



**Irish Association for Counselling  
and Psychotherapy**

MARINA HOUSE

# **Annual General Meeting**

**Saturday 23rd April 2016**

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**Irish Association for Counselling  
and Psychotherapy Ltd**

**Annual Reports and Financial Statements  
(for the year ended 31st December 2015)**

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## **ANNUAL GENERAL MEETING**

**SATURDAY 23RD APRIL 2016**

**ROYAL MARINE HOTEL, DUN LAOGHAIRE, CO DUBLIN**

### **AGENDA**

10:00am – 11:00am    **Registration & Tea / Coffee**

11:00am                **Welcome, Apologies, Approval of 2015 Minutes**

**Company Reports**

**Motions (none submitted)**

**Elections**

**Board Update**

**Open Forum**

1:00pm                **Close.**

## IACP AGM VOTING

Please familiarise yourself with all proposed Motions (None submitted). 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 26th of February 2016.

### ***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*



### **CATHAOIRLEACH — MOIRA SHARKEY**

Moira is currently Cathaoirleach and acting CEO of IACP. Prior to this, Moira was Leas Cathaoirleach on the Board of IACP and a member of the Northern Ireland Regional Committee. She is an Integrative psychotherapist/counsellor and supervisor, accredited with IACP and BACP.

Moira has been in private practice for many years engaging in both client work and supervision. Prior to her private practice Moira worked for several years with a charitable organisation whose primary focus was supporting adult survivors of sexual abuse trauma and at this time undertook training in Sensorimotor Psychotherapy and thousands of hours of clinical practice in this field. She has also undertaken training to work with children and for many years was a counsellor in a primary school.

Moira has also volunteered for over fifteen years with a charitable bereavement organisation, CRUSE, and she has been involved in counselling, supervision and volunteer training.



### **LEAS 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 in management level of a large semi state organisation before he availed of early retirement.



**TREASURER — VINCENT BYRNE**

Vincent Byrne is a qualified accountant (ACCA) and a member of Association for Coaching (AC) with over 30 years experience of direct business management, business ownership and supporting SME businesses in 'hands-on' consulting and advisory roles.

He currently works with a range of clients including business owners, service professionals and executives in the capacity of consultant, mentor and coach.

He has previously served on the boards of several private companies and voluntary organisations, including One in Four where he was a board member, with a finance and strategy brief, for almost five years.



**COMPANY SECRETARY — MARK O'CALLAGHAN**

Mark is a graduate of UCC (BCL and LLB degrees). He is a Practising Solicitor and is in private practice in Dublin. He is also a Chartered Tax Adviser and an accountant (ACCA). He has extensive experience working with voluntary organisations at Board level in executive and advisory roles.

**NOMINATIONS FOR THE BOARD OF DIRECTORS 2016**



**MARINA SWEENEY**

Marina is an IACP accredited counsellor/psychotherapist and supervisor and has been for many years. She has served on several IACP committees over the years and has been chair of the Northern Ireland Committee for many years, until this year. Marina was a worthy recipient of the Carl Berkley award and is devoted to the professionalism and practice of counselling and psychotherapy in Ireland generally and more specifically in the North West of Ireland. For decades Marina has been involved in the design and delivery of counselling programmes in a number of learning institutions. She has the experience of serving on a number of committees and professional bodies related to counselling and psychotherapy and will bring all this experience and knowledge to the executive committee. Marina is a practicing counsellor/psychotherapist and supervisor and has thousands of hours of practice in both.

*Proposed by: Sheila Haskins*

*Seconded by: Moira Sharkey*


**SHEILA HASKINS**

Sheila is an IACP accredited counsellor/psychotherapist in private practice, Gorey Counselling Services, Co. Wexford. She also works as a therapist with the Wexford Rape and Sexual Abuse Support Service. 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. 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.

*Proposed by: Moina Sharkey      Seconded by: Vincent Byrne*


**CLAIR BEL-MAGUIRE**

Clair has worked within Mental Health for over twenty years and has an Integrative private practice as a Counsellor in Kilkenny. She is also a Cross Professional Supervisor working with clients from different disciplines. Before that she worked in a Dublin Psychiatric Hospital where she initiated Mindfulness courses for patients and staff and for corporate clients and was part of the EAP team. She has also been a part-time tutor so understands the challenges students and pre-accredited members face.

Before becoming a Counsellor Clair worked in Broadcasting and Public Relations. She was a presenter on RTE Television and Radio before going on to work for several years as a senior executive with a multi-national Public Relations organisation where she managed a portfolio of blue-chip companies. She has extensive experience of working at boardroom level with company directors, financiers and politicians and has worked on various national committees.

Currently she is Chair of the IACP South East Regional Committee and was previously Vice Chair. Her commitment is to bridge the perceived gap that exists between members and the organisation and to promote Counselling as a profession that is valued and properly remunerated for its members.

*Proposed by: Marie Kealy      Seconded by: Michelle Quigley*



**PATRICK HARRAGHY**

Patrick is originally from the North West of Ireland but has lived in Dublin for the past 36 years. He was a member of the Garda Síochána for a number of years and retired in 2008. He also volunteered with the St Vincent de Paul Society and was president of a local branch. In both of these organisations he encountered lots of trauma and as a result he trained to be a psychotherapist.

Patrick was also involved in the initial setting up of a Peer Support system in An Garda Síochána. This provided support for colleagues who were involved in traumatic incidents. He later went on to do further training in Trauma. He did this with the Sensorimotor Institute and he is now a qualified practitioner.

He is an accredited member of the IACP for about 15 years. He is also an accredited supervisor. He has a particular interest in supervision and is currently chairperson of the Supervision Committee. He currently works at The Centre for Professional Therapy which recently moved to Baggot St. Dublin 2.

***Proposed by:*** *Moina Sharkey*

***Seconded by:*** *Sheila Haskins*

## CATHAOIRLEACH'S REPORT

Dear Members,

This report covers my term of office since my appointment as Cathaoirleach at our last AGM in 2015. It has been a busy and eventful year for the current Board of Directors of IACP who have been working hard on behalf of you, the members, to uphold the responsibilities undertaken in our role as Directors of the Organisation.

I, in the role of Chair, and Eugene McHugh in his role of Vice-Chair have led the Board through a challenging period of both progress and great challenge. On the positive side we had an extremely successful first Annual Conference in October 2015 and have also recently initiated a long overdue Organisational Strategic Review Process. We have introduced Garda Vetting and Annual Accreditation and continue to offer members ongoing CPD opportunities, while also increasing our national and international profile within the professional world of counselling and psychotherapy. However, on the downside, we have had to deal with some serious personnel issues including the resignation of the National Director, Naoise Kelly.

All of these issues necessitated a far greater commitment of time, engagement and expertise from Board members, Eugene McHugh, Vice-Chair, Mark O'Callaghan, Company Secretary, Vincent Byrne, Treasurer, Sheila Haskins, Marina Sweeney, Patrick Harraghy, Ann McDonald, and Ejiro Ogbevoen, than would normally be expected or required from those giving of their time in a voluntary capacity and I am extremely grateful to them both personally and on behalf of you the members, for all of their work on behalf of IACP.

I have undertaken the role of acting CEO with the support of the team and the decision to postpone the selection of a new CEO was taken until the Strategic Development Review was underway. When the purpose of the organisation can be clearly defined in response to this review, this will create clarity relating to the structure and function of the organisation for the members, management team, and staff and provide a solid platform for a new CEO to undertake their management role.

Myself, Eugene and Vincent form the core working group on the Strategic Development Review, supported by the Board, Regional and Sub-committee Chairs, the management team and staff at IACP head office and our external Consultant, and this review will be communicated to the wider Membership when it is complete. The aim of the Strategic Development Review is to ensure that IACP continues to represent its members and the public, upholding the principles and ethos of counselling and psychotherapy in Ireland in 2016 and into the future. Responding to 21st century demands, including member's services, communication and technology, regulation, clinical practice and professionalism and research and education, are the core issues driving this review; coupled with our values pertaining to the public, clients and our contribution to Mental Health in Ireland.

Collaboration and communication with our members, our peers and colleagues nationally has been an important focus of the Board throughout the year and we look forward to building on this into the future and making this a feature of our strategic development. Ongoing collaboration with our professional colleagues internationally has continued and was evidenced in our very successful Conference in 2015, meeting with our European counterparts and our upcoming event with our American colleagues in May 2016 and, later in the year, our National Conference 2016.

Ann and Ejiro are not going forward for election to the Board at this AGM and I would like to thank them for their contribution to the team during the past year, wish them well in their endeavours and look forward to future collaboration. Clair Bel-Maguire has been co-opted onto the Board since March to be included in the Strategic Development Review from the outset and we all welcome Clair to the Board.

IACP continues to flourish as the largest, long-standing counselling and psychotherapy organisation in Ireland and it is the aim of this Board with members' support, to both uphold the principles of our founding members and respond to the needs of our current members.

**Moira Sharkey – Cathaoirleach**

## TREASURER'S REPORT

Dear Members

This is my second year as Treasurer and Director of the IACP and it has been a privilege to serve in this role in the past year and I look forward to continuing to do so in the year ahead.

I now present the Treasurers Report in relation to the activities of the IACP for the year ended 31 December 2015.

### FINANCIAL MANAGEMENT

Firstly, I would like to thank our Financial Controller, Martin Ryan for his professionalism, attention to detail and his support both to myself and my colleagues on the Board over the past year. We are constantly pushing the limits of what can be done to improve the quality, clarity, accuracy and oversight of the financial data and systems and this could not be achieved without Martin's full participation.

As previously reported, there are already a number of effective processes in place to provide assurances to the Board of Directors 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

We will continue to maintain these internal checks and make ongoing improvements to the reporting in order to help the understanding and appreciation of the Board of Directors of the financial implications of the IACP's operations.

### 2015 FINANCIAL STATEMENTS – TRADING OVERVIEW

The Financial Statements for 2015 were prepared by our Financial Controller, Martin Ryan 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, the increase in the membership fee and a higher than budgeted level of member renewals. In addition, the income from the inaugural Annual Conference also boosted gross revenues.

Other income sources declined slightly, with deposit interest declining significantly due to reduced interest rates, a situation that is likely to continue in the current year.

Expenditure was up by approximately 10% with the increase coming from the cost of the new Conference, the introduction of the new Membership Cards and one-off exceptional items in Legal Expenses & Staff Costs.

There were, however, cost savings achieved in the areas of PR/Advertising, Rent and Rates, General Office and Committee Expenses and the key component of expenditure, Staff Salaries and Costs, was maintained, on an underlying basis, in line with 2014 at 47% of Income.

Overall, there was a small 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, there are steps in train presently to make an appointment during this year.

In drafting the 2016 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 break-even outcome for the year.

**CAPITAL EXPENDITURE**

Following the significant expenditure on the new Head Office premises in 2014 there was no requirement for any further spend in 2015. Therefore investment in the year was limited to just €6,009 on some Computer and Office Equipment.

**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 of the Administration and Support Staff for their support throughout the year.

**Vincent Byrne – IACP Treasurer**



## **DIRECTORS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015**

### **DIRECTORS AND OTHER INFORMATION**

<b>Directors:</b>	Ann McDonald (Appointed 11 April 2015) Ejiro Ogbevoen (Appointed 11 April 2015) Patrick Harraghy (Appointed 11 April 2015) Marianne Gurnee (Resigned 11 April 2015) Bernadette Darcy (Resigned 11 April 2015) Eileen Finnegan (Resigned 11 April 2015) Moira Sharkey Eugene McHugh Marina Sweeney Sheila Haskins Vincent Byrne
<b>Company Secretary</b>	Mark O'Callaghan (Appointed 30 July 2015) Marina Sweeney (Resigned 30 July 2015)
<b>Company number</b>	194640
<b>Charity registration number</b>	CHY6615
<b>Registered office &amp; business address</b>	Marina House 11 - 13 Clarence Street Dun Laoghaire Co. Dublin Ireland
<b>Auditors</b>	Byrne Curtin Kelly Certified Public Accountants and Statutory Audit Firm Suites 4&5, Bridgewater Business Centre, Conyngham Road, Islandbridge Dublin 8, D08 T9NH, Ireland
<b>Bankers</b>	Bank Of Ireland (Dun Laoghaire) Dun Laoghaire Co. Dublin  Allied Irish Bank (Bray) 107/108 Main St Bray Co. Wicklow  Ulster Bank (Blackrock) Main Street Blackrock Co. Dublin
<b>Solicitors</b>	Keith Walsh Solicitors 8 St. Agnes Road, Crumlin Village Dublin 12



## **DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2015**

The directors present their report and the audited financial statements for the year ended 31 December 2015.

### **Principal Activity:**

The IACP is a registered charity, established in 1981, to represent the profession of counselling and psychotherapy in Ireland.

The IACP is the largest organisation for the counselling and psychotherapy profession in Ireland, representing up to 4,000 members across the country.

The IACP's aim is to develop and maintain professional standards of excellence in counselling and psychotherapy through an accreditation process that includes education and research, training, supervision and CPD.

The IACP is a member services organisation. In addition to accreditation of counsellors and psychotherapists, it endeavours to provide member services that support members to uphold their professional practice.

Furthermore, the IACP has at its core the protection of the public in relation to standardising the quality provision of professional counselling and psychotherapy in Ireland, and continues to monitor and revise these standards in response to current demands.

The Company is limited by guarantee not having a share capital.

### **Principal Risks and Uncertainties:**

The principal risks of the company is that the company's 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 €40,065 (2014 - €36,902).

### **Directors:**

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

Ann McDonald (Appointed 11 April 2015)

Ejiro Ogeboen (Appointed 11 April 2015)

Patrick Harraghy (Appointed 11 April 2015)

Marianne Gurnee (Resigned 11 April 2015)

Bernadette Darcy (Resigned 11 April 2015)

Eileen Finnegan (Resigned 11 April 2015)

Moira Sharkey

Eugene McHugh

Marina Sweeney

Sheila Haskins

Vincent Byrne

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 2015** (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, have indicated their willingness to continue in office in accordance with the provisions of Section 383(2) of the Companies Act, 2014.

### **IACP ACHIEVEMENTS AND DEVELOPMENTS IN 2015**

#### **Professional Standards**

- Consolidation of accreditation department
- Accreditation of 334 new members
- Accreditation of 42 new supervisors
- Accreditation of 9 new courses
- Commencement of annual accreditation
- Continuation of the IACP's course assessment and monitoring process
- National provision of subsidised workshops in response to legislation and professional standards for counsellors and psychotherapist
- National provision of subsidised workshop for supervisors
- Introduction 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
- Development of fitness to practice policy.

#### **Statutory Regulation**

IACP continued to lead the call for statutory regulation of the profession.

This activity during 2015 included:

- Lobbying at national political level including ministers and politicians
- Corresponding with and meeting CORU
- Lobbying and communication with the HSE and other significant stakeholders in relation to regulation of the profession
- Review of international regulation standards
- Statutory regulation included within the IACP's public relations activity.



## **DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2015** (continued)

### **Public Relations / Organisational Profile**

Continuation of promoting the IACP and its members through our PR strategy,

- Ongoing distribution of IACP information leaflets
- Monthly press releases to all print, broadcast and online media, nationally and locally
- IACP attendance at major events
- Participation in national and regional radio interviews
- Media training provided for IACP regional representatives and spokespersons
- Holding free public talks relating to mental health issues
- Attendance at national and international conferences
- Engagement of PR consultants
- Carrying out members' survey / survey of public's attitudes to counselling & psychotherapy and to mental health issues.

### **Members' Services**

- Provision of free and subsidised workshops to members
- Ongoing issuing of e-mails and newsletters to members
- Training and support provided to voluntary committee members.
- IACP AGM 2015
- Successful accreditation social evening for all those who achieved their first-time accreditation
- National/International IACP conference
- Members Journal.

### **National and International Collaboration**

- **IACP/BACP:** Strengthening of relations with our closest partner including information exchange relating to policy, practices and developments within the profession
- Strengthening links with organisation's (Charities and Agencies) that offer Counselling and Psychotherapy as part of their services
- **IACP/IAHIP:** Continuation of reciprocal supervision agreement
- 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 Counseling Association (ACA) conferences
- Continuing to liaise with EAC.



**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2015** (continued)

**IACP OBJECTIVES 2016**

The board of directors with the support of an external consultant will undertake a review including strategy, function and purpose of the organisation. The primary rationale for this review is to ensure that the aims and objectives of the organisation are being carried out and are updated to reflect the current demands of the counselling and psychotherapy profession.

The review will utilise the history and culture of the organisation spanning over 30 years, cognisant of the changing environment within which the profession currently exists. This includes responding to the demands of forthcoming regulation, the governance of the organisation in response to changing legislation, growing membership and changes in relation to the delivery of services to both members and the public.

One of our primary aims is to focus on member services and respond to the needs of counsellors and psychotherapists in the 21st century. In this regard the review will place emphasis on education, research and the utilisation of technology to support these aims.

We will also continue to raise the standards of professional practice to support the employment of members and provide equitable provision of service to those accessing counselling and psychotherapy in Ireland.

In December 2015, the IACP's National Director resigned his position. Interim arrangements are in place with the current Chair of the Board of Directors undertaking the role of acting CEO and we look forward to recruiting a new CEO as part of the strategic review process. We recognise the tremendous advances that have been made by IACP for the profession of counselling and psychotherapy nationally and internationally and the contribution of all those who have been involved in and with the organisation in the pursuit of our aims.

**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

Date: 24th March 2016

Vincent Byrne  
Director

Date: 24th March 2016



## **DIRECTORS' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2015**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Financial Reporting Council.

Irish company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with Irish Generally Accepted Accounting Practice (accounting standards issued by the Financial Reporting Council) including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". 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 that 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, 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: 24th March 2016

Vincent Byrne  
Director

Date: 24th March 2016



## **INDEPENDENT AUDITORS' 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 31st December 2015 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members Funds, the Cash Flow Statement, the Accounting Policies and the related notes. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and accounting standards issued by the Financial Reporting Council (Generally Accepted Accounting Practice in Ireland), including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 Statement of Directors' Responsibilities, 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 2015 and of its surplus for the year then ended; and
- have been properly prepared in accordance with Generally Accepted Accounting Practice in Ireland and in particular with 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

Conyngham Road

Islandbridge

Dublin 8

D08 T9NH

Ireland

Date: 24th March 2016



**Income & Expenditure Account**  
**for the year ended 31 December 2015**

		2015	2014
	Notes	€	€
Income	4	1,158,151	1,038,772
Expenditure		<u>(1,124,521)</u>	<u>(1,016,319)</u>
Surplus on ordinary activities before interest		33,630	22,453
Interest receivable and similar income	6	<u>6,435</u>	<u>14,449</u>
Surplus for the year		<u><u>40,065</u></u>	<u><u>36,902</u></u>

The company has no recognised gains or losses other than the surplus for the year. The results for the year have been calculated on the historical cost basis. The company's income and expenses all relate to continuing operations.



**Statement of Financial Position**  
as at 31 December 2015

		2015	2014
	Notes	€	€
<b>Non-Current Assets</b>			
Property, plant & equipment	8	<u>661,804</u>	<u>682,170</u>
<b>Current Assets</b>			
Receivables	9	30,280	5,473
Cash and cash equivalents		<u>627,939</u>	<u>480,543</u>
		<u>658,219</u>	<u>486,016</u>
Payables: Amounts falling due within one year	10	<u>(254,560)</u>	<u>(142,788)</u>
Net Current Assets		<u>403,659</u>	<u>343,228</u>
Total Assets less Current Liabilities		<u>1,065,463</u>	<u>1,025,398</u>
<b>Reserves</b>			
Capital reserves and funds	14	300,000	300,000
Income & Expenditure Account		<u>765,463</u>	<u>725,398</u>
		<u>1,065,463</u>	<u>1,025,398</u>

Approved by the board on the 24th of March 2016 and signed on its behalf by:

Moira Sharkey  
Director

Date: 24th March 2016

Vincent Byrne  
Director

Date: 24th March 2016



**Statement of Changes in Equity**  
 as at 31 December 2015

	Retained surplus	Special reserve	Total
	€	€	€
At 1 January 2014	688,496	925,000	1,613,496
Surplus for the year	36,902	-	36,902
Other movements in equity	-	(625,000)	(625,000)
At 31 December 2014	725,398	300,000	1,025,398
Surplus for the year	40,065	-	40,065
At 31 December 2015	<u>765,463</u>	<u>300,000</u>	<u>1,065,463</u>



**Statement of Cash Flows**  
**for the year ended 31 December 2015**

	2015	2014
Notes	€	€
<b>Cash flows from operating activities</b>		
for the year	40,065	36,902
<b>Adjustments for:</b>		
Interest receivable and similar income	(6,435)	(14,449)
Depreciation	25,622	21,103
Surplus/Deficit on disposal of property, plant and equipment	<u>(247)</u>	<u>821</u>
	59,005	44,377
<b>Movements in working capital:</b>		
Movement in receivables	(24,807)	20,549
Movement in payables	<u>111,772</u>	<u>37</u>
Cash generated from operations	<u>145,970</u>	<u>64,963</u>
<b>Cash flows from investing activities</b>		
Interest received	6,435	14,449
Payments to acquire property, plant and equipment	(6,009)	(684,303)
Receipts from sales of property, plant and equipment	<u>1,000</u>	<u>401</u>
Net cash generated from investment activities	<u>1,426</u>	<u>(669,453)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>	147,396	(604,490)
Cash and cash equivalents at 1 January 2015	<u>480,543</u>	<u>1,085,033</u>
Cash and cash equivalents at 31 December 2015	<u>627,939</u>	<u>480,543</u>



**Notes to the Financial Statements**  
**for the year ended 31 December 2015**

**1 GENERAL INFORMATION**

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

**2. ACCOUNTING POLICIES**

**Statement of compliance**

This is the first set of financial statements prepared by Irish Association for Counselling & Psychotherapy Limited in accordance with the Financial Reporting Standards applicable in the United Kingdom and the Republic of Ireland (FRS 102) issued by the Financial Reporting Council. The company has transitioned from previously extant Irish and UK GAAP to FRS 102 as at 1 January 2014.

**Basis of preparation**

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

**Accounting Convention**

The financial statements are prepared under the historical cost convention.

**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 Income & Expenditure Statement.

**Format of the financial statements**

As the company does not trade for the acquisition of gain by its members, the directors have determined that the preparation of an Income and Expenditure account disclosing the surplus or shortfall for the year rather than a Profit & Loss account is appropriate as provided for in Section 291(5) of the 2014 Act. Similarly, the Balance Sheet is presented in accordance with Format 1 as set out in the Schedule to the 2014 Act.

**Transition to FRS102**

Prior to 1 January 2014 the company prepared its financial statements under previously extant Irish GAAP. From 1 January 2014, the company has elected to present its financial statements in accordance with FRS 102 and the Companies Act 2014.

The comparative figures in respect of the 2014 financial statements have been restated to reflect the company's adoption of FRS 102 from the date of transaction at 1 January 2014.



**Notes to the Financial Statements**  
**for the year ended 31 December 2015** (continued)

Set out below are the changes in accounting policies which reconcile surplus for the financial year ended 31 December 2014 and the total equity as at 1 January 2014 and 31 December 2014 between Irish GAAP as previously reported and FRS102.

In preparing this financial information, the company has applied certain exceptions from full retrospective application of FRS 102 as noted below:

**Derecognition of financial assets and liabilities**

In accordance with FRS 102, as a first-time adopter, the company did not retrospectively recognise financial assets and liabilities previously derecognised under Irish GAAP before the date of transition.

**Accounting Estimates**

In accordance with FRS 102, as a first-time adopter, the company did not revise estimates on the transition to reflect new information subsequent to the original estimates.

**Property, plant and equipment and depreciation**

Property, plant and equipment are stated at cost or at valuation, less accumulated depreciation. 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

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

**Leasing**

Rentals payable under operating leases are dealt with in the Income and Expenditure Account as incurred over the period of the rental agreement.

**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.



**Notes to the Financial Statements**  
**for the year ended 31 December 2015** (continued)

**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 and Expenditure Account.

**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 and Expenditure Account in the period to which they relate.

**Research and development**

Research and development expenditure is written off to the Income and Expenditure Account in the year in which it is incurred.

**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 have 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.



**Notes to the Financial Statements**  
**for the year ended 31 December 2015** (continued)

**Providing for doubtful debts**

The company makes an estimate of the recoverable value of trade and other receivables. 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 receivable, the ageing profile of receivables 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. INCOME**

**The income for the year has been derived from:-**

	2015	2014
	€	€
Subscriptions	957,204	865,932
Processing Fee	89,087	100,436
Conference/Workshops	73,808	30,545
Publications	197	50
Journal Advertising	32,907	35,760
Donations	263	2,888
Other income	4,685	3,161
	<u>1,158,151</u>	<u>1,038,772</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 maintains professional standards of excellence in Counselling and Psychotherapy through education, training and accreditation.

**5. OPERATING SURPLUS**

**Operating surplus is stated after charging:**

	2015	2014
	€	€
Depreciation of property, plant and equipment	25,622	21,103
Surplus/(deficit) on disposal of property, plant & equipment	(247)	821
(Deficit) on foreign currencies	111	147
Operating lease rentals		
- Office equipment	4,742	9,008
	<u>4,742</u>	<u>9,008</u>

**6. INTEREST RECEIVABLE AND SIMILAR INCOME**

	2015	2014
	€	€
Bank interest	6,435	14,449
	<u>6,435</u>	<u>14,449</u>



**Notes to the Financial Statements**  
**for the year ended 31 December 2015** (continued)

**7. EMPLOYEES AND REMUNERATION**

**Number of employees**

The average number of persons employed during the year was as follows:

Administration

	2015	2014
	Number	Number
Administration	12	12

**The staff costs comprise:**

Wages and salaries

Social welfare costs

Pension costs

	2015	2014
	€	€
Wages and salaries	514,413	409,045
Social welfare costs	48,432	44,781
Pension costs	26,695	25,816
	<b>589,540</b>	<b>479,642</b>

**8. PROPERTY, PLANT AND EQUIPMENT**

	Land and buildings freehold	Fixtures, fittings and equipment	Computer Equipment	Total
	€	€	€	€
<b>Cost</b>				
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>
<b>Depreciation</b>				
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>
<b>Net book value</b>				
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>



**Notes to the Financial Statements**  
for the year ended 31 December 2015 (continued)

**8.1. PROPERTY, PLANT AND EQUIPMENT PRIOR YEAR**

	Land and buildings freehold	Fixtures, fittings and equipment	Computer Equipment	Total
	€	€	€	€
<b>Cost</b>				
At 1 January 2014	-	140,062	62,801	202,863
Additions	626,098	53,180	5,025	684,303
Disposals	-	(3,858)	(563)	(4,421)
At 31 December 2014	<u>626,098</u>	<u>189,384</u>	<u>67,263</u>	<u>882,745</u>
<b>Depreciation</b>				
At 1 January 2014	-	131,325	51,346	182,671
Charge for the year	-	10,033	11,070	21,103
On disposals	-	(2,636)	(563)	(3,199)
At 31 December 2014	<u>-</u>	<u>138,722</u>	<u>61,853</u>	<u>200,575</u>
<b>Net book value</b>				
At 31 December 2014	<u>626,098</u>	<u>50,662</u>	<u>5,410</u>	<u>682,170</u>
At 31 December 2013	<u>-</u>	<u>8,737</u>	<u>11,455</u>	<u>20,192</u>

**9. RECEIVABLES**

	2015	2014
	€	€
Trade receivables	3,933	1,269
Taxation (Note 11)	3,102	417
Prepayments and accrued income	<u>23,245</u>	<u>3,787</u>
	<u>30,280</u>	<u>5,473</u>

**10. PAYABLES**

	2015	2014
	€	€
<b>Amounts falling due within one year</b>		
Trade payables	43,882	46,991
Taxation (Note 11)	11,452	12,882
Other payables	883	-
Accruals	<u>198,343</u>	<u>82,915</u>
	<u>254,560</u>	<u>142,788</u>



**Notes to the Financial Statements**  
**for the year ended 31 December 2015** (continued)

**11. TAXATION**

**Receivables:**

VAT

2015

2014

3,102

417

**Payables:**

PAYE

11,452

12,882

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

**12. 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 €26,695 (2014 - €25,816).

**13. 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.

**14. 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.

**15. FINANCIAL COMMITMENTS**

At 31 December 2015 the company had annual commitments under non-cancellable operating leases as follows:

**Expiry date:**

Within one year

Between one and five years

2015

2014

€

€

1,536

7,557

3,456

3,149

4,992

10,706



**Notes to the Financial Statements**  
**for the year ended 31 December 2015** (continued)

**16. CAPITAL COMMITMENTS**

The company had no material capital commitments at the year-ended 31 December 2015.

**17. CONTINGENT LIABILITIES**

The company has no contingent liabilities for the year-ended 31st December 2015.

**18. KEY MANAGEMENT COMPENSATION**

	2015	2014
	€	€
Salaries and other short-term employee benefits	278,595	214,140

The above benefits relate to four key members of management.

**19. EVENTS AFTER END OF REPORTING PERIOD**

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

**20. APPROVAL OF FINANCIAL STATEMENTS**

The financial statements were approved and authorised for issue by the board of directors on the 24th of March 2016



**SUPPLEMENTARY INFORMATION RELATING  
TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2015**

**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 2015 (continued)

	2015	2014
	€	€
<b>Income</b>	<u>1,158,151</u>	<u>1,038,772</u>
<b>Expenditure</b>		
Wages and salaries	514,413	409,045
Social welfare costs	48,432	44,781
Pension costs	26,695	25,816
Staff training	15,386	8,525
Rent & rates	15,924	30,714
Workshops & annual conference	117,244	78,501
Committee Expenses	34,929	47,903
Consultancy - Course Accreditation	12,533	8,679
Printing, postage and stationery	21,526	27,826
Membership cards	14,413	-
Eisteach Journal - printing & postage	55,708	56,741
Advertising & Public Relations	64,621	95,346
Research costs	11,163	16,693
Legal costs	34,953	19,119
Professional fees	15,031	19,603
Bank charges	18,681	15,059
General office costs	70,267	80,060
Subscriptions	887	4,692
Auditor's remuneration	6,093	6,113
Depreciation	<u>25,622</u>	<u>21,103</u>
	<u>1,124,521</u>	<u>1,016,319</u>
<b>Miscellaneous income</b>		
Bank interest	<u>6,435</u>	<u>14,449</u>
<b>Net surplus</b>	<u>40,065</u>	<u>36,902</u>

## 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 FROM PREVIOUS YEAR'S AGM

#### Minutes of the IACP Annual General Meeting 2015

**Saturday 11th April 2015**

**Registration:** 9:00 am

Royal Marine Hotel, Dun Laoghaire, Co Dublin.

**Start of Meeting:** 10:00 am

#### **OFFICERS:**

**Cathaoirleach:**

Bernie Darcy

**Leas Cathaoirleach:**

Moira Sharkey

**Company Secretary:**

Marina Sweeney

**Treasurer:**

Vincent Byrne

**Opening:** Bernie Darcy, Cathaoirleach welcomed the attendees and introduced each of the Executive Committee members. The Cathaoirleach advised the Meeting that Eileen Finnegan and Marianne Gurnee would be retiring from the Executive Committee. Nominations were received for Sheila Haskins and Eugene McHugh as Leas Cathaoirleach.

**Apologies:** As per the Meeting Booklet and in addition: Ita O'Shaughnessy, Ben Staunton Collins, Helen Fagan, Pauline Cannon, Paul Sadlier, Margaret O'Quigley, Claire Murphy, Margaret Acton, Noleen Murphy, Alison Murray, Carmel Hosey, Bernadette Carroll, Edel O'Donnell, Anne O'Connor, Margaret Byrnes, Ursula Kirwan, William Bambrick, Miriam Murphy, Eoin Stephens, David Carrick, Mary Byrne, and Gillford D'Souza.

#### **Minutes of 2014 AGM and Matters Arising:**

The Minutes of the Annual General Meeting of 2014 were approved as per the draft circulated.

**Proposer:** Eileen Finnegan      **Seconder:** Gearoid Manning

#### **Cathaoirleach's Report:**

The Cathaoirleach thanked everyone for turning out for the AGM and paid tribute to all of the IACP members, including her colleagues on the Executive Committee, who volunteer on IACP Committees, working groups and panels. She offered sincere thanks to colleagues on the Executive Committee and the Management team and Staff, led by the National Director, Naoise Kelly, for all of their hard work during the year. Reference was made to two meetings with Minister Kathleen Lynch, the Minister for Mental Health, and the commitment to the regulation of Counselling & Psychotherapy; the purchase of the new office in Dun Laoghaire and relocation there; the PR, Behavior and Attitudes survey (with the assistance of O'Herlihy Communications and which has shown that 27% of the public now knows who and what IACP is, an increase from 21% in the last survey); the review of the Code of Ethics and Practice; the drafting of an online counselling & psychotherapy policy for IACP and the work on the Governance review.

#### **Treasurer's Report:**

The Treasurer thanked Martin Ryan the Financial Controller for the production of monthly reports and preparing the final accounts for the financial year just past, which were audited by Byrne Curtin Kelly. The Treasurer made reference to the improvement in income in the year due to an increase in membership numbers and in member applications; a slight increase in expenditure in terms of increased workshop expenditure, legal and external consulting and the 6 months of the new building costs, such as rates and insurance which would have been covered under the previous rental costs; the small trading

surplus in line with the Executive Committee's policy of maintaining a very prudent approach to the cost expectations of income growth and management of costs; the Capital Expenditure in the purchase and fit out of the new premises, the maintenance of the recommended contingency reserve. The Budget for the current year included provision for research and Public Relations and Marketing, in terms again of lifting the profile of the IACP and the cumulative effect of inflation and having identified some savings there was a shortfall of around €50,000. The Finance Committee made the recommendation to the Executive that an increase of 5% across the board in membership fees would be appropriate and was necessary in order to maintain this balance which following intensive discussion and consideration was accepted by the Executive Committee. The Treasurer also made reference to the new reporting requirements of the Charities Act.

**Company Secretary's Report: Marina Sweeney**

The Secretary reported on matters of statutory compliance.

The Annual Report and the Financial Statements presented to the Meeting and circulated in the Meeting Booklet were approved by the Meeting.

**Proposer:** David Glynn

**Secondor:** Siobhán Woodnutt

**Matters Arising from the Minutes:**

Following a query from Gearoid Manning it was clarified that Olive Burke and Maggie Cox were not listed as Directors in the Annual Report as they had resigned prior to completion of the necessary procedure. There were also further resignations from the Executive Committee during the year.

Following a query and expression of concern from Karen Ward on the extent of the resignations from the Executive Committee during the year the Cathaoirleach made reference to the significant time and commitment required to serve as a member of the Executive Committee in addition to the increased governance procedures and the proposed Governance Review.

Following a query on Annual Accreditation the Cathaoirleach confirmed that it would be beginning in 2016 as it was voted in at our 2014 AGM.

**National Director's Report:**

The National Director made reference to the following in his report to the Meeting: Statutory Regulation, IACP's Public Profile, and IACP's Member Services. He also reported on the new Head Office and the project associated with the relocation.

**Election:**

The Meeting was refreshed on the voting procedure for the election of members to the Executive Committee. An independent scrutineer was appointed by the Meeting.

**Open Forum matters:**

1. A query from David Glynn on the change to the term of accreditation was answered by Shane Kelly (IACP Professional Services Manager) to confirm that accreditation will now be an annual process but credit will be received for fees already paid.
2. A query from Anne Meade on annual accreditation was answered by Shane Kelly to confirm that the application would be based on the detail provided and CPD over the previous year.
3. A query from Dr Phil Robert on the membership fee and the proposed increase, the marketing project at the Ploughing Championship and a proposal to introduce the organisation at secondary schools was answered by the Cathaoirleach by asking her to put forward and expand on that proposal to the Executive Committee at her earliest convenience in due course and by the Treasurer by clarifying the purpose of the budget for PR and awareness and research and by providing a comparison on annual fees by other bodies.

4. A query raised by Gearoid Manning on the extent of the resignations from the Executive Committee in the past year, the decision to withdraw from the Psychological Therapies Forum, the endorsement of the finding that there is no valid distinction between Counselling & Psychotherapy, and the apparent change in the organisation towards a business rather than its purpose was answered by the National Director who agreed to review the concerns raised about the perceived direction of the IACP towards a business (which arose from a badly worded receipt). The National Director stated that the Psychological Therapies Forum was no longer serving purposes of the IACP and our regulatory aims. The IACP represents Counsellors and Psychotherapists, but that's not to say that there may be differences, but what IACP is saying is there's not enough differences or there's no evidence of enough of a difference on which to recommend regulating them separately.
5. A query raised by Breda Trimble on the inadequacy of the online system for locating a Counsellor or Psychotherapist was answered by Shane Kelly.
6. A query raised by John Smith on CORU and QQI, the number of therapists when compared to the number of GP's in the country and the benefit of international connections to the members was answered by the National Director. CORU and QQI, were progressing and that it is a work in progress like regulation. The National Director confirmed that there are more therapists in Ireland than GP's but IACP cannot control the number wishing to set up as therapists. The International Strategy is crucial and IACP allocates approximately 2% of our budget to that each year towards the relationships with BACP, the reciprocity agreement, the relationships we have with International Association for Counselling, European Association for Counselling, the American Association for Counselling, the Canadians and all of the other Associations worldwide.

The election results were announced and all candidates nominated were elected.

Moira Sharkey as incoming Cathaoirleach addressed the Meeting.

**AOB:**

The Cathaoirleach closed the meeting by thanking all those who attended and announced that the 2016 AGM will take place on 9th April 2016.







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