

**Charity registration number 1058818**

**Company registration number 03252741 (England and Wales)**

**THE GUILD OF ANALYTICAL PSYCHOLOGISTS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	James Fitzgerald Dr Melanie Rein Tia Kuchmy Charlotte Blofeld	(Appointed 20 November 2023) (Appointed 8 December 2023)
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<b>Charity number</b>	1058818
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<b>Company number</b>	03252741
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<b>Registered office</b>	144 Westbury Lane Newport Pagnell England MK16 8PT
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<b>Independent examiner</b>	David Howard 1 Park Road Hampton Wick Kingston Upon Thames KT1 4AS
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# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

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# **THE GUILD OF ANALYTICAL PSYCHOLOGISTS**

## **TRUSTEES REPORT (INCLUDING DIRECTOR'S REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2023***

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The Trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 01 to the financial statements and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 2019).

### **Objectives and activities**

The Charity's objectives are the advancement of education, for the relief of persons suffering from mental disorders and for the protection and preservation of mental health with particular reference to psychology of the soul and its development in the field of analytical psychology.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

### **Achievements and performance**

The charity continued to train new analytical psychologists, as well as providing members with opportunities for continuing professional education (CPE).

There are clear benefits to society as a whole as the charity ensures that qualified analytical psychologists are available for members of the public to consult with on a regular basis.

### **Financial review**

Total incoming resources for the year amounted to £43,545 (2022: £56,692). Total resources expended amounted to £44,696 (2022: £71,784) and the charity made a net deficit of £1,151 during the year ended 31 August 2023.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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

The Guild of Analytical Psychologists is a company limited by guarantee by its Memorandum and Articles of Association. It is registered with the Charity Commission. The Company is made of graduates from the training programme of the Guild of Analytical Psychologists and members of the International Association for Analytical Psychology (IAAP) who apply to join. There are currently 55 members.

## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

### TRUSTEES REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

#### *FOR THE YEAR ENDED 31 AUGUST 2023*

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The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Suzanne Bergne	(Resigned 10 September 2023)
Geoffrey Matthews	(Resigned 20 November 2023)
James Fitzgerald	
Dr Melanie Rein	
Tia Kuchmy	(Appointed 20 November 2023)
Charlotte Blofeld	(Appointed 8 December 2023)

#### **Appointment of Trustees**

As set out in the Articles of Association the Trustees are elected annually by the members of the charitable company attending the Annual General Meeting and serve for a period of three years, with a possible further three-year extension. The trustees have the power to co-opt further members to fill vacancies or for specific roles. The Chair of Trustees is elected from within the Trustee body. There is no limit to the number of trustees but the minimum number is three. Trustees can be members of the company or an external person who has been approved by the membership. The number of member trustees will always exceed the number of non-member trustees.

All members are circulated with invitations to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

None of the Trustees has any beneficial interest in the company. All members of the company guarantee to contribute £1 in the event of a winding up.

The Board of Trustees administers the charity. The board normally meets bi-termly and has delegated the day-to-day running of the charity to the Coordinating Committee, which meets weekly. Other committees cover Finance, Training and CPD.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

### TRUSTEES REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2023**

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#### **Statement of Trustees responsibilities**

The Trustees, who are also the directors of The Guild of Analytical Psychologists for the purpose of company law, are responsible for preparing the Trustees 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 Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees report was approved by the Board of Trustees.



Dr Melanie Rein  
**Trustee**

Date: 21 February 2024

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE GUILD OF ANALYTICAL PSYCHOLOGISTS

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I report to the Trustees on my examination of the financial statements of The Guild of Analytical Psychologists (the Charity) for the year ended 31 August 2023, which are set out on pages 4 to 12.

#### **Responsibilities and basis of report**

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### **David Howard**

1 Park Road  
Hampton Wick  
Kingston Upon Thames  
KT1 4AS

Dated: .....

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 AUGUST 2023*

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b><u>Income:</u></b>					
<i>Income from charitable activities:</i>					
Subscription and members fees	3	38,907	-	38,907	49,374
Donations	4	-	3,240	3,240	6,665
Investment income	5	1,398	-	1,398	653
<b>Total income</b>		40,305	3,240	43,545	56,692
<b><u>Expenditure on:</u></b>					
Charitable activities	6	41,456	3,240	44,696	71,784
<b>Net expenditure for the year/ Net movement in funds</b>		(1,151)	-	(1,151)	(15,092)
Fund balances at 1 September 2022		68,576	3,361	71,937	86,325
<b>Fund balances at 31 August 2023</b>		67,425	3,361	70,786	71,233

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Intangible assets	10		5,224		1,448
<b>Current assets</b>					
Debtors	11	288		7,732	
Cash at bank and in hand		78,142		79,326	
		<u>78,430</u>		<u>87,058</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(12,868)</u>		<u>(17,273)</u>	
Net current assets			65,562		69,785
<b>Total assets less current liabilities</b>			<u>70,786</u>		<u>71,233</u>
<b>Income funds</b>					
Restricted funds	13		3,361		3,361
Unrestricted funds			67,425		67,872
			<u>70,786</u>		<u>71,233</u>

## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

### BALANCE SHEET (CONTINUED)

*AS AT 31 AUGUST 2023*

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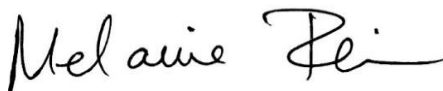
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2023.

The director acknowledges his responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21 February 2024



Dr Melanie Rein  
Trustee

**Company registration number 03252741**

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 AUGUST 2023*

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### **1 Accounting policies**

#### **Charity information**

The Guild of Analytical Psychologists is a private company limited by guarantee incorporated in England and Wales. The registered office is 144 Westbury Lane, Newport Pagnell, England, MK16 8PT.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### **1.4 Income**

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2023*

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accruals basis when incurred. It is reported in the Statement of Financial Activities as follows:

Direct Charitable Expenditure - these are costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Support costs include other running costs and governance costs. These are incurred by the charity and are necessary to aid and support the running of the charity and are included within expenditure on charitable activities.

All costs are allocated to charitable activities of the SOFA on a basis designed to reflect the use of the resource.

Support Costs relating to a particular fund are allocated directly, others are apportioned on an appropriate basis when applicable. The charity has identified one direct charitable activity.

#### 1.6 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Website	Over 5 years
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#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

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### 1 Accounting policies

(Continued)

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 AUGUST 2023*

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Subscription and members fees

	Unrestricted funds	Total
	2023 £	2022 £
Subscriptions and members fees	38,907	49,374

### 4 Donations

	2023 £	2022 £
Donations	3,240	6,665

### 5 Investment income

	Unrestricted funds	Total
	2023 £	2022 £
Income from listed investments	14	-
Interest receivable	1,384	653
	1,398	653

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 6 Charitable activities

	<b>Charitable Expenditures</b>	
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Expenditure on charitable activities</b>		
Direct Costs of Generating Income	17,474	19,620
<b>Analysis of support costs</b>		
Computer costs	2,108	7,368
Library Costs	2,228	1,786
Travelling and entertainment	-	330
Subscriptions	999	740
Legal and professional	35	13
Insurance	639	639
Trustees and Committee Costs	(1,930)	7,279
Office Administrative Expenses	19,527	30,588
Telephone	228	382
General expenses	909	571
Organizational Member Review	-	385
Bad debts	359	-
	<u>42,576</u>	<u>69,701</u>
<b>Analysis of governance costs</b>		
Bank charges	170	43
Accountancy fees	1,950	2,040
	<u>44,696</u>	<u>71,784</u>
<b>Analysis by fund</b>		
Unrestricted funds	41,456	63,480
Restricted funds	3,240	8,304
	<u>44,696</u>	<u>71,784</u>

### 7 Trustees

Trustees do not receive remuneration but are reimbursed for expenses. During the year ended 31 August 2023 the Trustees were reimbursed their travel and subsistence costs.

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

### 9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 10 Intangible fixed assets

	Website £
<b>Cost</b>	
At 1 September 2022	1,448
Additions	3,776
	<hr/>
At 31 August 2023	5,224
	<hr/>
<b>Amortisation and impairment</b>	
At 1 September 2022 and 31 August 2023	-
	<hr/>
<b>Carrying amount</b>	
At 31 August 2023	5,224
	<hr/>
At 31 August 2022	1,448
	<hr/>

### 11 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	288	5,812
Prepayments and accrued income	-	1,920
	<hr/>	<hr/>
	288	7,732
	<hr/>	<hr/>



# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

### 12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	-	5,423
Other creditors	6,203	5,370
Accruals and deferred income	6,665	6,480
	<u>12,868</u>	<u>17,273</u>

### 13 Analysis of movements in restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances held for specific purposes:

	Balance at 1 September 2022	Movement in funds		Balance at 31 August 2023
	£	Incoming resources £	Resources expended £	£
Creativity Development	3,361	-	-	3,361
Dariane Pictet	-	3,240	(3,240)	-
	<u>3,361</u>	<u>3,240</u>	<u>(3,240)</u>	<u>-</u>

Creativity Development Fund – Money set aside towards the development of enhancing the creativity of meetings.

The donation received from Dariane Pictet was a contribution towards the cost of the GAP Co-ordinator.

**THE GUILD OF ANALYTICAL PSYCHOLOGISTS**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 AUGUST 2023**

**14 Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Fund balances at 31 August 2023 are represented by:						
Intangible fixed assets	5,224	-	5,224	1,448	-	1,448
Current assets/(liabilities)	65,562	-	65,562	69,785	-	69,785
	<u>70,786</u>	<u>-</u>	<u>70,786</u>	<u>71,233</u>	<u>-</u>	<u>71,233</u>

**15 Related party transactions**

There were no disclosable related party transactions during the year (2022 - none).