

Company no. 3917115  
Charity no. 1079353

**Immigrant Counselling and Psychotherapy  
(icap)  
Report and Financial Statements  
31 March 2009**

## Immigrant Counselling and Psychotherapy (icap)

### Reference and administrative details

For the year ended 31 March 2009

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**Company number** 3917115

**Charity number** 1079353

**Registered office and operational address** 96 Moray Road  
Finsbury Park  
London  
N4 3LA

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

Maire Brankin	Chair	(resigned May 2009)
Colin McNicholas	Chair	(from May 2009)
Joe Browne	Treasurer	
Fiona Calman		(resigned November 2008)
Jerry Kivlehan		
Oonagh O'Toole	Company Secretary	
Frances Thornton		

**Principal staff** Gary Fereday Chief Executive

**Bankers** Allied Irish Bank (GB)  
100 Grays Inn Road  
London  
WC1X 8AL

**Solicitors** McKenna-Donnolly & Co  
21 Horsley Court  
Montaigne Close  
London  
SW1P 4BF

**Auditors** Sayer Vincent  
Chartered accountants and registered auditors  
8 Angel Gate  
City Road  
London  
EC1V 2SJ

## **Immigrant Counselling and Psychotherapy (icap)**

### **Report of the trustees**

#### **For the year ended 31 March 2009**

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The trustees present their report and the audited financial statements for the year ended 31 March 2009.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

#### **Immigrant Counselling and Psychotherapy (icap)**

The organisation is a charitable company limited by guarantee, incorporated on 1 February 2000 and registered as a charity on 11 February 2000.

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

#### **Object of the charity**

icap is an independent, not-for-profit, professional counselling and psychotherapy service with a strong and proven track record of providing culturally sensitive services providing one-to-one therapy sessions across a number of sites in London and Birmingham and through a network of therapists across the rest of Britain. We also provide an outreach counselling service in GP surgeries in Birmingham; group therapy across a number of sites in London; mental health and wellbeing promotion; community development work in North London; and various training courses and seminars.

#### **Public benefit**

Trustees review our objectives and activities each year; looking at what we achieved and the outcomes of our work in the previous year. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the objectives set.

Our objectives are to benefit the public by:

- providing accessible, professional, culturally-sensitive psychotherapy to people of Irish origin and other minority, marginalised and disadvantaged communities.
- raising awareness of the psycho-social issues which impact on the mental health of the Irish and other communities
- promoting healthier lifestyles and living strategies to improve mental health among the Irish and other communities.
- contributing to the removal of entrenched stereotypical views of immigrants, promoting social inclusion.
- disseminating information collected through our work to increase the understanding of the particular issues affecting the mental health of the Irish and other minority, marginalised and disadvantaged communities.

## Immigrant Counselling and Psychotherapy (icap)

### Report of the trustees

For the year ended 31 March 2009

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These objectives are delivered through our core values:

- clients come first in all that we do
- provide the highest quality care possible
- respect and protect the confidentiality of clients at all times
- provide a supportive and developing culture, where we learn from each other
- be a well governed, accountable and responsible organisation

We are experienced in helping clients with a range of problems including depression, anxiety, abuse, anger and aggression, and addiction. We have particular expertise built up over the past decade of helping people who were abused in childhood, and people who have suffered institutional abuse, and trauma. Our work to date includes:

- working with people who were abused in childhood
- providing therapy to people who have experienced institutional abuse
- working with women who have experienced rape, sexual abuse or domestic violence
- working with people who misuse alcohol and drugs
- group therapy on a range of issues including loss and bereavement
- working with people who have experienced post-traumatic stress disorder (PTSD)

We have robust clinical governance procedures, working to extremely high standards, and the quality of our care is well recognised by statutory bodies. We have strong policies and processes in place to ensure that our high standards are maintained across all strands of work. Therapy is provided by highly qualified, accredited and suitably experienced psychotherapists. They receive regular supervision and also have access to a clinical psychiatrist. We use CORE (Clinical Outcomes in Routine Evaluation) to measure our outcomes and around 85% of our clients experience significant clinical improvements.

#### **Structure, governance & management**

The board of trustees, headed by the Chair, set the strategic direction of the charity. The day-to-day management of icap is delegated to the Chief Executive who reports to the Chair and trustees to ensure the aims and objectives are being met.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity in the year are set out in note 5 to the accounts.

#### **Method of appointment of trustees**

It is the policy of the charity to ensure that its board is comprised of people who are suitable to be trustees and who will be assets to the organisation, both in terms of offering appropriate skills and of attending meetings regularly. Before seeking to appoint, the board considers what skills might be lacking or need reinforcement amongst its members. Gaps in the skills available are prioritised and appropriate people sought to fill those gaps.

Potentially suitable individuals may be suggested by any board member or senior manager, who provides the Chief Executive with information on the person's background and experience. The Chief Executive discusses this with the Chair and arranges for them to meet the person concerned, both to give them information on the charity and its requirements and to ascertain their level of interest. The potential new recruit is then invited to attend a meeting of the board as an observer. Other members of the board are provided with all the information available on that person in advance of the meeting.

## **Immigrant Counselling and Psychotherapy (icap)**

### **Report of the trustees**

#### **For the year ended 31 March 2009**

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If the person is still interested in joining the board, members are given an opportunity to discuss their reactions and whether they wish to invite the person to apply for membership of the charity and to join the board, initially as a co-opted member pending confirmation of their appointment by the following AGM; co-opted members do not have voting rights at board meetings but can play a full part in discussions. When an appointment is made the Registrar of Companies and the Charity Commission are informed on the appropriate forms.

Membership of the company entitles the members only to voting rights at general meetings. Membership of the company is open to individuals or organisations interested in promoting the objectives of the charity and who are approved by the board of trustees.

#### **Induction and training of trustees**

When appointed, new trustees are provided with a comprehensive induction pack and undergo a series of meetings with key staff to ensure that they are brought up-to-speed with all relevant organisational issues they need to be aware of to ensure they play a full role at trustee meetings. Training for trustees is provided when appropriate.

#### **The organisational structure**

The Chief Executive is responsible for the overall leadership, management, and public profile of icap: accountable for its long term strategic future, seeking out opportunities for development; building on the good reputation for quality care that icap has established.

The Clinical Manager is responsible for ensuring clinical standards and managing the clinical function of the organisation. The Clinical Manager oversees the clinical supervisors who in turn oversee the clinical workload of the counsellors and therapists.

The Business Manager is responsible for the day-to-day operational management and administration of the organisation: a range of administrative staff report to the Business Manager. Volunteers support the administrative team and in particular enable the charity to provide services outside normal office hours by staffing the reception in the evenings and providing additional administrative and technical support.

The charity's finances are managed by a financial consultant who is outside the main structure of the organisation and reports directly to the Chief Executive.

#### **Achievements for the year ended 31 March 2009**

Whilst maintaining our position as the leading provider of mental health care to the Irish community in Britain we continued to increasingly provide care to many diverse and disadvantaged communities. We widened our funding streams and successfully bid for our first ever NHS and local government contracts. We increased accessibility of our services to new clients with services delivered from a larger range of locations across London and Birmingham. We also increased the diversity of services we provide with the start of a community development project in London and an outreach counselling and advisory service in Birmingham.

Particular achievements in 2008/09 included:

- Obtaining London Councils funding to provide therapy for Irish women who have been victims of domestic violence, sexual abuse and rape: a four-year contract in conjunction with the London Irish Women's Centre. This was the organisation's first ever UK statutory funding for service delivery: a particularly significant development for the organisation.

## Immigrant Counselling and Psychotherapy (icap)

### Report of the trustees

#### For the year ended 31 March 2009

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- Winning our first ever NHS contract to provide an outreach counselling and advisory service in GP surgeries in inner-city Birmingham, in partnership with Birmingham and Solihull Mental Health Foundation Trust and the Heart of Birmingham PCT.
- Obtaining additional funding from the Dfon Committee (Embassy of Ireland) to support us to provide therapy to vulnerable Irish People in north-west London. The funding has enabled us to provide a new completely managed therapy service at Brent Irish Advisory Service (BIAS) and Cricklewood Homeless Concern (CHC).
- Winning a contract with Islington PCT to undertake community development work with the Irish community in the Borough to promote and develop good mental health and wellbeing.
- Continuing to improve our procedures around our information management systems so that we are able to produce more detailed analysis of clients using our services and enable the organisation plan for sustainable growth in the coming years.
- Striving to further improve our clinical work, we contracted the internationally recognised academic, Professor Peter Fonagy (University College London and Anna Freud Centre), to undertake a major programme of external assessment of our outcomes and organisational effectiveness. This work will play a significant part in positioning icap as a centre of excellence.
- The high quality training and supervision of clinical staff remained an ongoing priority for the organisation. As a result we are able to ensure the continued recruitment and retention of highly qualified and experienced psychotherapists. We continue to deliver our much valued training days for our therapists and have secured some excellent guest speakers.
- We completed a cognitive behavioural therapy (CBT) training programme with almost 70 therapists going through the programme. This will enable us to further increase the range of services we will be able to deliver. This training was also available to non icap therapists thus contributing to the diversification of our income streams.
- Our profile and reputation remain high in the Irish and psychotherapy communities. The organisation's profile in the wider health community was further raised with the extensive contact programme with statutory and non-statutory bodies. We were one of only six mental health charities in London to be chosen to be in the first wave of organisations to undergo a capacity building programme with the NHS London Development Centre. Our Chief Executive was invited to represent the third sector on the NHS Improving Access to Psychological Therapies (IAPT) Programme Board.
- Our income generation strategy was kept under close review given the downturn in the global economy. A comprehensive range of potential funding bodies was identified with an aim to continue to increase and diversify our funding streams. Our Fundraising Committee had another successful year with the annual fundraising dinner at the Emirates Football Stadium in February 2009 raising a similar amount previous years despite the economic downturn.

## **Immigrant Counselling and Psychotherapy (icap)**

### **Report of the trustees**

**For the year ended 31 March 2009**

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#### **Risk statement**

The board is satisfied that it has taken account of all major risks that could face the organisation, including those of a legal, financial, clinical and administrative nature. Such risks are reviewed on a regular basis.

#### **Financial review**

Our principal funding source for the financial year was the service level agreement with the Department of Health and Children (Ireland). This supports one of our key activities of supporting adults who were victims of abuse whilst in care homes when children. Other significant funding came from the Dion Committee based at the Irish Embassy in London.

The year saw new contract income from Islington PCT and Birmingham and Solihull Mental Health Foundation Trust and funding from London Councils and the London Irish Women's Centre. Other funding came from trust funds (Irish Youth Foundation, Richard Cloudsley Trust, and West Hackney Parochial Trust), client donations, donations from individual and corporate donations and our annual fundraising dinner.

icap generated a surplus for the year of £41,865 giving total funds at the end of the year of £1,093,309. However, as a result of reduced unrestricted income, and particularly the reduced earnings under the Department of Health and Children contract, icap made a small deficit on its unrestricted general funds. This, together with a transfer to designated funds for the Community Development work, reducing the unrestricted general reserves by £52,750 in the year to £214,167.

#### **Reserves statement**

The policy agreed by the board is that a four months' operating cost buffer be held by the charity in free reserves throughout the financial year and that it be included in the immediate and future medium to long-term budget forecasts. The target is currently £265,500.

The trustees have designated £764,441 of the charity's unrestricted reserves to show that these reserves are related to the freehold property and equipment purchased as icap's head office in London.

A further £22,885 has been designated for Community Development work in 2009/10.

At the balance sheet, the charity has £214,167 in its free reserves. This is less than the minimum of the reserves policy.

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

We want to become recognised as the leading provider of culturally sensitive care to support vulnerable people in emotional distress. Our Irish clients will remain a core focus but the client base will become even more diverse as we increasingly support people from many communities, drawing on our expertise delivering culturally sensitive services to the Irish community over the past decade.

## **Immigrant Counselling and Psychotherapy (icap)**

### **Report of the trustees**

#### **For the year ended 31 March 2009**

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We plan to develop a wider, but coherent, range of services. Services that will also get "up-stream" to help people to help themselves to good mental health. The range of service will include:

- Community development, health promotion and capacity building with other agencies to promote good mental health
- Advocacy and advice services to support individual's emotional well being and access to appropriate services
- Short-term and time limited counselling and psychotherapy service and support groups
- Long-term psychotherapy and group work
- The development of clinicians and other organisations through training courses, workshops and conferences

These developments will involve the diversification of our workforce (whilst ensuring we do not compromising the rigorous professional training of existing therapists) to deliver a wide variety of responses to client need. Our long term work will remain at the heart of our services. To continue to support this work we diversify income and develop "commercial" activity that in turn will help support our core charitable work:

- marketing icap to more-affluent clients on a fee-per-session basis to help subsidise those not able to pay
- room rental of spare clinical space
- develop our training and conference income

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

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that to the best of his/her knowledge there is no information relevant to the audit of which the auditors are unaware. Each of the trustees also confirms that he/she has taken all necessary steps to ensure that he/she is aware of all relevant audit information and that this information has been communicated to the auditors.

## **Immigrant Counselling and Psychotherapy (icap)**

### **Report of the trustees**

#### **For the year ended 31 March 2009**

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Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2009 was 7 (2008: 8). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

#### **Auditors**

Sayer Vincent were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 30 September 2009 and signed on their behalf by

  
C McNicholas - Chair

## **Independent auditors' report**

To the members of

### **Immigrant Counselling and Psychotherapy (icap)**

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We have audited the financial statements of Immigrant Counselling and Psychotherapy (icap) for the year ended 31 March 2009 which comprise the statement of financial activities, balance sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

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

The responsibilities of the trustees (who are also the directors of Immigrant Counselling and Psychotherapy (icap) for the purposes of company law) for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), are set out in the statement of responsibilities of the trustees.

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

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

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

#### **Basis of opinion**

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

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

**Independent auditors' report**

**To the members of**

**Immigrant Counselling and Psychotherapy (icap)**

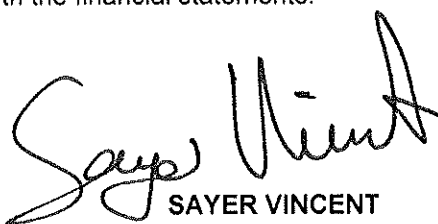
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**Opinion**

In our opinion:

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

7 October 2009

  
**SAYER VINCENT**  
Chartered accountants & registered auditors  
London

## Immigrant Counselling and Psychotherapy (icap)

### Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2009

	Note	Restricted £	Unrestricted £	2009 Total £	2008 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	-	60,540	<b>60,540</b>	39,084
Activities for generating funds		-	24,448	<b>24,448</b>	27,709
Investment income		-	3,391	<b>3,391</b>	5,762
<i>Incoming resources from charitable activities</i>					
Counselling and psychotherapy	3	223,924	505,008	<b>728,932</b>	707,031
<i>Other incoming resources</i>					
Realised foreign exchange gains		-	21,052	<b>21,052</b>	16,843
<b>Total incoming resources</b>		<u>223,924</u>	<u>614,439</u>	<u><b>838,363</b></u>	<u>796,429</u>
<b>Resources expended</b>					
<i>Costs of generating funds:</i>					
		-	23,783	<b>23,783</b>	16,763
<i>Charitable activities</i>					
Counselling, psychotherapy and promoting good mental health		168,421	579,667	<b>748,088</b>	725,701
<i>Governance costs</i>					
		-	24,627	<b>24,627</b>	25,167
<b>Total resources expended</b>	4	<u>168,421</u>	<u>628,077</u>	<u><b>796,498</b></u>	<u>767,631</u>
<b>Net income/(expenditure) for the year</b>	5	55,503	(13,638)	<b>41,865</b>	28,798
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>36,313</u>	<u>1,015,131</u>	<u><b>1,051,444</b></u>	<u>1,022,646</u>
<b>Total funds carried forward</b>	13	<u><u>91,816</u></u>	<u><u>1,001,493</u></u>	<u><u><b>1,093,309</b></u></u>	<u><u>1,051,444</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 13 to the financial statements.


## Immigrant Counselling and Psychotherapy (icap)

### Balance sheet

As at 31 March 2009

	Note	£	2009 £	2008 £
<b>Fixed assets</b>				
Tangible fixed assets	8		814,648	<u>840,713</u>
<b>Current assets</b>				
Debtors	9	88,159		154,689
Cash at bank and in hand		<u>304,564</u>		<u>208,484</u>
		392,723		363,173
<b>Liabilities</b>				
Creditors: amounts due within one year	10	<u>109,619</u>		<u>101,519</u>
<b>Net current assets</b>			<u>283,104</u>	<u>261,654</u>
<b>Total assets less current liabilities</b>			<b>1,097,752</b>	1,102,367
<b>Creditors falling due after more than one year</b>	11		<u>(4,443)</u>	<u>(50,923)</u>
<b>Net assets</b>	12		<u><b>1,093,309</b></u>	<u>1,051,444</u>
<b>Funds</b>				
Restricted funds	13		91,816	36,313
Unrestricted funds				
Designated funds			787,326	748,214
General funds			<u>214,167</u>	<u>266,917</u>
<b>Total charity funds</b>			<u><b>1,093,309</b></u>	<u>1,051,444</u>

Approved by the trustees on 30 September 2009 and signed on their behalf by

  
C McNicholas - Chair

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

For the year ended 31 March 2009

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#### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities.
- b) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- c) Revenue grants are credited to the statement of financial activities when received or receivable whichever is earlier.

Where unconditional entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the incoming resources are recognised when there is sufficient evidence that conditions will be met. Where there is uncertainty as to whether the charity can meet such conditions the incoming resource is deferred.

- d) Contract income is credited to the Statement of Financial Activities in the period in which it is earned.
- e) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- f) Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.
- g) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- h) Costs of generating funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- i) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

Support costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, consultants' time and floor space as applicable, of the amount attributable to each activity:

Cost of generating funds	1%
Counselling and Psychotherapy	94%
Governance	5%

Governance costs are the costs associated with the governance arrangements of the charity, including constitutional and statutory requirements and the strategic management of the charity's activities.

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

**For the year ended 31 March 2009**

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#### 1. Accounting policies (continued)

- j) Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The useful lives of these assets are estimated as follows:

Freehold property	
Land	Not depreciated
Building	50 years
Office Furniture & Equipment	4 years

Items of equipment are capitalised where the purchase price exceeds £400. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

- k) Monetary assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rates ruling at the date of the transaction. Any gains or losses arising due to fluctuations in exchange rates are charged or credited to the statement of financial activities.

#### 2. Voluntary income

	Restricted	Unrestricted	2009 Total	2008 Total
	£	£	£	£
Client Donations	-	49,254	<b>49,254</b>	32,117
Donations from Individuals	-	6,031	<b>6,031</b>	1,467
Corporate Sponsors	-	5,255	<b>5,255</b>	5,500
Total	-	<b>60,540</b>	<b>60,540</b>	<b>39,084</b>

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

For the year ended 31 March 2009

#### 3. Incoming resources from charitable activities

	Restricted	Unrestricted	2009 Total	2008 Total
	£	£	£	£
<b>Counselling and psychotherapy</b>				
Birmingham and Solihull Mental Health Foundation Trust	-	13,570	13,570	-
Department of Health (Section 64)	-	-	-	36,000
Department of Health & Children (Ireland)	-	443,780	443,780	498,339
Dfon	191,743	-	191,743	148,254
Irish Healthy Living	-	2,194	2,194	5,119
Irish Youth Foundation	7,000	-	7,000	(2,000)
Islington PCT	-	25,000	25,000	-
London Councils (Domestic Violence project)	18,931	-	18,931	-
London Irish Women's Centre	-	4,521	4,521	9,946
Richard Cloudesley's Charity	3,250	-	3,250	-
West Hackney Parochial Charity	3,000	-	3,000	-
CBT training	-	12,344	12,344	7,459
Clinical reports and other contracts	-	3,599	3,599	3,914
Total	<u>223,924</u>	<u>505,008</u>	<u>728,932</u>	<u>707,031</u>

#### London Councils Grant

It is confirmed that in accordance with Section 37 of The Local Government Act 1989, that the sum received from London Councils has been spent in accordance with the funding agreement.

**Immigrant Counselling and Psychotherapy (icap)**

**Notes to the financial statements**

**For the year ended 31 March 2009**

**4. Total resources expended**

	Cost of generating funds	Counselling and psychotherapy	Governance Costs	Support Costs	2009 Total	2008
	£	£	£	£	£	£
Staff costs (Note 6)	7,925	119,889	7,358	92,893	228,065	230,257
Other staff costs	354	726	108	22,951	24,139	15,013
Consultants' fees	-	-	-	1,421	1,421	4,690
Therapists' fees	-	377,961	-	-	377,961	368,790
Therapists' training	-	12,430	-	-	12,430	8,226
Research	-	12,914	-	-	12,914	-
Volunteer expenses	-	-	-	1,895	1,895	1,817
Premises costs	-	-	-	27,247	27,247	17,186
Office costs	-	-	-	29,478	29,478	32,876
Other administrative costs	-	-	400	12,388	12,788	20,585
Publicity and promotion	11,963	-	-	2,763	14,726	17,550
Audit and accountancy	-	-	5,750	19,819	25,569	24,143
Legal and professional fees	-	-	-	1,800	1,800	357
Depreciation	-	-	-	26,065	26,065	26,141
<b>Total resources expended</b>	<b>20,242</b>	<b>523,920</b>	<b>13,616</b>	<b>238,720</b>	<b>796,498</b>	<b>767,631</b>
Support Costs	3,541	224,168	11,011	(238,720)	-	-
<b>Total resources expended</b>	<b>23,783</b>	<b>748,088</b>	<b>24,627</b>	<b>-</b>	<b>796,498</b>	<b>767,631</b>

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

For the year ended 31 March 2009

#### 5. Net incoming/(outgoing) resources for the year

This is stated after charging:

	2009	2008
	£	£
Depreciation	26,065	26,141
Loss on disposal of fixed asset	-	1,213
Interest payable	4,073	7,923
Auditors' remuneration:		
▪ Audit	5,750	5,910
▪ Other services	-	1,293
Trustees' remuneration	-	-
Trustees' reimbursed expenses	<u>108</u>	<u>148</u>

During the year one trustee received £108 of reimbursed expenses for attending trustees' meetings (2008: One trustee was reimbursed for expenses)

#### 6. Staff costs and numbers

Staff costs were as follows:

	2009	2008
	£	£
Salaries and wages	199,122	204,342
Social security costs	20,281	17,698
Employer pension costs	4,900	3,787
Temporary staff	<u>3,762</u>	<u>4,430</u>
	<u>228,065</u>	<u>230,257</u>

One employee earned between £60,000 and £70,000 during the year. The employee received £4,900 pension contributions in the year towards his personal defined contribution scheme.

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

	2009	2008
	No.	No.
Administrative staff	3.6	4.7
Direct charitable work	<u>2.1</u>	<u>2.6</u>
	<u>5.7</u>	<u>7.3</u>

Most of icap's charitable work is carried out by its large network of self-employed therapists. These are not included in the staff numbers reported above.

#### 7. Taxation

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

Immigrant Counselling and Psychotherapy (icap)

Notes to the financial statements

For the year ended 31 March 2009

8. Tangible fixed assets

	Freehold Property £	Office Equipment £	Total £
<b>Cost</b>			
At the start of the year	<u>838,473</u>	<u>69,510</u>	<u>907,983</u>
At the end of the year	<u>838,473</u>	<u>69,510</u>	<u>907,983</u>
<b>Depreciation</b>			
At the start of the year	25,301	41,969	67,270
Charge for the year	<u>12,659</u>	<u>13,406</u>	<u>26,065</u>
At the end of the year	<u>37,960</u>	<u>55,375</u>	<u>93,335</u>
<b>Net book value</b>			
At the end of the year	<u>800,513</u>	<u>14,135</u>	<u>814,648</u>
At the start of the year	<u>813,172</u>	<u>27,541</u>	<u>840,713</u>

9. Debtors

	2009 £	2008 £
Trade debtors	76,604	148,664
Other debtors	7,992	1,749
Prepayments	<u>3,563</u>	<u>4,276</u>
	<u>88,159</u>	<u>154,689</u>

10. Creditors: amounts due within one year

	2009 £	2008 £
Bank Borrowings (note 11)	45,764	41,576
Trade creditors	43,736	32,674
Taxation and social security	5,188	6,398
Deferred income	-	12,344
Accruals	<u>14,931</u>	<u>8,527</u>
	<u>109,619</u>	<u>101,519</u>

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

For the year ended 31 March 2009

11. Bank borrowings	2009 £	2008 £
Mortgage loan from Allied Irish Bank		
Borrowings falling due within one year (note 10)	<u>45,764</u>	<u>41,576</u>
Mortgage loan further instalments:		
1 - 2 years	4,443	44,361
2 - 5 years	-	6,562
Borrowings falling due after one year	<u>4,443</u>	<u>50,923</u>
<b>Total</b>	<u><b>50,207</b></u>	<u><b>92,499</b></u>

The mortgage loan is in relation to the freehold property in London, and is repayable with interest due by equal monthly instalments ending on 11 April 2010. The interest rate is 1.5% above the bank's base rate. The mortgage represents 6% of the net book value of the property.

There were no other creditors falling due more than one year after 31 March 2009.

### 12. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	814,648	-	814,648
Net current assets	91,816	(22,879)	214,167	283,104
Creditors due after more than 1 year	-	(4,443)	-	(4,443)
<b>Net assets at the end of the year</b>	<u><b>91,816</b></u>	<u><b>787,326</b></u>	<u><b>214,167</b></u>	<u><b>1,093,309</b></u>

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

For the year ended 31 March 2009

#### 13. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
<b>Restricted funds:</b>					
Service Delivery	36,313	144,318	(144,552)	-	36,079
Irish People in North West London	-	47,425	(5,110)	-	42,315
Domestic Violence	-	18,931	(8,509)	-	10,422
Irish Youth	-	7,000	(4,000)	-	3,000
Service Development	-	6,250	(6,250)	-	-
<b>Total restricted funds</b>	<b>36,313</b>	<b>223,924</b>	<b>(168,421)</b>	<b>-</b>	<b>91,816</b>
<b>Unrestricted funds:</b>					
<i>Designated funds:</i>					
Community Development	-	-	-	22,885	22,885
Fixed Assets	27,542	-	(13,406)	(1)	14,135
New Premises	720,672	-	(12,659)	42,293	750,306
<i>Total designated funds</i>	<i>748,214</i>	<i>-</i>	<i>(26,065)</i>	<i>65,177</i>	<i>787,326</i>
<b>General funds</b>	<b>266,917</b>	<b>614,439</b>	<b>(602,012)</b>	<b>(65,177)</b>	<b>214,167</b>
<b>Total unrestricted funds</b>	<b>1,015,131</b>	<b>614,439</b>	<b>(628,077)</b>	<b>-</b>	<b>1,001,493</b>
<b>Total funds</b>	<b>1,051,444</b>	<b>838,363</b>	<b>(796,498)</b>	<b>-</b>	<b>1,093,309</b>

#### Purposes of restricted funds

##### **Díon - Service Delivery**

For salaries of Chief Executive, Clinical Manager Administrative Officer (Clinical) and Development Worker (West Midlands).

##### **Díon - Irish People in North West London**

For the delivery of a project to provide psychotherapy to vulnerable Irish People in North West London in partnership with Brent Irish Advisory Service and Cricklewood Homeless Concern.

##### **London Councils - Domestic violence**

to provide a service in partnership with the London Irish Women's Centre to provide psychotherapy for Women who have suffered domestic violence or sexual abuse.

##### **Irish Youth Foundation (IYF) - Irish Youth**

To support the provision of psychotherapy for young Irish people under 25 and parents of young Irish people.

## Immigrant Counselling and Psychotherapy (icap)

### Notes to the financial statements

For the year ended 31 March 2009

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#### 13. Movements in funds continued

##### **Richard Cloudsey's Charity - Service development**

To help review the provision and effectiveness of services we are providing to people from non-Irish communities and help improve the service we provide to those communities.

##### **West Hackney Parochial Charity - Service development**

To help review the provision and effectiveness of services we are providing to people from non-Irish communities and help improve the service we provide to those communities.

#### **Purposes of designated funds**

##### **Community Development**

This fund has been set up for community development work, beginning in 2009-10.

##### **Fixed Assets**

This is the net book value of office equipment owned by the charity.

##### **New Premises Fund**

This is the net book value of the premises at 96 Moray Road.

#### **Transfers**

Transfers have been made to designated funds to maintain a level equal to the net book value of fixed assets (less loans outstanding) and to establish a fund for Community Development work that will be required in the new year.