

Immigrant Counselling and Psychotherapy (icap)

(A Company Limited by Guarantee)

Company No. 3917115

Charity No. 1079353

Report and financial statements

For the year ended

31 March 2016

Immigrant Counselling and Psychotherapy (icap)

Report and financial statements

For the year ended 31 March 2016

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Immigrant Counselling and Psychotherapy (icap)

Reference and administrative information

For the year ended 31 March 2016

Trustees: Maire Brankin, Chair until July 2015
Patrick Cooney, Chair from August 2015 (appt August 2015)
Janice Flynn, Vice-Chair
Joseph Browne, Treasurer
Oonagh O'Toole, Company Secretary
John Walshe
Wendy Cartwright (appt July 2015)
Donagh O'Sullivan
Emma Cloney (appt June 2015)
Jerry Kivlehan
John Hayes
Ciara McCabe (appt August 2015)

Company Secretary: Oonagh O' Toole

Chief Executive: Catherine Hennessy

Company number: 3917115

Charity number: 1079353

Registered office: 96 Moray Rd,
London N4 3LA

Auditors: Goldwins Limited
75 Maygrove Road
West Hampstead
London NW6 2EG
www.goldwins.co.uk

Bankers Allied Irish Bank (GB)
202 Finchley Rd,
Hampstead,
London NW3 6BX

Solicitors McKenna Donnelly & Co
21 Horsley Court
Montaigne Close,
London SW1P 4BF

Immigrant Counselling and Psychotherapy (icap)

Trustees' annual report

For the year ended 31 March 2016

The trustees, who are also directors under company law, present their report and financial statements for the year ended 31 March 2016.

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and Activities

Purposes and Aims

The objectives of the company are set out in the charity's Memorandum of Association, and are as follows:

The relief of people, in particular those of Irish origin and other persons, of any age, nationality, gender, sexual orientation, political opinion, religion or ethnic origin who are in need thereof through reason of emotional distress or mental ill health by the provision of a confidential and skilled counselling and psychotherapy service in the United Kingdom and the Republic of Ireland and to provide education and training in counselling matters.

Our aims are:

- To provide accessible, professional, culturally-sensitive counselling and psychotherapy to people of Irish origin and other minority, marginalised and disadvantaged communities in Britain;
- To raise awareness of the psychological and social issues which impact on the mental health of the Irish and other communities;
- To promote healthier lifestyles and living strategies to improve the mental health among the Irish and other communities;
- To contribute to the removal of entrenched stereotypical views of immigrants to help promote social inclusion;
- To disseminate information collected through our work to increase the understanding of the particular issues affecting the mental health of the Irish and other communities.

Activities

In line with our mission and aims, icap's main activity is the provision of counselling and psychotherapy. We provide this via our clinical centres in London and Birmingham and via our national network of therapists. We provide group and individual psychotherapy in London, and individual psychotherapy in the West Midlands and through our network of therapists.

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For the year ended 31 March 2016

In order to reach out to people who may need our service but who are unable to attend our centres, we also provide outreach therapy services via two partner centres in London and one in Birmingham. During this year, we received funding to pilot a home therapy service for elderly and infirm Irish people, in partnership with Irish Chaplaincy. These activities further our aim of working with marginalised and disadvantaged communities.

We regularly organise seminars for therapists and other mental health professionals, and make conference presentations and publish papers about our work in academic books and journals. These activities further our aim of raising awareness of the psychological and social issues that impact on the mental health of the Irish community. They also further our aim to disseminate information collected through our work in order to increase understanding of the particular issues affecting the mental health of the Irish and other communities.

We work with partners in the sector to promote healthier lifestyles and living strategies to improve mental health in the community.

Public Benefit

The charity carries out a wide range of activities in pursuance of its charitable aims. The Trustees consider that these activities (summarised above) provide benefit to our clients, to the wider Irish community and to other migrant communities in the UK. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Use of volunteers

The organisation is committed to the use of volunteers to support the delivery of its aims. Volunteers assist with supporting the delivery of our therapy service by providing administrative support and in fundraising for the charity. Three volunteers support the administrative function, enabling the charity to provide services outside normal office hours by staffing the reception in the evenings and providing additional administrative and technical support. One volunteer has assisted us during the report period by completing a survey of young Irish people and their mental health needs. Our Development Committee of eleven volunteers plays an important role in fundraising for the charity and in seeking corporate support.

Achievements and Performance

Counselling and psychotherapy provision

We provided 7,457 hours of counselling and psychotherapy for 305 people in the report period. This includes individual and group therapy.

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For the year ended 31 March 2016

In London, we provided 5,021 hours of therapy to clients including 4,519 hours at our London centre in Finsbury Park and 502 hours at our partner agencies, including Ashford Place Day Centre in Cricklewood and Lewisham Irish Community Centre.

In the West Midlands, we provided 1,276 hours of therapy including 1,234 hours at our clinical centre in Digbeth, Birmingham and 42 hours at our partner agency Birmingham Irish Association.

Our national network of therapists provided 1,160 hours of therapy at 25 locations across Britain, including Ayrshire in Scotland, North Wales and Devon.

People using our service ranged in age from 22 to 84 years.

87% of clients seen were Irish, of whom 54% were Irish born and 33% were of Irish heritage. The remaining 13% included Italian, French, Turkish, Ukranian, Greek and Russian people.

The organisation has particular expertise in providing therapy for adult survivors of institutional and clerical abuse.

We monitor outcomes in therapy using CORE, which is an industry standard tool for the measurement of outcomes.

Raising awareness of the psychological and social issues which impact on the mental health of the Irish and other communities.

During the year, we provided four Continuous Professional Development (CPD) events in London for our therapists. 88 people attended these events; covering subjects including assessment in psychotherapy, clinical work with sexual and gender diversity, and psychotherapy models.

Working with staff at the Embassy of Ireland, London, we contributed to the organisation of an event in October 2015 for World Mental Health day, on the theme of suicide prevention. The event aimed to raise awareness of this issue within the Irish community in Britain. 54 participants attended.

Our CEO collaborated with Irish in Britain to facilitate two workshops for Irish agencies in January 2016 in Birmingham and London. 35 people, representing a cross section of agencies operating in a range of fields including welfare, arts and culture, and sports and recreation attended. The aim was to establish agencies' perceptions of their own preparedness to respond to people in distress or feeling suicidal. Following the workshops, we prepared a report on our findings from these workshops. We will continue our involvement with this work over the coming year.

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Trustees' annual report

For the year ended 31 March 2016

Promoting healthier lifestyles and living strategies to improve the mental health among the Irish and other communities.

In the past year, we have worked to strengthen our partnerships with agencies in the sector.

We have an ongoing close relationship with Mind Yourself. During the report period, Mind Yourself agreed to provide on-site support for a minority of our vulnerable clients who are unable to attend their centre. In return, we agreed to provide clinical supervision for their staff. This arrangement benefits the clients of both agencies and assists in the promotion of good mental health.

In addition to our partnership with the Irish Chaplaincy Seniors Project described above, we also work with the ICPO team to assess Irish people in London prisons. This includes conducting our therapy assessment whilst potential clients are still incarcerated, thus hoping to increase the likelihood of engagement with our service on release.

In addition, during the report period, we have continued to provide external clinical supervision for staff members at three partner agencies, specifically supporting their work with clients with mental health problems.

Contributing to the removal of entrenched stereotypical views of immigrants and promoting social inclusion.

Our staff team and therapists work hard to promote social inclusion and challenge stereotypes.

We have a telephone therapy service for clients who are unable to attend at any of our centres in London. These clients may be housebound for reasons of physical disability or because of their mental health issues. In both cases, these people have often become socially isolated, which further impacts on their health. In the latter case, our therapists work with the client and partner agencies towards enabling them eventually to attend in person. In the case of physical disability, our therapists would encourage and support the client in accessing services, which might help them become less isolated.

Working in collaboration with Traveller Movement, we have submitted a bid to London Catalyst to develop a model of psycho-social group work support for Traveller Women.

Disseminating information collected through our work to increase the understanding of the particular issues affecting the mental health of the Irish and other communities.

During the report period, we disseminated our learning in a number of ways.

In November 2015, a paper drawing on our work, entitled *On the Road to Resilience: The Help-Seeking Experiences of Irish Emigrant Survivors of Institutional Abuse*, was published in the Child Abuse Review. This publication in a peer-reviewed journal ensures that psychotherapy with the Irish community is highlighted to the wider therapeutic community.

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For the year ended 31 March 2016

In February 2016, we collaborated with the Institute for Group Analysis and the University of East London to host a seminar entitled Anti-social Personalities: Anti-social Organisations. What has been learned from 'institutional abuse'? 50 delegates attended this event, including therapists, partner agencies, academics and NHS representatives.

Financial review

Principal funding sources

Our principal funding source for the year is our contract with the Health Service Executive in Ireland, for the provision of therapy to UK-based Irish adult survivors of institutional childhood abuse. Income from this contract is reduced partly due to the age profile of the survivor population in the UK, the majority of whom are aged over 60 years.

Grant funding from the Irish Department of Foreign Affairs and Trade, under the Emigrant Support Programme, supported our work with Irish people in our London and West Midlands centres, and our work at Ashford Place Day Centre in Cricklewood, London.

Funding from trusts and foundations including the Irish Youth Foundation and The Ireland Fund for Great Britain supported our work with young Irish people under 30 and our work at partner agencies respectively.

A grant received from the Big Lottery will be used to support home therapy for older and infirm Irish people.

The charity raises income through events and donations throughout the year. The funds raised support the provision of counselling and therapy.

The total assets of the charity at the end of the financial year 2015/16 were £919,237 (2015: £944,373). This included fixed assets of £714,397 (2015: £728,704), restricted funds of £36,628 (2015: £37,378), designated funds of £714,397 (2015: £728,704) and unrestricted free funds of £168,212 (2015: £178,291). The charity ended the year with an operating deficit of £25,136 (2015: surplus of £3,654). The Board of Trustees are working with the CEO to conduct a strategic review, in order to develop a business plan for the coming years. This work is designed to improve the financial sustainability of the charity and to broaden our income base, making us less reliant on a small number of income sources. This process will include a review of expenditure by the charity.

Reserves policy

The Trustees reviewed the reserves of the charity on a regular basis. Our policy is to hold enough funds to meet four months operating costs of the organisation. As per the balance sheet, the charity ended the year with £168,212 free reserves. This equates to 17 weeks running costs, based on total resources expended in the year, and thereby complies with our reserves policy.

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Trustees' annual report

For the year ended 31 March 2016

Investment policy and objectives

The charity has no long-term investments. Our cash reserves are held in money market and deposit accounts.

Principal Risks and Uncertainties

The Trustees maintain a Register of Risks. Trustees review this register on a twice-yearly basis, and two Trustees work with the CEO to consider risks when necessary.

A key risk identified through this process is an over-reliance on one or two key funding sources. Trustees have already taken steps to mitigate this risk through the development of a fundraising strategy and through plans to review the organisation's strategy and business plan over the coming year.

A second risk identified related to the need for greater governance oversight of the organisation's clinical work. Following the identification of this risk, Trustees have established a Clinical Governance Sub-Committee, as described below.

Plans for the future

As set out above, the charity will conduct a strategic review and strategic planning process in 2016/17. In addition to the organisations' finances, this review will include consideration of the charity's clinical work. It will include consultation with all funders, as well as clients, partner agencies and clinical staff.

Trustees consider that the charity plays an essential role in meeting the mental health needs of those who use its services. There is considerable evidence to suggest that those who have experienced childhood trauma, such as sexual and physical abuse, greatly value the opportunity to access therapy and counselling services. Clients who use icap's services tell us that they benefit from the understanding of their cultural needs that the charity offers.

Structure, Governance and Management

Structure

The organisation is a registered charity founded in 1996 and a company limited by guarantee, incorporated on 1 February 2000 and registered as a charity on 11 February 2000. Each member of the company undertakes to contribute to its assets in the event of winding up, such amount as may be required, not exceeding one pound.

Immigrant Counselling and Psychotherapy (icap)

Trustees' annual report

For the year ended 31 March 2016

Governance and Management

The Trustees constitute the directors of the charitable company for the purposes of the Companies Act 2006 and Trustees for the purposes of the Charities Act 2011. They provide leadership, direction and control in pursuit of the organisation's charitable objectives.

Patrick Cooney was appointed Chairman of the charity in August 2015. Patrick is a retired social worker and former NHS Trust Chief Executive, and has more than forty years of experience working in the area of mental health. Three additional new Trustees joined the board this year, Wendy Cartwright, Emma Cloney and Ciara McCabe.

The full Board of Trustees meets four times yearly to discuss strategy, to formulate policy and to oversee operational matters. The Board is supported by three sub-committees that consider specific areas of activity in detail on behalf of the trustees; a Finance Sub-Committee, a Clinical Governance Sub-Committee (established during this year), and a Risk Management Committee, which meets when necessary to review the organisation's Risk Register.

Committee membership may include members of icap who are not Trustees. In addition to Trustee membership of Committees, Frank Geraghty sits on the Finance Sub-Committee and the Clinical Governance Sub-Committee is currently recruiting additional clinical membership.

The table below sets out membership of committees by Trustees

Trustee	Committee Membership		
	Clinical Governance Sub - Committee	Finance Sub-Committee	Risk Management
Patrick Cooney (Chair)	X	X	
Joseph Browne (Treasurer)		Chair	
Janice Flynn (Vice-Chair)			X
Oonagh O'Toole (Company Sec.)			X
Donagh O'Sullivan		X	
Wendy Cartwright	Chair		
John Walshe			
Emma Cloney			
Ciara McCabe	X		
John Hayes			
Jerry Kivlehan			

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

All Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed by Trustees from the charity are set out in Note 8 of the accounts.

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For the year ended 31 March 2016

Day-to-day management of the organisation is delegated to the Chief Executive Officer (CEO), Catherine Hennessy, who reports to the Chairperson and the Board of Trustees. She is responsible for the overall management, public profile, service and financial performance of the charity. She is also responsible for the implementation of strategy. The Clinical Director, Geraldine Ryan, reports to the CEO, and is responsible for clinical governance and practice. She provides oversight of clinical strategy and clinical work. The Clinical Director's work is also subject to review by the Clinical Governance Sub-Committee. Both the CEO and Clinical Director have been in post since 2013.

Recruitment and 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 an asset 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 membership. Gaps in the skills available are prioritised and appropriate people sought to fill those gaps.

Potential Trustees are first invited to a meeting with the Chair for a discussion about the organisation, its needs and what they personally have to offer and to assess their interest in and suitability to take up the role of Trustee. The Chair then provides other Trustees with information about the candidate. If the potential recruit is still interested in joining the Board, they will be provided with an application form to apply for membership of the company, and invited to attend a Trustees' meeting as an observer. This meeting both allows the potential recruit to decide whether they wish to proceed, and other Trustees to decide whether they wish to invite the candidate to join the Board. This process allows due consideration of the person's eligibility, personal competence, specialist skills and knowledge.

When an appointment is made the Registrar of Companies and the Charity Commission are informed.

Membership of the company entitles the members to voting rights at general meetings only. Membership of the company is open to individuals or organisations interested in promoting the objectives of the charity. They must be approved by the Board of Trustees.

Induction and training of Trustees

When appointed, new Trustees are provided with a comprehensive induction pack. They also undergo a series of meetings with key staff, to ensure that they are familiar with all relevant organisational issues, and can therefore play a full role at Trustee meetings. Training is provided when appropriate.

Remuneration Policy for key management personnel

The Chairman is responsible for overseeing the arrangements for the remuneration of key personnel including consultation with the Board of Trustees and seeking external Human Resources advice on benchmarking.

Immigrant Counselling and Psychotherapy (icap)

Trustees' annual report

For the year ended 31 March 2016

Statement of responsibilities of the trustees

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

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

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

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

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2016 was 14 (2015: 12). The trustees are members of the charity but this entitles them only to voting rights. The Trustees have no beneficial interest in the charity.

Statement as to disclosure to our auditors

In so far as the Trustees are aware:

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

Immigrant Counselling and Psychotherapy (icap)

Trustees' annual report

For the year ended 31 March 2016

Auditors

Goldwins Limited were re-appointed as the auditors of the charitable company during the year and have expressed their willingness to continue in that capacity.

The Trustees' annual report has been approved by the Trustees on **2016**

and signed on their behalf by;

.....
Patrick Cooney – Chairman

Independent auditors' report

To the members of Immigrant Counselling and Psychotherapy (icap)

For the year ended 31 March 2016

We have audited the financial statements of Immigrant Counselling and Psychotherapy (ICAP) for the year ended 31st March 2016, which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cash flows and the related notes. The financial reporting framework that has been applied to their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

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

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

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. This includes an assessment of:

- whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed;
- the reasonableness of significant accounting estimates made by the trustees;
- and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual 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 state of the charitable company's affairs as at 31st March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Independent auditors' report

To the members of Immigrant Counselling and Psychotherapy (icap)

For the year ended 31 March 2016

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared 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 following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

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

Anthony Epton (Senior Statutory Auditor)

for and on behalf of

Goldwins Limited

Statutory Auditor

Chartered Accountants

75 Maygrove Road

West Hampstead

London NW6 2EG

Immigrant Counselling and Psychotherapy (ICAP)

Statement of financial activities

(incorporating an income and expenditure account)

For the year ended 31 March 2016

	Note	Unrestricted £	Restricted £	2016 Total £	2015 Total £
Income from:					
Donations and legacies	3	116,460	-	116,460	121,220
Charitable activities:	4				
Counselling and psychotherapy		260,557	154,565	415,122	444,275
Other trading activities	5	82,481	-	82,481	157,954
Investments	6	<u>5,884</u>	<u>-</u>	<u>5,884</u>	<u>2,923</u>
Total income		<u>465,382</u>	<u>154,565</u>	<u>619,947</u>	<u>726,372</u>
Expenditure on:					
Generating funds	7	82,509		82,509	148,267
Charitable activities:					
Counselling and psychotherapy	7	<u>407,259</u>	<u>155,315</u>	<u>562,573</u>	<u>574,451</u>
Total expenditure		<u>489,768</u>	<u>155,315</u>	<u>645,082</u>	<u>722,718</u>
Net movement in funds		(24,386)	(750)	(25,136)	3,654
Reconciliation of funds:					
Total funds brought forward		<u>906,995</u>	<u>37,378</u>	<u>944,373</u>	<u>940,719</u>
Total funds carried forward		<u>882,609</u>	<u>36,628</u>	<u>919,237</u>	<u>944,373</u>

All of the above results are derived from continuing activities.

There were no other recognised gains or losses other than those stated above.

The attached notes form part of these financial statements.

Immigrant Counselling and Psychotherapy (ICAP)

Balance sheet

As at 31 March 2016

	Note	2016 £	2016 £	2015 £	2015 £
Fixed assets:					
Tangible assets	10		714,397		728,704
Current assets:					
Debtors	11	74,706		73,719	
Cash at bank and in hand		<u>169,760</u>		<u>186,874</u>	
		244,466		260,593	
Liabilities:					
Creditors: amounts falling due within one year	12	<u>39,626</u>		<u>44,924</u>	
Net current assets			<u>204,840</u>		<u>215,669</u>
Total net assets			<u>919,237</u>		<u>944,373</u>
Funds	15				
Restricted funds			36,628		37,378
Unrestricted funds:					
Designated funds		714,397		728,704	
General funds		<u>168,212</u>		<u>178,291</u>	
Total unrestricted funds			<u>882,609</u>		<u>906,995</u>
Total funds			<u>919,237</u>		<u>944,373</u>

The financial statements have been prepared in accordance with the special provisions for small companies under Part15 of the Companies Act 2006.

Approved by the trustees on 2016
and signed on their behalf by:

Patrick Cooney
Chairman

Company registration no. 03917115

The attached notes form part of the financial statements.

Immigrant Counselling and Psychotherapy (ICAP)

Statement of cash flows

For the year ended 31 March 2016

	Note	2016 £	2016 £	2015 £	2015 £
Cash flows from operating activities:					
Net cash provided by / (used in) operating activities	15		(17,114)		(8,754)
Cash flows from investing activities:					
Sale/ (purchase) of fixed assets		-		(5,000)	
Cash provided by / (used in) investing activities			-		(5,000)
Change in cash and cash equivalents in the year			(17,114)		(13,754)
Cash and cash equivalents at the beginning of the year			186,874		200,628
Cash and cash equivalents at the end of the year	16		169,760		186,874

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 - effective 1 January 2015) - (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. The transition date was 1 April 2014.

c) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

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.

Expenditure on charitable activities includes the costs of delivering services, exhibitions and other educational activities undertaken to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

1 Accounting policies (continued)

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charitable activities. These costs have been allocated between cost of generating funds and expenditure on charitable activities on the basis of staff time.

i) Operating leases

Rental payables under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities on a straight line basis over the lease duration.

j) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. 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 depreciation rates in use are as follows:

Freehold property:

Land	Not depreciated
Building	50 years
Fixtures and fittings and office equipment	4 years

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

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.

o) Pensions

The charitable company contributes into the pension of two of its employees. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension costs charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

2 Detailed comparatives for the statement of financial activities

	2015 Unrestricted £	2015 Restricted £	2015 Total £
Income from:			
Donations and legacies	121,220	-	121,220
Charitable activities:			
Counselling and psychotherapy	288,275	156,000	444,275
Other trading activities	157,954	-	157,954
Investments	2,923	-	2,923
Total income	<u>570,372</u>	<u>156,000</u>	<u>726,372</u>
Expenditure on:			
Generating funds	148,267	-	148,267
Charitable activities:			
Counselling and psychotherapy	394,855	179,596	574,451
Total expenditure	<u>543,122</u>	<u>179,596</u>	<u>722,718</u>
Net movement in funds	27,250	(23,596)	3,654
Total funds brought forward	<u>879,745</u>	<u>60,974</u>	<u>940,719</u>
Total funds carried forward	<u>906,995</u>	<u>37,378</u>	<u>944,373</u>

3 Income from donations and legacies

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
Gift in kind	1,200	-	1,200	20,000
Client donations	51,172	-	51,172	45,684
Other donations	59,171	-	59,171	53,936
Gift Aid	4,917	-	4,917	1,600
	<u>116,460</u>	<u>-</u>	<u>116,460</u>	<u>121,220</u>

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

4 Income from charitable activities

Counselling and psychotherapy

Department of Foreign Affairs and Trade;

Emigrant Support Programme

Irish Youth Foundation

The Ireland Fund of Great Britain

Health Service Executive (Ireland)

Training

Clinical reports and other contracts

Big Lottery

Total

142,000

5,000

258,697

1,860

7,565

260,557

142,000

5,000

258,697

1,860

7,565

415,122

145,000

5,000

6,000

287,295

40

940

-

444,275

Total income from charitable activities

343,038

154,565

497,603

602,229

5. Income from other trading activities

Fundraising

Mid-Summer Ball

Winter Supper

Annual Dinner

Special Events

Other Fundraising

Total

Unrestricted

£

-

8,010

46,323

15,040

13,108

82,481

Restricted

£

-

-

-

-

-

-

2016

Total

£

-

8,010

46,323

15,040

13,108

82,481

2015

Total

£

126,100

6,220

25,634

-

-

157,954

6 Income from investments

Bank interest

Room hire income

Unrestricted

£

-

5,884

5,884

Restricted

£

-

-

-

2016

Total

£

-

5,884

5,884

2015

Total

£

811

2,112

2,923

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

7 Analysis of expenditure

	Basis of allocation	Cost of generating funds £	Charitable activities	Support costs £	Governance costs £	2016 Total £	2015 Total £
			Counselling and psychotherapy £				
Staff costs		23,795	130,510	56,125	6,991	217,421	201,869
Other staff costs				4,875		4,875	4,254
Therapists' fees & assessment			245,666			245,666	260,328
Consultants fees			30,856			30,856	34,908
Therapist training - CPD			3,277			3,277	1,823
Fundraising events costs		42,922				42,922	114,357
Fundraising consultants fees		7,778				7,778	12,199
Volunteer expenses				1,114		1,114	1,347
Premises costs				26,779		26,779	18,064
Office costs				23,798		23,798	22,413
Other administrative costs				982		982	477
Gift in Kind						-	15,000
Depreciation				14,307		14,307	13,909
Legal and professional fees						-	448
Accountancy fees				18,650		18,650	17,654
AGM / Annual Review					1,325	1,325	-
Audit fees					3,250	3,250	2,640
Trustees meeting & training					2,082	2,082	1,028
		74,495	410,309	146,630	13,648	645,082	722,718
Support costs	5% & 95%	7,331	139,298	(146,630)		-	-
Governance costs	5% & 95%	682	12,966		(13,648)	-	-
Total expenditure 2016		82,509	562,573	-	-	645,082	722,718
Total expenditure 2015		148,267	574,451	-	-	722,718	

Of the total expenditure, £489,768 was unrestricted (2015: £543,122) and £155,315 was restricted (2015: £179,596).

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

8 Net income / (expenditure) for the year

This is stated after charging / (crediting):	2016	2015
	£	£
Operating lease rentals:		
Land & buildings	1,000	1,000
Depreciation	14,307	13,909
Auditor's remuneration:		
Audit fees	2,640	2,640
Trustees' expenses	-	85

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:	2016	2015
	£	£
Salaries and wages	197,978	182,629
Social security costs	15,915	17,378
Employer's contribution to defined contribution pension schemes	3,529	976
Temporary staff	-	886
	217,421	201,869

No employee earned over £60,000 during the year (2015: Nil)

The total employee benefits including pension contributions of the key management personnel were £88,096 (2015: £81,630).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2015: £nil). In 2016, no trustees were reimbursed for expenses (2015: one trustee £85). No charity trustee received payment for professional or other services supplied to the charity (2015: £nil).

Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2016	2015
	No.	No.
Administrative staff	2.4	2.7
Direct charitable work	3.5	2.8
	5.9	5.5

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

9 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 2016

10 Tangible fixed assets

	Freehold property £	Fixtures and fittings and Office Equipment £	Total £
Cost			
At the start of the year	838,473	68,777	907,250
At the end of the year	838,473	68,777	907,250
Depreciation			
At the start of the year	113,916	64,630	178,546
Charge for the year	12,659	1,648	14,307
At the end of the year	126,575	66,278	192,853
Net book value			
At the end of the year	<u>711,898</u>	<u>2,499</u>	<u>714,397</u>
At the start of the year	<u>724,557</u>	<u>4,147</u>	<u>728,704</u>

All of the above assets are used for charitable purposes.

11 Debtors

	2016 £	2015 £
Trade debtors	58,805	66,009
Prepayments	2,947	2,710
Accrued income	12,954	5,000
	<u>74,706</u>	<u>73,719</u>

12 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	28,775	27,575
Taxation and social security	4,949	4,773
Pension Liability	152	280
Other creditors	-	9,656
Accruals	5,750	2,640
	<u>39,626</u>	<u>44,924</u>

13 Analysis of net assets between funds

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets		714,397	-	714,397
Net current assets	168,212	-	36,628	204,841
Net assets at the end of the year	<u>168,212</u>	<u>714,397</u>	<u>36,628</u>	<u>919,237</u>

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

14 Movements in funds	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	Transfers £	At the end of the year £
Restricted funds:					
Department of Foreign Affairs and Trade; Emigrant Support Programme	36,250	142,000	142,750		35,500
Irish Youth Foundation	-	5,000	5,000		-
Other Income - Big Lottery	-	7,565	7,565		-
Oxford Consulting	166				166
Legacy	962				962
Total restricted funds	<u>37,378</u>	<u>154,565</u>	<u>155,315</u>	<u>-</u>	<u>36,628</u>
Unrestricted funds:					
Designated funds:					
Fixed Assets	728,704	-	14,307	-	714,397
Total designated funds	<u>728,704</u>	<u>-</u>	<u>14,307</u>	<u>-</u>	<u>714,397</u>
General funds	178,291	465,382	475,460	-	168,212
Total unrestricted funds	<u>906,995</u>	<u>465,382</u>	<u>489,768</u>	<u>-</u>	<u>882,609</u>
Total funds	<u>944,373</u>	<u>619,947</u>	<u>645,082</u>	<u>-</u>	<u>919,237</u>

Purposes of restricted funds:

Department of Foreign Affairs and Trade; Emigrant Support Programme

The restricted grant income of £142,000 was for the period 1st July 2015 - 30 June 2016. £35,500 is carried forward to be used for next year. The outgoing resources were for salary of Chief Executive, therapist costs, monitoring costs and overall project costs in London, North West London (in partnership with Cricklewood Homeless Concern) and Birmingham.

Irish Youth Foundation (IYF) - Irish Youth

To support the provision of psychotherapy for young Irish people under 30 and parents of young Irish people.

Legacy

To maintain the building at Moray Road.

Oxford Consulting

Funds donated to update our Human Resources policies and procedures.

Purposes of designated funds:

Fixed Assets

This is the net book value of premises at 96 Moray Road and office equipment owned by the charity.

Immigrant Counselling and Psychotherapy (ICAP)

Notes to the financial statements

For the year ended 31 March 2016

15 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2016	2015
	£	£
Net income / (expenditure) for the reporting period (as per the statement of financial activities)	(25,136)	3,654
Depreciation	14,307	13,909
(Increase)/ decrease in debtors	(987)	54,220
Increase/ (decrease) in creditors	(5,298)	(80,537)
Net cash provided by / (used in) operating activities	(17,114)	(8,754)

16 Analysis of cash and cash equivalents

	At 1 April 2015	Cash flows	Other changes	At 31 March 2016
	£	£	£	£
Cash at bank and in hand	186,874	(17,114)	-	169,760
Total cash and cash equivalents	186,874	(17,114)	-	169,760

17 Operating lease commitments

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

	Property	
	2016	2015
	£	£
Over 5 years	1,000	1,000
	<u>1,000</u>	<u>1,000</u>

18 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

19 Related party transactions

During the year, the charity received total donations of £2,500 from the trustees. There are no related party transactions to disclose for 2016 (2015: none).