's ruling shall only be deemed carried if supported by two thirds of those present and voting.
4. Items to be raised under Any Other Business shall be notified to the Chair in advance of the meeting.

VOTING

5. Only Members, as defined in the Articles of Association, may vote at General Meetings. Members may vote in person or by proxy.
6. Those Members present shall sign their names in the attendance register.
7. Substantive decisions may be taken only on items of business about which the Members have been given due notice.
8. Decisions shall be taken:
 - a) By assent where there is no contention;
 - b) By a show of hands and counting of proxies when deemed appropriate by the Chair or requested by a Member;
 - c) By secret ballot for election of Members to Committees, or when requested by a Member.
9. Except as otherwise indicated in the Bye Laws and Articles of Association or these Standing Orders, a simple majority on a show of hands/count of proxies shall be deemed sufficient to resolve an issue.
10. In the case of a tied vote, the Chair, but no other Member, shall have a second, or casting vote.

SPEECHES

11. Members shall where possible stand while speaking and commence by announcing their name. All speakers shall address their remarks to the Chair. The Chair shall have the right to determine the orders of speakers, but shall endeavour to give precedence in the order that Members have signalled their intention to speak. If the Chair rises, any Member speaking shall cease and shall sit down and no other Member shall rise until the Chair be resumed.
12. Members speaking shall not be interrupted by other Members, save for:
 - a) Points of order (relating to alleged breaches of Standing Orders or the Bye Laws or Articles of Association);
 - b) points of explanation (where speakers who feel they have been misrepresented clarify their views);
 - c) points of information (requests for specific relevant information).

13. Proposers of motions or amendments shall be allowed to speak for a maximum of five minutes, and subsequent speakers for up to three minutes each.
14. The proposer of an original motion shall be allowed a maximum of five minutes to reply to discussion on the motion and on each amendment before votes are taken. No new matter may be introduced during such reply.
15. Apart from proposers of original motions, no Member may speak more than once on a motion or amendment except on a point of order, explanation or information, or by special permission of the Chair. The meeting may decide to suspend this Standing Order (i.e. go into Committee) for a stated period of time. Proposals to go into Committee must indicate the duration of suspension desired, and shall only be deemed passed if supported by at least two thirds of those present and voting.

MOTIONS AND AMENDMENTS

16. No motion or amendment shall be discussed until it has been proposed and seconded. No further amendment shall be discussed until the prior amendment has been disposed of. Where an amendment is passed, it takes the place of the previous motion or amendment.
17. Every amendment shall be relevant to the motion under consideration.
18. After votes have been taken on each succeeding amendment, the surviving proposition shall be put to the vote as the main question, and if carried it shall become a resolution of the meeting.
19. Discussion of an item may also be terminated on the following ways, subject to the agreement of the Chair:
 - a) if the vote is carried the item under discussion shall then be put to the vote. The proposer of the original motion has the right to reply before this latter vote is taken.
 - b) Members who have not previously contributed to discussion on the current item. Speeches on the proposal must be directly related to it. If the proposal is carried, the original item shall be deemed disposed of; if lost, discussion shall be resumed.

Both (a) and (b) may be moved at any time. They take precedence over all other business.

APPENDIX 2

MINUTES OF THE IACP ANNUAL GENERAL MEETING 2016

Saturday 23rd April 2016

Royal Marine Hotel, Dun Laoghaire, Co Dublin

Registration: 10:00 am

Start of Meeting: 11:00 am

Opening: The Leas Cathaoirleach, Eugene McHugh welcomed all in attendance.

The Cathaoirleach, Moira Sharkey chaired the meeting.

Apologies were noted.

Minutes of 2015 AGM:

The minutes of the 2015 Annual General Meeting were adopted as drafted upon the proposal of Gerri Cooper and seconded by Pauline Harney.

Annual Report:

The reports and financial statements which comprised the Annual Report of the Company as circulated in advance were opened to the meeting.

The Cathaoirleach read the Auditor's Report.

The Annual Report was approved as presented on the proposal of Gerri Cooper and seconded by Katrina O'Brien.

Elections:

Following the counting of votes the following were elected to the Board: Marina Sweeney, Sheila Haskins, Clair Bel-Maguire and Patrick Harraghy.

A vote of thanks was proposed for Ejiro Ogbevoen and Ann McDonald who had served as Directors retiring from the Board.

Retiring Director, Ejiro Ogbevoen addressed the meeting to thank the members of the Company for the opportunity to serve as a Director.

The development of a new purpose statement for IACP:

Marina Sweeney, Director, addressed the meeting and spoke of the history of the IACP and the progress made since its first steps.

The Cathaoirleach introduced Shane Twomey, a consultant retained by the Board to assist the Board in the development of a new purpose statement as a first step for the development of the next Strategic Plan for IACP 2017 – 2020.

Members working together to achieve excellence of practice, career development, and wider awareness of the value of professional Counselling and Psychotherapy.

The Cathaoirleach addressed the meeting on the purpose statement and the work programme for the Board in 2016 in terms of a review of its governance and the development of the next 3 year strategic plan.

Date for the next Annual General Meeting:

The date of the next meeting was set as 22nd April 2017.

Closing of the Meeting:

The Cathaoirleach thanked all in attendance at the meeting and brought it to a close.



Irish Association for Counselling and Psychotherapy

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