

Annual Report
2020-21

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President's Report

For the year ended 30 April 2021

We are still struggling through the pandemic and I hope that despite that it is safe for us to start getting together in person at BABCP events by the time you read this. The conference team has worked really hard to plan our joint event with the EABCT in Belfast in September and although we have made sure that a conference that blends in the room presentations with opportunities for remote access is possible it would be great to see so many people in person again.

I hope you have found that BABCP has been a help at this difficult time and that the resources, CPD and support we offer has continued or improved over the past year. I know the office team have worked really hard to make sure that as an organisation we are doing our best for you but if we could do better let us know. One of the most effective ways to do this is through your Special Interest Groups (SIGs) and branches which remain really important ways for members to communicate with and shape the organisation. We have really benefited from the input of a lot of these member networks this year and listening to members voices is the best way we can be sure that as an organisation we continue to represent your views and interests.

The biggest change to the organisation this year has been developing the registration route

for Low Intensity practitioners. Though this will mainly be for PWPs and Low Intensity CAMHS staff in England we hope that over time we will support the further development of these roles in Scotland, Wales and across Ireland so that we can continue to advocate for this important part of the mental health workforce.

We have also just appointed a Policy Development Officer to help our work across the UK and Ireland. This key new role will make sure that we have a good understanding of the specific policies driving the development of CBT and Low Intensity work there and also be able to advocate for developing services in those countries.

A lot of our office staff have been busy getting BABCP ready for accreditation by the Professional Standards Agency. This work has been really helpful as it has made sure that the way we operate has come under more scrutiny than usual and this has provided us with impetus to improve things in line with what the PSA considers to be good practice. Good governance in an organisation our size is one of those things that if it is working well you barely notice but it makes sure that we are able to do the right thing at challenging times.

You will also see in this report that we continue to work towards doing better around Equality,



Diversity and Inclusion. We have had the benefit of an outside organisation looking at how we do things and making suggestions for improvement. We have had the benefit of SIGs that continue to make sure we think about this topic and keep working towards improving things in this regard.

I would like to thank all of our staff and volunteers on our many standing committees, the Board, SIGs and branches for continuing to make sure that we are as good an organisation as we can be to support our members in their crucial work in providing good quality, evidence-based treatments for people with mental health problems. Carol Brady ends her term as Honorary Secretary this year and I wanted to thank her for the clarity and thoughtfulness she has brought to that role and the way that she has prioritised support for members and staff during this tough period.

Lastly I wanted to recognise the fantastic work of Paul Salkovskis, who continues to lead on our Journals but who is now ending his year as Past President after two years as President. It is fair to say that my year as President has been spent keeping the organisation heading in the direction he set for us in terms of Low Intensity registration, Equality, Diversity and Inclusion, and being an organisation that really represents member voices and the best interests of service users. Thanks Paul on behalf of all us and thanks to you as members for making this an organisation it is a real honour to be a part of.

Andrew Beck
July 2021



Annual General Meeting Notice

BABCP Annual General Meeting; online and in person, at the International Conference Centre, 2 Lanyon Place, Belfast, BT1 3WH

Thursday 9 September 2021 at 1.45pm

AGENDA

Introduction

- 1. Apologies for Absence**
- 2. Ordinary Resolution to approve meeting minutes of the 2021 Annual General Meeting**
- 3. Annual Reports 2020-2021 including:**
 - a. President
 - b. Committee Chairs and Trustees
 - c. Honorary Treasurer
 - d. Member Questions to the Board

Ordinary Resolutions

- 4. Approve the Financial Statements 2020-2021**
- 5. Approve the Appointment of Auditors**

The Board propose Ainsworths Limited are appointed as Auditors for the financial year ending 30 April 2022.
- 6. Approve Membership Subscriptions 2021-2022**

The Board propose rates of annual membership subscriptions to apply from 1 October 2021 to 30 September 2022 remain unaltered. The recommendations of the Board are found on page 10.
- 7. Approve Honorary Fellows**

There are no Board recommendations for Honorary Fellowship awards.

Special Resolutions

- 8. Special Resolutions to Amend the Articles of Association of BABCP**

There are no special resolutions for consideration at this meeting.

Notifications

- 9. Election of Board Members for 2021**
 - President Elect (four-year term)
 - Honorary Treasurer (three-year term)
 - Honorary Secretary (two-year term)
 - Two Elected Members (three-year term)

Announcements

- 10. AGM Member Voting Results**

Results concerning items 2,4,5 and 6

- 11. 2022 General Meeting**

London, July 2022

FURTHER INFORMATION

AGENDA ITEM 6: MEMBERSHIP SUBSCRIPTIONS 2021-2022

PROPOSAL

The BABCP Board is proposing to the AGM on 9 September 2021 no increase in membership subscriptions for 2021/22.

The Board of Directors (Trustees) will propose the following rates of membership subscriptions remain from 1 October 2021 to 30 September 2022.

	Annual Payment	
	UK & Ireland	Overseas
Ordinary Member Rate	£82.00	£91.00
Ordinary Member Reduced Rate	£48.50	£57.50
Associate Member Rate	£22.50	£31.00
Student Member Rate	£28.00	£37.00

Minutes of the Annual General Meeting

Tuesday 15 September 2020 – 5.30 pm-6.30 pm – Via remote access

In attendance:

Trustees – Chair, Andrew Beck, President Elect (West Yorkshire), Paul Salkovskis, President (Bath), Jacqueline McKenna, Honorary Treasurer (Ireland), Carol Brady, Honorary Secretary (Newark), Michelle Brooks-Ucheaga (Derbyshire), Peter A Elliott (Isle of Wight), Sean Harper (Edinburgh), Colin Blowers (Brighton), Colin Hughes (Ireland), Thomas Reeves (Durham)

Ordinary Members - Adele Marston (Tyne & Wear), Ailsa Russell (Bath), Alastair Roberts (London), Aly Salem Elshiekh (Egypt), Andrew Websdale (East Riding of Yorkshire), Ann Gledhill (Devon), Barry Twigg (Buckinghamshire), Bhavna Sennik (Greater London), Bill Davidson (East Yorkshire), Blake Stobie (Greater London), Catherine McMaster (Glasgow), Charlotte Davies (Essex), Christopher Huthins-Joss (Hampshire), Christopher Williams (West Dunbartonshire), Daniela Maroni (London), David Clark (Oxford), David Veale (Greater London), Debbie Williams (Bristol), Debby Monkhouse (Dorset), Elizabeth Brewer (Greater London), Eric Cargill (North Yorkshire), Hayley Keeble (Somerset), Howard Lomas (Outer Hebrides), Isaac Marks (Greater London), Jane Muston (Cardiff), Jasmin Patel (Wembley), Jennifer Wainman (Greater London), Jenny Palmer (Barking), Joseph Croft (London), Katherine Newman Taylor (Hampshire), Katherine Simons (West Midlands), Katrina Williams (Milford Haven), Katy Grazebrook (Dartford), Kenneth Curley (County Cork), Kevin Noon (South Lanarkshire), Krish Nath (Kent), Lambton Phillips (West Yorkshire), Lee Grant (East Sussex), Leila Lawton (Kent), Linda Brownbridge (Lincolnshire), Lovemore Masiane (West Midlands), Malcolm Toyer (Hampshire), Maria Barquin (Cambridge), Mark Latham (Northumberland), Navya Anand (London), Pamela Myles-Hooton (Tyne & Wear), Parissa

Sextone (Greater London), Patricia Murphy (Kent), Paul McDonnell (Tyne & Wear), Richard Alliston (Surrey), Richard Thwaites (Carlisle), Rob Newell (Devon), Rod Holland (Greater London), Saiqa Naz (Rochdale), Sarah Corrie (Surrey), Shauna Mullan (County Tyrone), Shirley Reynolds (Norfolk), Sindhu Santhosh (Worcester), Steve Flatt (Merseyside), Susan Stevens (Surrey), Tafara Kunorobwe (Berkshire), Tanya Thompson (London), Terrie Lofthouse (Lancashire), Toby Chelms (West Yorkshire), Yvonne Luk (Hong Kong),

Total in attendance, 75.

Signed:
President

Dated:

Present:

Ross White (Chief Executive Officer), Sandra Wolfson (Minute Secretary), Michelle Harwood (Finance and IT Manager), Michelle Livesey (Membership Services Manager), Peter Elliott (Communications Officer), Lucy Maddox (Senior Clinical Advisor), Helen Macdonald (Chief Accreditation Officer), Phil McDougall (IT Officer), Graham Williams (UK Engage), Stuart Whittaker (UK Engage)

Signed:
Trustee

Dated:

1 Apologies for absence:

George Dimitrov

2 Minutes of the Annual General Meeting (AGM) held on 4 September 2019

The President Elect proposed the minutes of the Annual General Meeting held on 4 September 2019 were approved as a true record of the proceedings (Resolution 1).

Approved

3 Matters arising from the 2019 Annual General Meeting minutes

None

4 Approval of Financial Statements 2019 - 2020

Treasurer's Report

The Honorary Treasurer presented the audited accounts up to 30 April 2020. It was stated that the financial review of the organisation is available on page 15 of the Annual Report and Financial Statements on page 40.

The Honorary Treasurer proposed the financial statements were approved as a true and accurate reflection of BABCP financial activity over 2020 (Resolution 2).

The Honorary Treasurer expressed thanks to the Finance Manager for producing this report.

5 Appointment of Auditors

The Honorary Treasurer proposed that Ainsworth's Accountants remain as BABCP auditors for the financial year ending 30 April 2021 (Resolution 3). **Approved**

6 Approval of Membership Subscriptions 2020 – 2021

The Board propose rates of membership subscriptions to apply from 1 October 2020 to 30 September 2021 remain unaltered (Resolution 4). **Approved**

7 Honorary Fellows

The Board proposed the following members receive an Honorary Fellowship award.

- a. Pamela Myles-Hooton (Resolution 5)
- b. William Davidson (Resolution 6)

Further information concerning these recommendations are found on page 10 of the Annual Report. **Approved**

It was noted that Dr Gillian Todd was confirmed as a BABCP Fellow at the most recent Board meeting. The President elect offered congratulations to Dr Todd.

8 Special Resolutions to Amend the Articles of Association of BABCP

a. Amendment to Article 12 (Special Resolution 7)

The Board propose the following amendment -

Delete, "In the event members are unable to attend General Meetings of the Association, members shall be entitled to cast their votes on proposals put to the vote of the Association's membership at General Meetings, by advance postal and/or electronic means, in accordance with the procedures

for such voting as specified by the Board of Directors and notified to members in advance of such General Meetings.”

Insert, “In the event members are unable to attend General Meetings of the Association, members shall be entitled to cast their votes on proposals put to the vote of the Association’s membership at General Meetings, by advance postal and/or electronic means, and at the time of the meeting by other means in accordance with the procedures for such voting as specified by the Board of Directors and notified to members in advance of such General Meetings.” **Approved**

b. Amendment to Article 14 (Special Resolution 8)

The Board propose the following amendment –

Delete, “The General Meetings shall be held at such times and places as the Board of Directors shall appoint.”

Insert, “The General Meetings shall be held at such times, places and environments as the Board of Directors shall appoint, including by remote access and where this may supplement or replace General Meetings held in a place.” **Approved**

9 Election of Board Members for 2020 – 2021

The President Elect announced the following results from nominations submitted to join the Board.

- Honorary Secretary (three-year term) – Dr Carol Brady
- Two Elected Members (three-year term) Michelle Brooks-Ucheaga and Peter Elliott
- One Co-opted Elected Member (one-year term) – Dr Sean Harper

10 Annual Reports 2019 – 2020 including:

a. President Report

The President Elect invited questions and comments concerning the President’s Report found on page 4 of the Annual Report 2021 following presentation of reports.

b. Committee Chairs and Trustees Reports

The President Elect invited questions and comments concerning Standing Committee reports beginning on page 21 of the Annual Report 2021 following presentation of reports.

c. Honorary Treasurer Report

The Honorary Treasurer presented the financial statements within the Annual Report 2020.

Questions and comments were invited.

d. Member Questions

The following member questions were provided in advance or during the AGM for Trustee response.

Q. Howard Lomas asked if the savings on travel over the last 6 months could be used to bring back the Research Committee.

A. The President Elect replied that this would be looked at again at the next Board meeting.

Q. Mark Latham asked, how much did the new website cost? And secondly does the new website have any less functionality than was originally hoped for?

A. The Honorary Secretary invited the Finance and IT Manager to respond. The Finance and IT Manager stated the investment in the website exceeded budget, though this is largely because of a change in supporting specification.

Q. Mark Latham asked does the new website have any less functionality than was originally hoped for?

A. The Honorary Secretary invited the Finance and IT Manager to respond. The website does not yet have the functionality required. It is hoped this will be improved soonest to help better manage back-office requirements and to improve the user experience. BABCP has outsourced much of the development work to take advantage of expertise external to BABCP.

Q. Saiqa Naz questioned what can BABCP do about racism in the workplace?

A. The President Elect replied that BABCP must respond to issues as this as an organisation, with an organisational response. This will be more effective than individual responses.

11 Announcements

The President Elect was announced that the BABCP Engagement and Inclusion Award for 2020 was awarded to Patricia Murphy and offered Patricia congratulations on behalf of the Board.

12 Notice of Member Voting Results

The President Elect confirmed the following turnout of votes for this meeting.

Ordinary Resolution 1 – 193 for, 1 against, 12 abstain
Ordinary Resolution 2 – 191 for, 3 against, 12 abstain
Ordinary Resolution 3 – 189 for, 5 against, 12 abstain
Ordinary Resolution 4 – 199 for, 6 against, 1 abstain
Ordinary Resolution 5 – 188 for, 5 against, 13 abstain
Ordinary Resolution 6 – 184 for, 4 against, 18 abstain
Special Resolution 7 – 200 for, 1 against, 5 abstain
Special Resolution 8 – 200 for, 1 against, 5 abstain

The President Elect offered congratulations to Pamela Myles-Hooton and William Davidson on confirmation of their award as Honorary Fellows of BABCP.

13 Next Annual General Meeting

The President Elect announced the next AGM is planned for Belfast in 2021.

Meeting ends 6.30pm.

Financial Statements

For the year ended 30 April 2021

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Trustees and Officers

For the year ended 30 April 2021

Trustee Directors

The membership of the Board during the year is set out below. All served on the Board throughout the year except as otherwise stated. The company has no share capital and there were therefore no director interests.

Andrew Beck	(Appointed 4 September 2019, President from 1 July 2020)
Paul Salkovskis	(Appointed 27 July 2017, President from 19 July 2018 to 1 July 2020)
Kate Davidson	(Honorary Secretary, appointed 1 August 2013 to 1 July 2020)
Jacqui McKenna	(Honorary Treasurer, appointed 19 July 2018)
Brenda Davis	(Appointed 24 July 2014 to 1 July 2020)
Colin Blowers	(Appointed 16 June 2016)
Rita Woo	(Appointed 27 July 2017 to 1 July 2020)
Carol Brady	(Appointed 19 July 2018, Honorary Secretary from 1 July 2020)
Colin Hughes	(Appointed 19 July 2018)
Tom Reeves	(Appointed 4 September 2019)
Peter Elliott	(Appointed 1 July 2020)
Sean Harper	(Appointed 1 July 2020)

Treasurer

Jacqui McKenna

Key management personnel

Ross WhiteChief Executive Officer
Michelle HarwoodFinance & IT Manager
Lucy MaddoxSenior Clinical Advisor
Michelle LiveseyMembership Services Manager
Helen MacdonaldChief Accreditation Officer & Registrar

Registered company number

04839948

Registered charity number

1098704

Registered office

Minerva House
Hornby Street
Bury
BL9 5BN

Bankers

Yorkshire and Clydesdale Bank
40 Church Street
Blackburn BB1 5AW

Solicitors

Bates Wells
10 Queen Street Place
London
EC4R 1BE

Auditors

Ainsworths Limited
Chartered Accountants and
Statutory Auditors
Charter House
Stansfield Street
Nelson
BB9 9XY

Report of the Trustee Directors

For the year ended 30 April 2021

The trustees, who are also directors of the charitable company for the purposes of the Companies Act 2006, present their report together with the audited financial statements for the year ended 30 April 2021. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2015).

Corporate status

The company was incorporated under the Companies Act 1985 (Company number 04839948) on 21 July 2003 and took over all assets and operations of BABCP (the former unincorporated charity) on that date. The company is a private company limited by guarantee and does not have a share capital. In

the event of the company being wound up members are required to contribute an amount not exceeding £10.

The company was registered as a charity on 21 July 2003 under the provisions of the Charities Acts 1992 and 1993 (Charity number 1098704).

Governing document

The charity is governed by its Memorandum and Articles of Association, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Principal Activities and Objectives

The British Association for Behavioural and Cognitive Psychotherapies (BABCP), the 'Association', is a multi-disciplinary interest group primarily aimed at people involved in the practice and theory of behavioural and cognitive psychotherapies.

The objectives of the Association are to advance the theory and practice of cognitive and behavioural psychotherapies by the promotion of scientific research and the application of evidence-based practice including assessment, therapy and consultancy, in a wide variety of settings in accordance with the BABCP Standards of Conduct, Performance and Ethics.

In setting our objectives and planning our activities the Trustee Directors have given careful consideration to the Charity Commission's general guidance on public benefit.

The objectives of the Association are achieved through the following activities:

- providing a forum for discussion of matters relevant to behavioural and cognitive psychotherapies among members of all helping professions
 - disseminating information about and providing training for behavioural and
-

cognitive psychotherapies by organising conferences, courses and workshops

- organising the printing, publication and circulation of a journal, magazine and other publications containing articles, information and news relating to behavioural and cognitive psychotherapies
- making representation to and liaising with public and professional bodies in relation to matters pertaining to the aims of the Association
- fostering and promoting research into behavioural and cognitive psychotherapies and related matters
- facilitating the formation of geographical branches and special interest groups in order to promote the objects of the Association and to provide a service to the members
- encouraging and assisting in training in behavioural and cognitive psychotherapies
- educating and informing the public about behavioural and cognitive psychotherapies and their availability
- maintaining standards for practitioners of behavioural and cognitive psychotherapies by providing an opportunity for members who meet the training standards and other criteria, to become accredited

Organisational Structure

The Trustees are each elected for a period of three or four years by the full membership of the Association. They serve having been elected as Trustees to act on the Board as ordinary members, President, Honorary Secretary, or Honorary Treasurer. The President usually serves a one-year term as President Elect, two-year term as President and then a further one-year term as Past President, making up a four-year term of office. Elections are held annually with usually three or four places becoming vacant each year, thus staggering replacement of Trustees to provide some continuity. The Chief Executive Officer subsumes the role of Company Secretary and attends the Board as a non-voting member.

A number of standing committees, ad-hoc committees and working groups are made up of Trustees and other members of the Association and have a Board member as Chair or Co-Chair to satisfy requirements within the memorandum and articles of association. These committees and groups usually operate under specific terms of reference and with delegated functions as approved by the Board. Each committee and group has its decisions ratified by the Board. Respective committees and groups operating throughout the reporting period were:

- Standards Committee
- CBT Practitioner Accreditation Committee
- Course Accreditation Committee

- Finance Committee
- Human Resource Committee
- Branch Liaison Committee
- Scientific Committee
- Conference Strategy Committee
- Editorial Board
- Fellowship Committee

There has also been the following active working groups;

- EABCT Conference 2021 Working Group
- Journals Publishing Contract Working Party
- Equality, Diversity and Inclusion Working Party

Chairs of all standing committees combine with the Board of Trustees to form a National Committees Forum (NCF) to meet twice a year in addition to the Annual General Meeting (AGM).

The Trustees meet at least five times a year as a Board meeting, plus attend NCF meetings, in addition to the AGM. Many committees, groups and the Trustees also conduct business through telephone conferences and suitable electronic means such as email exchanges and video-conference calls. New Trustees attend an induction programme. The first face-to-face business meeting for the whole Board is normally held in September. The Board also holds meetings by teleconference and other suitable electronic means.

Related parties

Trustees are required to declare an interest (either direct or indirect) if they are involved in any activities which may compromise their role as a Trustee and a monitoring mechanism is in

place. All related party transactions during the year have been disclosed in the notes to the financial statements.

Principal risks and uncertainties

The risks and uncertainties faced by the charity include the Covid-19 (Coronavirus) pandemic and the current economic climate. Membership

levels and rising costs are also matters for consideration.

Risk assessment and management

The trustees have assessed the major strategic and business risks to which the charity is exposed, in particular those related to the operational finances of the charity and are satisfied that the systems established to ensure regular reports are produced and that necessary

steps can be taken to address any issues arising are sufficient to mitigate the charity's exposure to major risks. The trustees regularly perform a thorough risk assessment of all aspects of the charity's activities and implement risk management strategies where necessary.

Covid-19 impact statement

BABCP rolled out remote working for all employees quickly following the public announcement working would be remote for those who could manage it. Additional equipment, software and systems to work remotely were purchased, implemented or adopted. This included some hardware and investment in upgrading network servers. Assessments and means were purchased to ensure staff could work safely from home.

Management enhanced staff communication channels to help mitigate against risk that might arise from remote working over a prolonged period. The awareness and maintenance of staff wellbeing became increasingly important. However, good morale was maintained and likes of absenteeism reduced over the period. Opportunity was taken to downsize the Head Office accommodation, within the same office complex, to meet our new organisational requirements. There was no requirement to furlough staff over the reporting period.

Every reasonable effort was made to ensure that the membership offer was not undermined due to remote working and that our obligations as a registered charity were observed. Greater use of electronic means of communication, mainly online, replaced any remaining organisational demand for postal mail, though this is still accepted.

Membership net volume increased over the reporting period. At the end of April 2021 there had been net growth by over 1,800 members over the financial year to 14,524. As such, the rate of percentage rate of growth increased significantly to over 14% compared to an average of around 5% over recent years.

Review of Work of the Association

2020/2021

Overview

BABCP launched its first corporate strategy towards the end of the previous financial year and as the onset of Covid immediately reshaped the operating environment. The organisation focused largely on short-term strategy and ensured it was able to carry on operations with minimal detrimental impact. Staff worked remote from Head Office and are still to return to downsized office space. No staff were furloughed over the reporting period.

As the operating environment still settles into a new equilibrium, we intend to reach our strategic aims and objectives but in a way that embraces the opportunity for positive change. BABCP wishes to advance its schedule of works that demonstrate it is corporately responsible and takes the obligations it has to its critical stakeholders seriously. BABCP continues to be ahead of the curve regarding improving our position on equality, involvement, and inclusion with every intention to remain so. Consultants help us identify and consolidate weaknesses and further build on good practice already adopted.

This last year has seen a continuation in annual growth in BABCP membership while growth in the proportion of BABCP accredited members has slowed.

At the end of April 2021 there had been net growth by over 1,800 members over the financial year to 14,524. As such, the rate of percentage rate of growth increased significantly to over 14% compared to an average of around 5% over recent years. The discount applied to provide Student Membership, reintroduced in October 2016, helped provide the majority of this growth.

Within this total membership figure there were

8,243 BABCP accredited members, an increase of 633. This makes up 57% of total membership, dropping slightly compared to the previous year. This halted 10 years of increasing annual growth of an increasing proportion of a growing membership holding BABCP practitioner accreditation. Towards the end of the reporting period an application was made to the Professional Standards Authority to attain an Accredited Voluntary Register. BABCP was also looking to enter into a collaborative agreement with BPS for the provision of Low Intensity Workforce practitioner accreditation.

There has been an increase in staff levels employed to support our operating schedule as the organisation grows. The full staff complement now equates to 22.35 full-time equivalents (FTE) at the end of this financial year. This is an increase of nearly FTE 2.0 on the previous year of 20.45 though some of this is from movement of contract posts to permanent staff positions. The senior staff role was developed into the Chief Executive Officer role from that of Company Secretary and General Manager.

Position	FTE
Chief Executive Officer	1.0
Secretary/PA	0.95
Senior Clinical Advisor	0.6
Finance & IT Manager	1.0
Membership Services Manager	1.0
Chief Accreditation Officer	0.8
Finance Staff	4.0
Accreditation Liaison Officers	2.0
Course Accreditation	1.55
Administration Officers	6.45
Web & IT Officer	1.0
Communications Officer	1.0
Journals Managing Editor	1.0
Total staff members	22.35

There are also eight Accreditors working as sub-contractors processing accreditation applications.

The drastic change in the operating environment only enhanced the need to provide good quality CPD to our members. Provision changed from Head Office coordinating events on behalf of our active Branches and Special Interest Groups to Head office organising the delivery of a core CPD programme. This allowed provision that satisfied member demand whilst also conforming to public guidance due to the impact of Covid-19. BABCP provided events online for the first time and members could also view those events online afterwards. Nineteen events attracted over 7,000 registrations and over a further 5,000 post-event online views. This overall attendance is more than the total of the previous four years' worth of events coordinated by Head Office for Branches and SIGs. Regrettably, the Spring and Summer Conference events had to be cancelled due to Covid restrictions. However, substitute online events attracted over twice the number of registrants expected at those events previously.

Several large and significant IT projects have been ongoing over the last three years. These included a new CRM-based membership database and website. These aimed to provide significant operational benefit and improvement to longer-term strategic capability. These projects continue to prove challenging though both are starting to show signs of repaying large amounts of investment in time, money, and energy.

Senior Clinical Advisor Summary

For the year ended 30 April 2021

During the past year Lucy's role as BABCP Senior Clinical Advisor has involved a mixture of public engagement, policy, strategic and clinical input and representation at external meetings.

Public engagement

Lucy's podcast series '*Let's Talk About CBT*' continued to reach a large audience. New episodes reflected new areas of work within BABCP (Evidence Based Parenting Training: What is it and What's it got to do with CBT?' as well as very well established areas of practice 'CBT for depression', which featured Dr Anne Garland and 'CBT for Anxiety', with Dr Blake Stobie and Claire Read.

Public engagement at the BABCP Annual Conference was planned but was not possible because the conference had to be cancelled. Public engagement at the BABCP 2021 conference in Belfast has been planned. At this conference, held jointly with the EABCT conference, there will be several sessions that incorporate people with lived experience of CBT. Experts by experience and lay members are being embedded in all major committees and a process of recruitment has been agreed. Earlier in the year Michael Morton and Paul Edwards joined the Practitioner Accreditation Committee (as Lay Member and Lived Experience Advisor respectively). Likewise Javed Rahman joined the Course Accreditation Committee as a Lived Experience Advisor. Recruitment is currently ongoing for a lay member and expert by experience to the Standards and Ethics Committee.

Representation of BABCP at a policy level has included:

- Liaison with other key psychotherapy organisations on policy issues, e.g.

attendance at meetings of the Memorandum of Understanding against Conversion Therapy, Talking Therapies Task Force.

- Contribution to Reading Well Books on Prescription book selection and scoping guidelines for the children's booklist
- Conference attendance to ask questions of key policy stakeholders in relation to issues such as equality and diversity in therapy, regulation of psychotherapy and child and adolescent mental health.

Strategic and clinical input has included:

- Chairing the BABCP Equality Diversity and Inclusion working group
- Regular coordination of NICE guideline consultation responses.
- Planning and development of online training for BABCP members
- Development of member resources including guidelines for delivering CBT with children and young people and guidelines on providing therapy remotely (guidelines forthcoming July 2021).

Prepared by Shirley Reynolds (maternity leave cover for Lucy Maddox from 19 April 2021)

Committee Reports

For the year ended 30 April 2021

HR committee

The HR committee was established in 2019 to:

- 1) bring together key elements of BABCP staffing and volunteering (HR) activity that impinge on external and internal environments, ensuring an agreed strategic direction for the Association;
- 2) consider strategic proposals and advise the Board on HR aspects;
- 3) provide oversight and review any HR policy that might impact BABCP.

Throughout the past year we have continued to meet online. During this time the committee has maintained a watching brief on the

wellbeing of BABCP staff who have been working from home. We have recommended changes to Board on BABCP policies on parental leave, bringing these into line with those of the NHS. The committee has developed the procedure for dealing with complaints against staff and volunteers. The committee has also been focused on the implementation of recommendations from the Equality and Diversity review, in particular in relation to the development of the BABCP recruitment policy.

BABCP Journals

Plan S, an initiative to move quickly to full and immediate open access for funded research, came into force on 1 January 2021. Both BCP and tCBT have been accepted on the Plan S transformative journals programme which means that the journals are committed to transitioning to becoming fully Open Access when the time is right and that authors of research funded by cOAlition S are able to publish their research as Open Access in the journals in a Plan S compliant way. To help support this, our publishers Cambridge University Press, have been negotiating several Read & Publish Agreements with institutions which allow authors to publish their research as Gold Open Access with the article processing charges waived.

We have launched the BABCP *Article of the Month* which is a monthly blog post highlighting an outstanding article that has been recently published in either BCP or tCBT. The article is selected by either journal Editor or the Associate Editors and the authors are asked to write a short blog post about their research, the key findings and why they are important. The blog is hosted on the Cambridge Core platform and the article made freely available for the month.

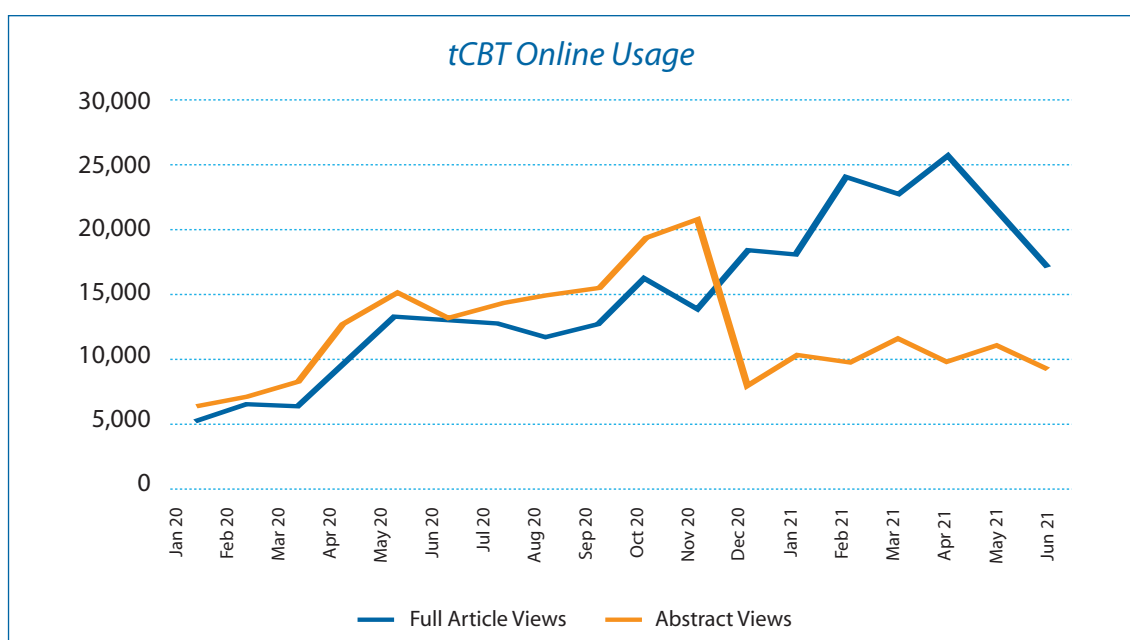
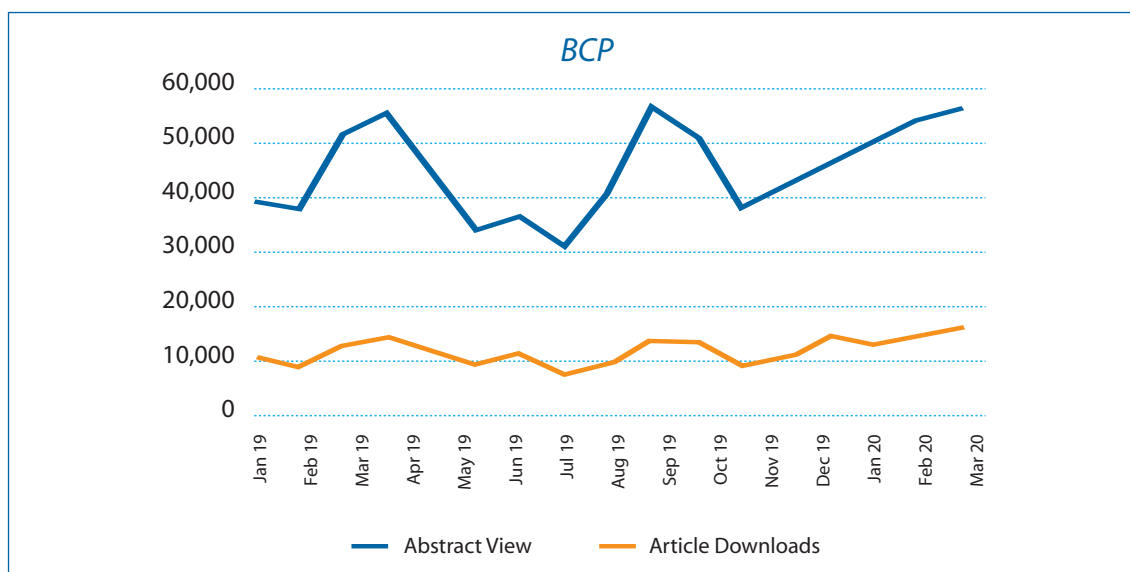
Behavioural and Cognitive Psychotherapy

BCP's online views have continued to perform steadily over the past year. We saw an increase in the number of views towards the end of 2020 due to a new HTML Article layout that has been introduced on the Cambridge Core platform. This allows readers to access to full text of the article from the journal menu rather than going via the intermediate stage of a separate abstract page allowing easier access to the journal for readers.

The article which had the highest number of online views and downloads was *Practitioner review: health anxiety in children and young people in the context of the COVID-19 pandemic* by Andy Haig-Ferguson, Kate Cooper, Emma Cartwright, Maria Loades and Jo Daniels. This was published in the wake of the Covid-19 pandemic and has received over 7,900 downloads since publication in September 2020.

the Cognitive Behaviour Therapist

It is pleasing to see that the article views for tCBT have been increasing since January 2020. As with the BCP article views, there was an increase at the end of 2020 due to the new HTML



Article layout which has caused the decline in Abstract Views as readers are more easily able to access the full text of the article without the interim Abstract page.

Online usage also increased following the publication of the Special Issue: *CBT practitioner guidance for, during, and following the COVID-19 pandemic*. This Special Issue was fully published in August 2020 and contained 11 fully Open Access articles, all of which were widely shared on social media and gained a wide readership.

The article which had the highest number of online views and downloads was *Death anxiety in the time of COVID-19: theoretical explanations*

and *clinical implications* by Rachel Menzies and Ross Menzies which was part of the Covid Special Issue and was viewed over 11,700 times.

tCBT is continuing to publish Special Issue collections. The latest special issue, *Advances in Digital CBT*, is being guest edited by Graham Thew, Heather Hadjistavropoulos and Alexander Rozental and is currently accepting submissions with an aim to publish in Spring 2020.

The journal saw several new appointments to the Editorial team last year and we welcomed Beth Watkins, Jara Falkenburg, Hayley Keeble, Fiona Kennedy and Paul Farrand as new Associate Editors.

Course Accreditation Committee

The Course Accreditation Committee is the standing committee responsible for developing and delivering course accreditation processes for CBT courses. We currently offer accreditations for courses that deliver BABCP's core curriculum (at Level 1 and Level 2), the High Intensity IAPT national curriculum (both adult and CYP), the core curriculum with specialist training, doctorates in clinical psychology, evidence-based parenting training and some post-qualification programmes.

Internally to the BABCP, we provide consultation to the Board of Trustees on matters relating to course accreditation and liaise closely with other standing committees including the Practitioner Accreditation Committee. Externally, in addition to working closely with course directors, we work with academic institutions, national bodies and other stakeholders, to deliver a valued service which is recognised within the UK and Ireland, as well as internationally. We have accredited courses in Scotland, Northern Ireland, Wales and England.

This past year has been another busy year for the Committee. We have successfully established a process for conducting course visits remotely which has enabled us to resume this core

function. We have continued to work closely with CBT training courses to offer guidance and support as they have adapted their supervision and training delivery to accommodate the challenges of the pandemic. Alongside members of the Board, the Chief Accreditation Officer and other parties, the Committee has contributed to the development of processes to enable the registration of Psychological Wellbeing Practitioners, Children's Wellbeing Practitioners and Education Mental Health Practitioners.

Internally to the Committee, we have appointed a Course Accreditation Manager which has been a vital development in enabling the Committee to deliver its core business in an optimally effective and time-efficient manner. We have also recruited a committee Representative with Lived Experience and a Lay Representative. Both members have considerable expertise at both strategic and 'grass roots' levels and are supporting us with thinking through how we embed diversity and inclusion in our processes and practices.

Sarah Corrie,
Chair of the Course Accreditation Committee

National Conference and Workshops

The national conference and workshop programme in 2020/21 continued to be affected by the impact of the pandemic which has meant that our usual face to face conference or workshop programmes have not taken place since the Annual Conference in Bath in September 2019.

Our usual 2020 Spring programme had to be cancelled but we were able to run two of the workshops online. Mark Freestone's workshop in April and Trudie Chalder's in June online each attracted nearly 300 registrations and were a great success

The annual Conference and workshop programme planned to be held in Cardiff in July was also cancelled but following the success of

running the spring workshops online we ran three of the Pre-Conference workshops from the Cardiff programme online at the same time the Conference was due to take place. These were also a success and attracted over 500 delegates. A one-day online virtual annual conference was also organised and run in September with over 900 delegates signing up. We still intended to hold our conference in Wales and the venue has been rebooked for July 2023.

Although we were hoping that our 2021 Spring event would take place as a live event the continuing impact of COVID-19 again made it impossible and a virtual event with four half-day workshops and a one-day conference was run on the 28 – 30 April.

Future Events

A hybrid Congress will be combining the 49th BABCP Annual Conference and the EABCT Annual Congress is being organised in September 2021 in Belfast hosted by the Irish Association for Behavioural and Cognitive Psychotherapies. This will probably be the first fully hybrid conference run in the UK since the start of the pandemic and will involve over 1,250 delegates joining in-person or online.

Preparations are also underway for BABCP's 50th Anniversary Conference at Imperial College, London in July 2022 which will be launched at the 2021 Annual Conference.

BABCP has also been shortlisted to host the

2024 EABCT annual congress in Glasgow and a decision on this will be made in September at the Belfast Congress.

Glenn Waller and Colin Blowers, co-chair of the Scientific Committee have been planning future events and the Conference Strategy Group, established in 2015 to take an overview of conference organisation and develops the long-term plan has been meeting virtually during 2020/2021.

Rod Holland, Conference Organiser
Glenn Waller & Colin Blowers, Co-Chairs,
Scientific Committee

Branch Liaison Committee

Due to the pandemic, there has been a significant effect on branches and Special Interest Groups. One of our main functions was to organise and facilitate a healthy programme of local CPD, however this has obviously been affected. I'm pleased to say that with the considerable support from central office we have been able to maintain providing quality, robust and consistent CPD all remotely during this time. This has seen a huge benefit in terms of accessibility and while some Branches and Special Interest Groups across the country have fluctuated in their involvement there remains a steady availability of high-quality training events for our members.

Therefore, we continue to disseminate evidence-based practice in association to a variety of therapeutic modalities i.e. Compassion Focused Therapy, ACT and DBT. New branches and SIGs continue to emerge bringing with them important attention to relevant fields in relation to the BABCP. The Branch Liaison Committee (BLC) is the largest of the BABCP national committees bringing together a representative (known as a liaison officer) from each of the current branch and SIG committees. The branch would normally physically meet twice yearly to cover the following aims: committee meeting,

networking, finance updates, development and policy updates, governance and any updates or changes to financial arrangements. This is also an opportunity for branches to share events they have run, plans for future events and ideas on how to enhance community involvement etc. However, given recent events there has been only one meeting conducted virtually which itself had benefits in the accessibility for more representatives to attend. While the landscape of the future remains uncertain the Branches and SIGs remain present in delivering the above.

We would like to say a big thank you to all the branch members who work so hard in volunteering roles to organise and hold events throughout the year and contribute towards the aims of the BABCP. This year more than ever we need to recognise the contributions made by our members and volunteers and we are proud that we continue to disseminate evidence-based practice enhancing treatment and understanding of mental health conditions and ways to alleviate suffering. We hope that going forward we can again encourage communities to engage and be involved in local branch events and that the BABCP becomes a platform to further increase mental health awareness and reduce stigma.

Standards Committee

The Standards Committee remains vigilant concerning a period of significant change in the regulation of healthcare professionals. Here, statutory regulation appears to be increasingly diluted. Voluntary regulation is expected to make up the difference in helping protect the public. This appears movement towards increasing regulation by market force as opposed to public service intervention. This would signal significant change in this regulatory operating environment. It would be remiss of BABCP, as a professional organisation and registered charity, to provide a complaints procedure that is unfit for purpose and that does not help provide protection for the public within its remit regarding all BABCP members. This includes those with BABCP practitioner accreditation, and so registered on CBT Register UK, but also none-accredited members. Member research tells us that nearly 99% of our members practice CBT, whether accredited or not.

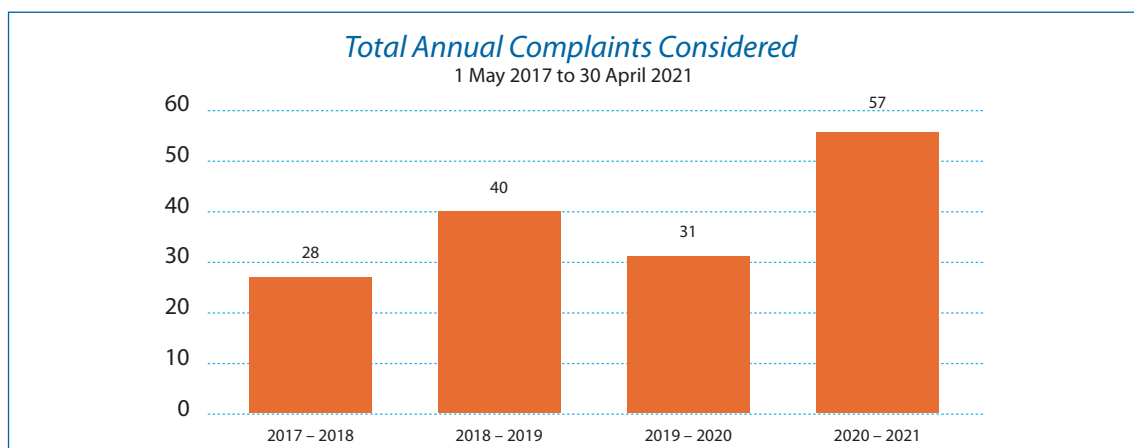
There has been significant growth in BABCP membership over the reporting period. The annual growth in volume of BABCP accredited members continues. This is largely attributed to members gaining accreditation without a BABCP recognised core profession. Complaints raised against these members and non-accredited members are directly considered by this Committee unless the member has a significant employer or those few cases where statutory regulation is relevant. Outcomes reached by statutory regulators, or a significant employer, is considered by the Standards Committee when

finally reaching an outcome to a complaint.

The Standards Committee considered 57 complaints made against members over the year, significantly more than over the previous three years as shown below. Nine complainants were brought forward from 2019-2020. Seventeen cases were concluded in the year, fourteen concerning members' private practice (direct or via agency) and three members as public service employees, including one self-disclosure. Six complaints were directly or partially upheld. Twenty three complaints were carried forward into May 2021. Seventeen complaints were pending, where further information is awaited to progress, or the complainant has referred to a third party for redress first and as consistent with BABCP Complaints Procedures Governing Members. No members were expelled over the year. This follows three expulsions the previous year (one in 2018-2019, four 2017-2018).

The Committee extended its remit at the beginning of the year to consider Criminal, Civil, Investigation or Disciplinary declarations as part of Practitioner Accreditation applications and make recommendations of any further action. This helped ensure consistency of decision making concerning potential breaches of BABCP Standards of Conduct Performance and Ethics. This added eight additional case files for committee consideration.

The increase in caseload has been met with an



increase in committee meetings. This Committee has fully adopted online video conferencing with nine meetings over the reporting period, nearly double the annual face-to-face committee meetings. It is likely a blend of online and in person meetings may be most advantageous.

There has been some change in committee membership and thanks are provided to George Dimitrov who stepped down from committee duty during the reporting period. This Committee looks forward to recruiting new members to meet the aims of BABCP Public and Patient Involvement strategy and provide further balance to committee membership. This Committee supports BABCP pursuit of the Professional Standards Authority Accredited Voluntary Register (PSA AVR) quality mark. A successful award may be contingent on updating our policy and procedures. A

Standards Committee Working Party is previewing change necessary to the Complaints Procedures Governing Members and related policy. This will also be informed from feedback from the PSA evaluation of our application for AVR recognition. Identified change will be put before our members for consultation over the next reporting period. However, it is suspected there is a need for investment to ensure BABCP can deliver change whilst also managing associated risk.

Finally, I must continue to offer our thanks and appreciation to all members of the Standards Committee, all volunteers, for their ongoing generous service, contribution, and invaluable commitment to this important work on behalf of BABCP.

Krish Nath – Standards Committee Chair

CBT Practitioner Accreditation Committee (CBT-PAC)

The Practitioner Accreditation Committee oversees all individual accreditation, registration and related activities, and provides consultation, liaison and guidance for members and other committees. At the time of writing, over half of our 14,000 members are accredited.

This year has been exceptionally busy for CBT-PAC and I would like to thank all the committee members for their hard work and the BABCP Board for its support in the committee's work. The committee continues to provide guidance and support on the impact of the coronavirus pandemic and on training, supervision, clinical practice and continuing professional development activities. I would like to welcome Paul Edwards and Michael Morton as our new committee members who are, respectively Lived Experience representative and Lay representative. Michael Townend has also been appointed as CBT-PAC new supervisor and trainer accreditation representative and Liz Kell and Liz Ruth as wellbeing practitioner members.

Key Performance Indicators for Equality, Diversity and Inclusion are being developed and implemented, with equality impact assessments planned. Working parties during the year have completed contributions to the application for Professional Standards Authority recognition of CBT Register UK, including extensive work on mitigating potential risks. Our proposal to re-launch registration for Psychological Wellbeing Practitioners (PWP) has led to establishing our new Wellbeing Practitioner section of the Register, and collaboration with the British Psychological Society and NHS England on consistent processes. The individual process for accrediting Evidence-Based Parent Trainers has also been launched. We are now offering accredited members the opportunity to receive a certificate from EABCT (the European Association for Behavioural and Cognitive Therapies) as our accreditation processes are recognised.

There have been reviews and consultation on our Minimum Training Standards, Core

Curriculum; recognised Core Professions and Knowledge, Skills and Attitudes (KSA) equivalence. We have also reviewed our agreement with AREBT (Association for Rational Emotive Behaviour Therapy). Guidance on clinical supervision, updates to the information on our website; work on criminal and fitness to practice declarations.

This has been an especially challenging year for me personally. I would like to thank all the CBT-PAC members and staff at BABCP for their support, kindness and compassion at this immensely difficult time. I would like to give particular thanks to Helen Macdonald for holding the fort at CBT-PAC and for helping me to stay connected whilst alleviating me of the many duties and responsibilities that the role of co-chair carries.

Anne Garland – Co-chair
Helen Macdonald – Chief Accreditation Officer
and Registrar



Report and Financial Statements

For the year ended 30 April 2021

British Association for Behavioural and Cognitive Psychotherapies
(A Company Limited by Guarantee)

Company number: 04839948

Charity number: 1098704

Ainsworths Limited
Chartered Accountants
and Statutory Auditors
Charter House
Stansfield Street
Nelson
Lancashire
BB9 9XY

Accounts Overview

For the year ended 30 April 2021

The financial year ending 30 April 2021 realised an operating surplus of £372,315 compared to a forecast of £284,000. Income from investments increased this to £389,199. This follows the previous year's operational surplus of £336,905.

Operating income for the Association increased to £1.816 million compared to the previous year of £1.789 million. No increases to annual membership subscriptions were proposed by Board for membership consideration. Accreditation fees were also held.

Our Annual Conference, planned for Cardiff, and Spring Conference in London were cancelled due to Covid-19. The substitute online events contributed around £85,000 due to reduced cost of provision.

Overall expenditure decreased by £8,673. However, there are several changes reported in expenditure from 2019-2020, largely resulting from Covid. These include cost savings for events and governance arrangements of around

£80,000, as staff worked from home and the likes of training and standing committee meetings moved to online provision. Staff salary overhead increased by £145,000 largely due to an increase in the number permanent staff and following conversion of those on self-employed contract. The reduction in office-based costs was largely offset by investment in equipment and software to enable capability to operate remote. Further cost reductions in rent are anticipated as Head Office has downsized and savings should come into effect in the next reporting period.

Membership Subscriptions 2021/22

The Board is committed to ensuring sufficient financial reserves are accumulated to meet known obligations whilst keeping access to enough cash reserves to cover three months operating costs. It is the aim to sustainably increase these reserves to six months of operating costs over the longer term. The economic climate again proves difficult for many charitable and not-for-profit sector operators due to the ongoing COVID-19 pandemic. However, BABCP remains committed to providing a good value-for-money and attractive membership package and of increasing public benefit. Here, for instance, a new journals publishing contract was negotiated over the reporting period and as a result it is expected the journals will move from being a net cost to a net income source over the next five years.

The Board is not proposing any increase in membership subscriptions for 2021-2022 for a second consecutive year. All annual rates of membership subscription will again remain unchanged. Therefore, the standard full annual membership subscription will remain at £82.00. The Board believes the organisation continues to offer a membership package that is good value for money and significantly lower than can be found in other comparable organisations.

Investments Selection Policy

After taking financial advice and in accordance with the Articles of Association, the Trustees invested £50,000 in long-term investment funds in August 2007. £35,000 was invested with F&C Stewardship Income Fund, becoming Fund Asset Management, and £15,000 was invested with Kames Capital, more recently Aegon Investments. The Trustees considered BABCP needed long-term capital appreciation and income. The Board will continue to reinvest the accumulated balance on both investment accounts until a situation is reached where the Board wishes to use the income from the investment. In the year to 30 April 2021, the value of investments increased in value by nearly £17,000 to £90,826 following a loss of around £9,000 in the previous year.

The ethical investment policy agreed by the Trustees is:

BABCP adopts an ethical investment policy, which is in line with its responsibilities as a registered charity, and which complements the aims and objectives of the organisation. In this respect it seeks to invest with companies who have proven socially responsible portfolios and to have its investments managed by financial advisors who are ethically led with a demonstrable record of sound financial control and planning.

In this respect the policy statement reflects the

aims and objectives of our charity:

1. BABCP considers ethical investment is consistent with the aims and objectives of the organisation.
2. BABCP adopts a policy of supportive ethical investment. That is, investing in companies with a commitment to responsible business practices, positive products and services. BABCP does not consider it appropriate to invest by negative screening.
3. Whilst investing ethically, such a policy is not in conflict with its requirement to maximise funds for the benefit of the organisation and ensure that such a policy does not involve a risk of significant financial detriment.

The remaining funds fluctuate throughout the year and are held in interest-bearing deposit accounts.

During the year as these funds fluctuate, it is agreed by the Trustees that the money should be invested on the Money Market for fixed short-term periods (seven days upwards, but more usually for three-month terms) to attract higher interest rates and to meet their requirements to generate income and secure capital values. The Finance Manager, in consultation with the Honorary Treasurer, will accordingly decide the amount and period of investment to allow sufficient funds to remain in the current accounts for immediate use.

Grant-Making Policy

During 2010 a Research Fund was set up with the ultimate objective of making grants for research relevant to the objectives of the Association. The Trustees have previously approved such grants after inviting applications from members. No new research grants were approved over the financial years' 2017-2018 to 2020-2021.

Grants had largely depended on the monies raised from Gift Aid. However, BABCP found it can no longer make claims in this regard and repaid a settlement figure to HMRC. Although the Research Grant remained unavailable in 2020-2021, plans are afoot to relaunch this fund over BABCP's 50th anniversary year.

Reserves

The trustees have reviewed the level of free reserves, which are unrestricted funds not invested in fixed assets held by the charity. Although they are satisfied that the level of reserves is adequate to meet short-term requirements, the aim is to increase financial

reserves to comfortably cover six months expected operating costs.

At the end of the financial year the amount of reserves was £918,326 (2020: £529,127). At the same date there were no designated funds.

Funding

The Trustee Directors are satisfied that the charity's assets are adequate to fulfil its obligations.

The main source of funding continues to be annual subscriptions from members for their membership in addition to accreditation fees. Membership subscriptions may be increased with membership approval to meet the costs of additional or expanded member services. Trustees carefully consider what level of subscriptions and fees members will accept without withdrawing from membership. BABCP has exceeded a 92 per cent renewal rate for the last ten annual reports. More new members join annually than are required to cover organisational costs.

Accreditation fees are charged at rates to ensure the overall cost of providing accreditation services is comfortably covered. The Trustees review these costs and can adjust these fees accordingly. Selling of advertising through Association media is another supplementary revenue stream. The Trustees are seeking to increase the availability of robust and sustainable income streams that are in keeping with the objects of the organisation, through launching appropriate forms of accreditation, special advertising supplements and advertising through the internet and social media.

Public Benefit

The Trustees are confident that the charity offers services of real and practical use to the local and national population and therefore complies with

the responsibility placed on all charities under the Charities Act 2011 to demonstrate a public benefit.

Statement of Trustee Directors' Responsibilities

The Trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including FRS 102 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland. The

financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit arising for the period. In preparing those financial statements, the Trustees should follow best practice and are required to:

- select suitable accounting policies and then apply them consistently;
 - observe the methods and principles in the Charities SORP and FRS 102;
 - make judgements and estimates that are reasonable and prudent;
 - state whether United Kingdom applicable
-

-
- 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 which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006 and regulations thereunder. They are also responsible for safeguarding the assets of the company and 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 company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to Disclosure of Information to Auditors

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware and each Trustee has taken all the steps that they ought

to have taken as a Trustee in order to make them aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

The auditors, Ainsworths Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE TRUSTEE DIRECTORS

A. J Beck
President/Trustee:
Dated: 9 September 2021

J McKenna
Honorary Treasurer/Trustee
Dated: 9 September 2021

Small Company Exemption

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Charity Requirements

This report has been prepared in accordance with requirements set down by the Charities SORP (FRS 102).

Independent Auditor's Report

to members of the British Association for Behavioural and Cognitive Psychotherapies

Opinion

We have audited the financial statements of the British Association for Behavioural and Cognitive Psychotherapies (the charitable company) for the year ended 30 April 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 April 2021 and of its incoming resources and application of resources 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial

statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether

the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees, which includes the Directors' Report, prepared for the purposes of company law for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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:

- 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
- the Trustees were not entitled to prepare the financial statements in accordance with the

small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report.

Responsibilities of Trustees

As explained more fully in the Statement of Trustees' Responsibilities set out on page 34, 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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting

irregularities, including fraud is detailed below:

Identifying and assessing potential risks related to irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, we considered the following:

- the nature of the industry and sector, control environment and business performance including the key drivers for Trustees' remuneration and dividend levels;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having made enquiries of management about their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Companies Act

and local tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements, but compliance with which may be fundamental to the company's ability to operate.

Audit response to risks identified

As a result of performing the above our procedures to respond to the risks identified included the following:

- reviewing the financial statements disclosure and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management about actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risk of material misstatement due to fraud;
- obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of tax provisions; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company'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 charitable company's Trustees those matters we are required to state to them in the 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 charitable company and the charitable company's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Michael Heys (Senior Statutory Auditor)
for and on behalf of Ainsworths Limited
Chartered Accountants
and Statutory Auditors
Charter House
Stansfield Street
Nelson
Lancashire
BB9 9XY

Dated: 9 September 2021

Statement of Financial Activities

(incorporating the income and expenditure account)
for the year ended 30 April 2021

	Notes	2021 £	2020 £
INCOME			
Income from charitable activities:			
Membership subscriptions		990,255	881,224
Accreditations		681,023	622,864
Branch events and workshop bookings		1,284	188,633
Other income from charitable activities	2	84,562	51,059
Income from trading activities:			
Activities for generating funds	3	55,664	41,230
		1,812,788	1,785,010
Investment income		2,061	4,341
Other income resources		1,538	299
TOTAL INCOMING RESOURCES		1,816,387	1,789,650
EXPENDITURE			
Costs of raising funds	4	75,115	54,152
Expenditure on charitable activities	5	1,368,957	1,398,593
TOTAL RESOURCES EXPENDED		1,444,072	1,452,745
NET INCOME (EXPENDITURE)	6	372,315	336,905
OTHER RECOGNISED (LOSSES) GAINS			
Unrealised (loss)/gain on revaluation of investment assets		16,884	(9,002)
Overdeclarations of Gift Aid	19	-	41,828
NET MOVEMENT IN FUNDS		389,199	369,731

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

All income and expenditure derives from continuing activities and is of an unrestricted nature.

Balance Sheet

As at 30 April 2021

	Note	2021		2020	
		£	£	£	£
FIXED ASSETS					
Intangible fixed assets	9	67,299		73,983	
Tangible fixed assets	10	17,194		29,940	
Investments	11	90,826		73,942	
		175,319		177,865	
CURRENT ASSETS					
Debtors and prepayments	12	184,224		139,973	
Cash at bank and in hand		1,562,214		1,056,015	
		1,746,438		1,195,988	
LIABILITIES					
Creditors falling due within one year	13	1,003,431		844,726	
NET CURRENT ASSETS/(LIABILITIES)		743,007		351,262	
TOTAL ASSETS LESS CURRENT LIABILITIES		918,326		529,127	
CREDITORS					
Amounts falling due after more than one year		-		-	
NET ASSETS		918,326		529,127	
THE FUNDS OF THE CHARITY					
Unrestricted income funds:					
Designated	14	-		-	
General	15	918,326		529,127	
TOTAL CHARITY FUNDS	15	918,326		529,127	

The Trustees have prepared the financial statements in accordance with Section 398 of the Companies Act 2006 and Section 138 of the Charities Act 2011. Furthermore, these financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard 102 (effective 1 January 2015).

The financial statements were approved by the Board of Trustees on 9 September 2021 and were signed on its behalf by:

.....
A J Beck
President/Trustee
Dated:

.....
J. McKenna
Honorary Treasurer/Trustee
Dated:

The notes on pages 44 to 54 form part of these accounts.

Cash Flow Statement

for the year ended 30 April 2021

	Notes	2021 £	2020 £
CASH FLOWS FROM CHARITABLE ACTIVITIES			
Cash generated from activities	1	520,577	206,747
Bank interest received		2,061	4,341
Net cash from charitable activities		<u>522,638</u>	<u>211,088</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of tangible fixed assets		(16,439)	(5,132)
Net cash from investing activities		<u>(16,439)</u>	<u>(5,132)</u>
INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		506,199	205,956
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	2	1,056,015	850,089
CASH AND CASH EQUIVALENTS AT END OF YEAR	2	<u>1,562,214</u>	<u>1,056,015</u>

Cash Flow Statement Notes

for the year ended 30 April 2021

1 RECONCILIATION OF SURPLUS/(DEFICIT) TO CASH GENERATED FROM ACTIVITIES

	2021	2020
	£	£
Surplus/(Deficit) for the year	389,199	369,731
Depreciation charges	35,869	24,259
Loss on disposal of fixed assets	-	-
Bank interest received	(2,061)	(4,341)
Decrease/(Increase) in value of investments	(16,884)	9,002
	406,123	398,651
(Increase)/Decrease in trade and other debtors	(44,251)	(60,746)
(Decrease)/Increase in trade and other creditors	158,705	(131,158)
Cash generated from charitable activities	520,577	206,747

2. CASH AND CASH EQUIVALENTS

The amounts disclosed on the Cash Flow Statement in respect of cash and cash equivalents are in respect of these Balance Sheet amounts:

Year ended 30 April 2021

	30.04.21	01.05.20
	£	£
Cash and cash equivalents	1,562,214	1,056,015

Year ended 30 April 2020

	30.04.20	01.05.19
	£	£
Cash and cash equivalents	1,056,015	850,059

Notes to the Financial Statements

for the year ended 30 April 2021

1. ACCOUNTING POLICIES

Company information

The British Association for Behavioural and Cognitive Psychotherapies is a charitable company limited by guarantee, incorporated in England and Wales. The Company number and registered office can be found in the Trustees report.

Basis of preparing the financial statements

The financial statements have been prepared in accordance with applicable accounting standards.

The financial statements have been prepared on a going concern basis which assumes that the company will be able to meet its liabilities as they fall due. Although these financial statements cover a period which has included Covid-19 (Coronavirus) lockdowns the company has still generated a profit and the Trustees are confident in the current and future operating performance of the charity. However, there is an uncertainty in respect of any future Covid-19 (Coronavirus) lockdowns and whether the government will continue to provide any ongoing support. Despite the uncertainty the Trustees have concluded that the charity will continue to be a going concern for the foreseeable future, being a period of more than twelve months following the approval of these financial statements.

As a consequence the financial statements continue to be prepared on a going concern basis.

Accounting convention

The financial statements have been prepared under the historical cost convention, and 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 United Kingdom and Republic of Ireland (FRS 102) (effective 1st January 2015) ~ (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

The British Association for Behavioural and Cognitive Psychotherapies 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 note.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is the amount derived from ordinary activities and is stated after trade discounts, other sales taxes and net of Value Added Tax.

Membership subscriptions and accreditations are accounted for when due. All such income is deferred when it is received in advance of the period to which it relates.

All other income is recognised on an accruals basis, with income relating to events after the year end being deferred.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management and administration of the charity.

All support costs are allocated between the activity expenditure categories on a basis designed to reflect the use of the resource. Support costs are apportioned on an appropriate basis e.g. time spent, floor areas, or estimated usage.

Grants Payable

Each year the charity makes grants for research to be carried out into behavioural and cognitive psychotherapies. Any liability is only recognised when an obligation arises.

Branch transactions

Branch transactions are included in full in the financial statements.

Intangible fixed assets and amortisation

Intangible fixed assets represent expenditure developing the website and membership database. Amortisation is provided so as to write off the cost of the asset, less its estimated residual value, over its expected useful life of as follows:

Website	3 years straight line basis
Membership database	50% reducing balance basis

Assets under construction are only depreciated when they become operational.

Tangible fixed assets and depreciation

All tangible fixed assets are capitalised at cost. Depreciation is provided so as to write off the cost of an asset, less its estimated residual value, over its expected useful life as follows:

Office equipment	15% reducing balance basis
Computer equipment	50% reducing balance basis

Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on any revaluations or disposals throughout the year.

Taxation

The company is a registered charity and is therefore exempt from Income Tax and Corporation Tax under the provisions of Section 505(1) of the Income and Corporation Taxes Act 1988.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustee Directors.

Designated funds are unrestricted funds which have been designated for specific purposes by the Trustee Directors.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pensions costs and other post-retirement benefits

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities.

Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term creditors are measured at transaction price.

Significant judgements and accounting estimates

Preparation of the financial statements requires management to make significant judgements and estimates. The major item in the financial statements where these judgements and estimates have been made is in relation to overclaims of gift aid. Management consult with professional bodies to provide appropriate assumptions on which to calculate any liability likely to arise.

2. OTHER INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Journals	-	-
Gift Aid	-	-
National conference/Workshop event surpluses/(deficits)	84,562	51,059
	84,562	51,059

3. INCOME FROM ACTIVITIES FOR GENERATING FUNDS

	2021 £	2020 £
Advertising, flyers and inserts	54,988	41,052
Address labels	-	-
Professional services rendered	676	178
	55,664	41,230

4. SUPPORT COSTS

The association allocates its support costs on a basis consistent with the use of resources, as shown in the table below.

	Cost of Raising funds	Charitable activities	Governance costs	2021 TOTAL £	2020 TOTAL £
	£	£	£	£	£
Travel, accommodation and subsistence	-	(318)	-	(318)	89,850
Printing and publishing	-	48,073	-	48,073	60,947
Hire charges	74	1,414	-	1,488	1,663
Staff costs (see note 7)	46,410	881,782	-	928,192	782,817
Stationery	32	610	-	642	4,303
Postage and distribution	2,005	38,090	-	40,095	53,154
Rent	4,133	78,518	-	82,651	74,640
Insurance	412	7,821	-	8,233	6,536
Audit fees	-	-	5,500	5,500	5,500
Bookkeeping services	-	4,474	-	4,474	3,375
Repairs and renewals	4,015	76,287	-	80,302	56,499
Software/computer supplies	1,651	31,369	-	33,020	24,345
Telephone	1,429	27,160	-	28,589	28,785
Bank charges	1,371	12,343	-	13,714	13,025
Bad and doubtful debts	-	-	-	-	-
Amortisation	13,100	13,100	-	26,200	-
Depreciation	483	9,186	-	9,669	24,259
Loss on disposal	-	-	-	-	-
TOTAL SUPPORT COSTS	75,115	1,229,909	5,500	1,310,524	1,229,698

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	2021 £	2020 £
Grants payable	-	-
Event costs	6,671	131,185
Publicity	-	184
Professional fees	89,202	80,010
Legal fees	25,192	3,583
Support costs (see note 4)	1,229,909	1,162,488
Governance costs (see note 4)	5,500	13,058
Sundry expenses	12,483	8,085
	<u>1,368,957</u>	<u>1,398,593</u>

6. NET INCOME FOR THE YEAR

The income for the year is stated after charging:

	2021 £	2020 £
Auditors' remuneration:		
Audit services	5,500	5,500
Non-audit services	4,474	3,375
Amortisation of intangible fixed assets	26,200	-
Depreciation of owned tangible assets	9,669	24,259
Loss on disposal of owned tangible assets	-	-
Pension costs	<u>83,483</u>	<u>65,410</u>

7. STAFF COSTS

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	757,482	589,854
Social security	67,227	50,511
Pensions	83,483	65,410
Agency staff costs	20,000	77,042
	<u>928,192</u>	<u>782,817</u>

The average number of staff employed by the charity (including Trustee Directors but excluding agency staff) during the year was:

	2021 Number	2020 Number
Trustee directors	10	10
Provision of charitable services	26	23
	<u>36</u>	<u>33</u>

The emoluments of one member of staff, including benefits in kind, was within the range £60,000 to £69,999 (2020: One within the range £60,000 - £69,999), not including retirement benefits which are accruing under a defined benefit scheme.

The key management personnel of the charity comprise the Trustee Directors, the Company Secretary and the Finance Manager. The total remuneration of key management personnel during the year was £123,192 (2020: £102,140).

8. TRUSTEE DIRECTORS AND CONNECTED PERSONS

No Trustee Director received any remuneration in the year, directly or indirectly, from the charitable company.

The charity reimbursed travel expenses incurred by 0 (2020: 8) Trustee Directors during the year amounting to £Nil (2020: £6,262).

9. INTANGIBLE FIXED ASSETS

	Website and portal costs £	Membership database £	TOTAL £
Cost:			
At 1 May 2020	110,134	-	110,134
Reclassification transfer	-	115,818	115,818
At 30 April 2021	110,134	115,818	225,952
Depreciation:			
At 1 May 2020	36,151	-	36,151
Reclassification transfer	-	96,302	96,302
Charge for the year	16,441	9,759	26,200
At 30 April 2021	52,592	106,061	158,653
Net book value at 30 April 2021	57,542	9,757	67,299
Net book value at 30 April 2020	73,983	-	73,983

10. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	TOTAL £
Cost:			
At 1 May 2020	7,848	173,021	180,869
Reclassification transfer	-	(115,818)	(115,818)
Additions	-	16,439	16,439
At 30 April 2021	7,848	73,642	81,490
Depreciation:			
At 1 May 2020	3,019	147,910	150,929
Reclassification transfer	-	(96,302)	(96,302)
Charge for the year	724	8,945	9,669
At 30 April 2021	3,743	60,553	64,296
Net book value at 30 April 2021	4,105	13,089	17,194
Net book value at 30 April 2020	4,829	25,111	29,940

11. INVESTMENTS

	2021 £	2020 £
Valuation brought forward at 1 May 2020	73,942	82,944
Net (loss)/gain on revaluation	16,884	(9,002)
Valuation carried forward at 30 April 2021	<u>90,826</u>	<u>73,942</u>

The investment is in a UK open ended investment company, held to provide an investment return for the charity.

12. DEBTORS

	2021 £	2020 £
Trade debtors	75,254	70,065
Other debtors	11,070	7,190
Prepayments and accrued income	97,900	62,718
	<u>184,224</u>	<u>139,973</u>

13. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	26,372	38,673
Accruals	55,261	27,170
Deferred income	878,531	744,698
Social security and other taxes	28,069	14,216
Other creditors	15,198	19,969
	<u>1,003,431</u>	<u>844,726</u>

The movement in deferred income is analysed as follows:

	2021 £	2020 £
Deferred income brought forward	744,698	736,551
Amounts released from previous years	(744,698)	(736,551)
Income received this year deferred to later years	878,531	744,698
Deferred income carried forward	<u>878,531</u>	<u>744,698</u>

Deferred income relates to subscriptions and accreditations relating to post year end periods as well as branch events and workshops that were invoiced for but had not yet taken place at the year end.

14. DESIGNATED FUNDS

	Research fund	Branch funds	TOTAL
	£	£	£
At 1 May 2020	-	-	-
Incoming resources	95,992	41,084	137,076
Resources expended	-	(5,663)	(5,663)
Transfers between funds	(95,992)	(35,421)	(131,413)
At 30 April 2021	-	-	-

Name of fund	Description, nature and purposes of the fund
Research fund:	Established for the provision of grants to third parties to carry out research relevant to the objectives of the Association. In 2019 the Board decided to withdraw the Research Fund and resolved that this fund effectively represented free reserves and be classified as such.
Branch funds:	This represents the surplus of income over expenditure arising from branch events held. It represents free reserves and is effectively classified as such.

15. UNRESTRICTED FUNDS

	Designated funds	General fund	TOTAL
	£	£	£
Funds at 1 May 2020	-	529,127	529,127
Incoming resources	137,076	1,679,311	1,816,387
Resources expended	(5,663)	(1,438,409)	(1,444,072)
Profit/(Loss) on revaluation of investment assets	-	16,884	16,884
Transfers between funds	(131,413)	131,413	-
Funds at 30 April 2021	-	918,326	918,326

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Designated funds	General fund	TOTAL
	£	£	£
Fixed assets	-	175,319	175,319
Current assets	-	1,746,438	1,746,438
Creditors falling due within one year	-	(1,003,431)	(1,003,431)
	-	918,326	918,326

17. THE FUNDS OF THE CHARITY

	2021 £
At 1 May 2020	529,127
Surplus for the year	394,767
At 30 April 2021	<u>923,894</u>

18. OPERATING LEASE COMMITMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021		2020	
	Land & buildings £	Other £	Land & buildings £	Other £
Expiring:				
Within one year	29,076	1,488	-	-
Between two and five years	-	970	143,491	4,335
	<u>29,076</u>	<u>2,458</u>	<u>143,491</u>	<u>4,335</u>

19. GIFT AID

During 2019/20 it became apparent that the organisation had overclaimed Gift Aid on members' subscriptions following a change in relevant legislation that was not immediately implemented by the claims department.

The charity informed Her Majesty's Revenue & Customs (HMRC) of the error and a provision of £141,828 was made by the Trustee Directors in the financial statements for the year ending 30 April 2019. However, the final liability subsequently agreed by and settled with HMRC was for an amount of £100,000 and therefore the overprovision of £41,828 has been credited to the Statement of Financial Activities in the year ended 30 April 2020 and separately disclosed on the face of that report.

20. OTHER COMMITMENTS

As at 30 April 2021 the Association was committed to pay grant awards totalling £Nil (2020: £Nil) in respect of research activities being carried out by third parties. All such grant awards will be met from the Educational Activities fund, a designated fund established for this specific purpose.

21. POST BALANCE SHEET EVENTS

There have been no significant events affecting the financial statements since the balance sheet date.

22. TRANSACTIONS WITH TRUSTEE DIRECTORS

No Trustee Director or other related party was a party to any transaction with the Trustee Directors during the year except as disclosed in note 8 on page 49.

23. CONTROLLING RELATED PARTY

The Trustee Directors are the controlling related party by virtue of their office in the Company.

24. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. The liability of each member by way of their guarantee to the company is to contribute a sum not exceeding £10 to the assets of the company if so required on the winding up of the company.

At 30 April 2021 there were 14,274 (2020: 12,789) members.



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