



EMDR Association

A Charity and a Company Limited by Guarantee

Trustees' Report and Financial Statements

For the year ended

30th November 2021



Company number 07428145



EMDR Association

Year Ended 30th November 2021

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EMDR Association

Trustees Report for the year ended 30th November 2021

The Trustees present their annual report and financial statements for the year ended 30th November 2021.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on the 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005 which has been withdrawn.

Section 1	Legal and Administrative Information
Charity name	EMDR Association
Charity Commission registered number	1140865
Companies House registered number	07428145
For the financial year ending on	30 th November 2021
Charity's principal address	Third Floor Horton House, Exchange Flags, Liverpool, Merseyside, L2 3YL
Description of the charity's trusts:	
Governing document	EMDR Association is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the company in the event of the company being wound up while they are members, or within one year thereafter.
Objects of the charity	The relief of sickness without prejudice to the generality of the foregoing to Advance the theory and practice of Eye Movement Desensitisation and Reprocessing (EMDR) and the relief of poverty and distress wherever it may arise by the provision of humanitarian aid.
Specific investment powers	None
Professional advisers:	
Accountants	Bradshaws Limited, Charter Court, 2 Well House Barns, Bretton, Chester CH4 0DH
Bankers	The Co-operative Bank, PO Box 250, Skelmersdale, England WN8 6WT CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Solicitors	Brabner's, Horton House, Exchange Flags, Liverpool, L2 3YL
Company Secretary	Graeme Hughes, Charity Solicitor Brabner's

EMDR Association

Trustees Report for the year ended 30th November 2021 (continued)

Section 2	Trustees and Governance
The Trustees of the charity meet at least four times a year to administer the charity and also meet to approve the accounts.	
Name of Trustee	Trustee Role
Michael O'Connor	President. Europe representative
Matthew Wesson	President Elect, Website development
Lorraine Knibbs	Past President – stood down 19 March 2021
Kath Norgate	Elected Trustee, Treasurer, Accreditation Committee, Treasurer to Child & Adolescent Section
Louise Mackinney	Secretary, Governance
Maeve Crowley	Europe Executive Representative
Paul Keenan	Elected Trustee, Regional Groups - stood down 19 March 2021
Sandi Richman	Elected Trustee, Consultant's Training
Marian Tobin	Conference Organiser
Alison Russell	Chair of the Accreditation Committee
Russell Hurn	Chair of the Child and Adolescent Section,
Jane Ware	Accreditation Committee – CPD lead
Richard Mitchell	Chair of EMDR Europe Standards Committee
Ben Wright	Chair of the Research & Scientific Committee*
Justin Havens	Chair of the Communications Committee
Ericka Johanson	Deceased 31 st October 2021
* Appointed at the 2021 AGM	
Trustee selection method: Election at the AGM and co-option by the board. Trustees are appointed by vote at the annual AGM. The elected Trustees can co-opt further Trustees as needed. It is the board's policy that the chairs of the Accreditation Committee and Child and Adolescent Section should always have a seat on the board, this year the Child and Adolescent Committee has been represented by the appointed chair who will be taking post following the AGM.	

Trustees Report for the year ended 30th November 2021 (continued)

Statement of Trustees responsibilities

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Public Benefit

Under the Charities Act 2011 the Charity is required to demonstrate that its aims are for the public benefit. The Trustees consider that the charity has met the criteria under both of the objects of the charity. The principals of public benefit are as follows:-

Principle 1 – There must be an identifiable benefit or benefits

the benefit is the advancement of the EMDR theory and practise and in so doing to assist the public to access accredited, research based, effective interventions for psychological malaise.

Principle 2 – the benefit must be to the public, or a section of the public

the benefit is to the public as stated in the second object of the charity by the relief of poverty and distress wherever it may arise by the provision of humanitarian aid.

EMDR Association

Trustees Report for the year ended 30th November 2021 (continued)

Section 3	Activities and Achievements We now have in excess of 5000 members, a 25% increase on last year, which has led to significant increases in all our charitable activities. The workload has increased so much, we are no longer able to rely on unpaid trustees and 3 part time administrative staff to manage everything. In order to deal with this the board made the decision to engage Business Support at the beginning of the financial year. This has been an extremely successful venture and we are delighted to report this has enabled us to progress our charitable aims and objectives much more efficiently. Having successfully installed a membership management system to facilitate paperless renewals last year, we are now in the process of streamlining the accreditation process to enable online applications linked to each member's personal password protected log in. We expect this to be installed and working before the March 2023 AGM. The Association has continued to provide educational webinars for members, some of which remain available to access free of charge, not only to the membership but to other mental health professionals. Building on this, the association has continued to provide regular low-cost educational webinars on various topics for the members, funds raised are being used to support the activities of the Scientific and Research Committee (SRC). The SRC are making great strides forward on our charitable objective of advancing the theory and practice of Eye Movement Desensitisation and Reprocessing (EMDR). They have bought in the services of a research officer and in association with the University of Sheffield have set in motion activities aimed at developing a searchable data base of EMDR literature. The new communications committee has also been hard at work developing a bespoke communications hub and bringing The Association into the 21st Century by developing a presence within social media.
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EMDR Association

Trustees Report for the year ended 30th November 2021 (continued)

Section 4	Financial Review
Incoming resources	
Income from membership subscriptions rose by a very substantial £37,000 which reflects a growing commitment of those trained to be affiliated with the Association; and both supporting and benefitting from its educational objectives. Of particular note is the substantial surplus from the 2021 virtual Annual Conference and AGM which replicated a similar surplus in 2020. The overheads for a virtual event are insignificant compared to an in person event and a larger number of delegates possible.	
Outgoing resources	
Travel, accommodation, and venue expenses remain low although the Trustees and other officers of the board and its committees have been able to meet in vivo on two occasions this year and therefore there is an increase on last year's expenditure. Website costs have increased by £10,000 and will continue to rise over the coming year in keeping with the website and virtual developments the association is making. Outgoing resources for research have increased by £20,000 this year but will increase further once our Research Officer takes up her duties and further again as funds are spent on the searchable literature database. Capitation to Europe increases with membership numbers, we have to pay for our non fee paying trainee members as well. The Springer Journal subscription is linked to our membership of EMDR Europe, and also increases with membership numbers.	

EMDR Association

Trustees Report for the year ended 30th November 2021 (continued)

Section 5	Policies
Reserves policy	The Trustees previously established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets, which are the free reserves of the charity, should be approximately 20% of general (unrestricted) operating costs. However, given the cost of new activities and developments the Trustees decided to increase this to 50% in order to provide sufficient funds to cover management, support and administration costs to be able to continue the activities of the charity in the event of a significant drop in funding, or business interruption. The free reserves at the 30 th November 2021 of £295,450 (2020: £378,991) are above this policy, however the charity is in the process of allocating these funds to supporting the development of and engagement with a research strategy beneficial to the charitable aims of the charity.
Grant-making policy	The Trustees make grants to support research projects involving EMDR or related topics. They also make grants in support of Trauma relief and related Humanitarian projects or charities. The grants are discussed and voted on by the Trustees prior to any grant being made.
Investments Selection policy	Having considered several options available, it was decided to invest any funds not required short term in a low-risk commercial bank deposit account. The Trustees continue to review the charity's investment policy on an ongoing basis, some reserve funds have been placed in a higher interest accounts with CAF. The Association is aware of the security issues generated by having large sums held in accounts with just a couple of banking institutions and are currently in the process of opening a new bank account – this is not a quick or simple endeavour for charities such as ours that have a large number of Trustees. Under consideration at the moment is the possibility of spreading the free reserves in an investment account.
Review of major risks	The Trustees have completed their review of the major risks to the charity and have annual renewal procedures in place to manage these risks. They have appointed a Charity Solicitor as Company Secretary and continue working with their Charity Legal Team to fine tune policies and develop clearer processes.

EMDR Association

Trustees Report for the year ended 30th November 2021 (continued)

Plans for the future	The Association has engaged a research officer to work with the SRC and assist with the Association's aim of advancing the theory and practice of EMDR, initially by having a greater awareness of ongoing EMDR and related research projects but with the intention of strategic application of our resources to promote or contribute to high quality research. With Sheffield University, the process of creating a searchable data base of EMDR Literature is underway and we expect it to be in place by the AGM in 2023. The Accreditation system will be digitised and in this coming year we expect our dedicated EMDR communication hub to be up and running to facilitate communication between members. We are also looking at developing a stronger social media presence and have made a start on the linked in platform.
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Section 6	Signature and Declaration
This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.	
Declaration	I declare, in my capacity as charity trustee, that:
	the trustees have approved the report above; and
	have authorised me to sign on their behalf.
Signature	
Full Name	Michael O'Connor
Position	President
Date	26 th March 2022

EMDR Association

Independent Examiner's Report to the Trustees of EMDR Association

I report to the charity trustees on my examination of the accounts of the company for the year ended 30th November 2021 which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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

A J Bradshaw FCA
Independent Examiner
Bradshaws Limited
Chartered Accountants

Charter Court
Well House Barns
Chester Road
Bretton, Chester
CH4 0DH

26th March 2022



EMDR Association

STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 30th NOVEMBER 2021 (including income and expenditure account)

	Notes	Unrestricted Funds £	Total 2021 £	Unrestricted Funds £	Total 2020 £
Income:					
Incoming from charitable activities:					
Membership subscriptions		241,609	241,609	204,094	204,094
Accreditation fees		22,190	22,190	20,363	20,363
Consultants training		19,350	19,350	13,735	13,735
Other income		-	-	391	391
Advertising		950	950	5,176	5,176
Regional group income	16	143,184	143,184	97,306	97,306
Investment Income		15	15	205	205
AGM and conference surplus		83,025	83,025	80,257	80,257
Total income		<u>510,323</u>	<u>510,323</u>	<u>421,527</u>	<u>421,527</u>
Expenditure:					
Expenditure on charitable activities	3	228,281	228,281	177,605	177,605
Regional group expenditure	16	95,939	95,939	76,987	76,987
Total expenditure		<u>324,220</u>	<u>324,220</u>	<u>254,592</u>	<u>254,592</u>
Net income and net movement in funds for the year		186,103	186,103	166,935	166,935
Reconciliation of funds					
Total funds brought forward		516,685	516,685	349,750	349,750
Total funds carried forward		<u>702,788</u>	<u>702,788</u>	<u>516,685</u>	<u>516,685</u>

There are no restricted funds for the current or comparative year.

The notes on pages 12 to 17 form part of these financial statements

EMDR Association

BALANCE SHEET AS AT 30th NOVEMBER 2021

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	8		1,690		2,813
Current assets					
Debtors	9	14,309		20,246	
Cash at bank and in hand	10	708,697		496,268	
		<u>723,006</u>		<u>516,514</u>	
Current liabilities					
Creditors amounts falling due within one year	11	(21,908)		(2,642)	
		<u></u>		<u></u>	
Net current assets			701,098		513,872
Total assets less current liabilities			<u>702,788</u>		<u>516,685</u>
Net assets			<u>702,788</u>		<u>516,685</u>
The funds of the charity:					
Unrestricted income funds	12	411,283		345,180	
Designated funds	16	291,505		171,505	
Total charity funds			<u>702,788</u>		<u>516,685</u>

The trustees' statements required by Section 475(2) and (3) are shown on the following page which forms part of this Balance Sheet

EMDR Association

BALANCE SHEET (Continued) FOR THE YEAR ENDED 30th NOVEMBER 2021

For the year ended 30th November 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476; and
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the board on 26th March 2022 and signed on its behalf by

Michael O'Connor
President

Kathleen Norgate
Trustee / Treasurer

Company Registration Number:- 07428145

The notes on pages 12 to 17 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th NOVEMBER 2021**

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no uncertainties about the Trust's ability to continue as a going concern over the next twelve months.

1.2 Fund accounting

Funds held by the Charity are:

Unrestricted general funds – General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted fund – these are funds set aside by the Trustees out of restricted general funds for specific future purposes or projects.

1.3 Incoming resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.4 Grants payable and receivable

All grants are accounted for gross when receivable. Grants payable are recognised as expenditure when the commitment is entered into.

1.5 Resources expended

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

EMDR Association

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th NOVEMBER 2021 (Continued)

1.6 Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the costs less residual value of each asset over its expected useful life as follows:-

Fixtures, fittings and expenditure - 20% straight line

1.7 Foreign currency

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the Statement of Financial Activities.

2. Cashflow statement

The Charity is exempt from the requirement to prepare a cashflow statement because it is a small Charity.

3	Costs of charitable activities	Unrestricted Funds	Total 2021	Unrestricted Funds	Total 2020
		£	£	£	£
	Wages	32,224	32,224	26,894	26,894
	Employee Pension	369	369	434	434
	Consultant training	6,259	6,259	5,255	5,255
	Europe capitation and certificates	29,373	29,373	23,303	23,303
	Insurance	1,630	1,630	1,630	1,630
	Office costs	22,778	22,778	21,679	21,679
	Newsletter	6,524	6,524	4,167	4,167
	Press officer	15,354	15,354	16,450	16,450
	Website costs	21,914	21,914	12,342	12,342
	Software	4,660	4,660	11,881	11,881
	Travel	4,598	4,598	2,188	2,188
	Accommodation	1,999	1,999	1,129	1,129
	Venue and catering	8,646	8,646	5,416	5,416
	Legal and professional	34,281	34,281	23,968	23,968
	Springer journal subscription	14,761	14,761	16,970	16,970
	Grants	-	-	-	-
	Research	19,625	19,625	(1,065)	(1,065)
	Accountancy	1,800	1,800	1,674	1,674
	Donations	-	-	-	-
	Depreciation of fixtures and equipment	1,123	1,123	1,123	1,123
	Bank Charges	363	363	1,619	1,619
	Interest	-	-	-	-
	General Expenses	-	-	548	548
	Total Expenditure	<u>228,281</u>	<u>228,281</u>	<u>177,605</u>	<u>177,605</u>

EMDR Association

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th NOVEMBER 2021 (Continued)

4 Net incoming resources for the year

	Total 2021 £	Total 2020 £
Net incoming resources is stating after charging:		
Depreciation and other amounts written off tangible fixed assets	1,123	1,123
Accountancy fees for independent examination	1,800	1,700

5 Staff numbers and costs

There are 3 permanent part-time administrators employed by the charity working a combined total of 37 hours a week.

6 Trustees' remuneration and expenses

None of the Trustees has received any remuneration for services to the Association. 16 Trustees, and a further 15 committee and non-committee members assisting in the work of the Association claimed a total of £2,241 in travel and incidental expenses last year before the country was locked down in March.

7 Taxation

The company was a charity during the year therefore had no taxable income and hence no corporation tax to pay.

EMDR Association

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th NOVEMBER 2021 (Continued)

	Fixtures, fittings and equipment £	Total £
8 Tangible fixed assets		
Cost		
At 1 st December 2020	12,018	12,018
Additions		
Disposals	-	-
At 30 th November 2021	12,018	12,018
Depreciation		
At 1st December 2020	9,205	9,205
Charge for the year	1,123	1,123
Disposals	-	-
At 30 th November 2021	10,328	10,328
Net book Values		
At 30 th November 2021	1,690	1,690
At 30 th November 2020	<u>2,813</u>	<u>2,813</u>
9 Debtors	Total 2021 £	Total 2020 £
Trade debtors	6,885	12,840
Prepayments	7,424	7,406
	<u>14,309</u>	<u>20,246</u>

The Charity is owed £5,000 by Trauma Response Network Limited, for the purpose of securing registration as a charity with the Charity Commission for England and Wales for charitable purposes that are consistent with EMDR Association.

	Total 2021 £	Total 2020 £
10 Bank		
Cash at bank and in hand	552,093	404,748
Regional group - cash at bank and in hand	156,604	91,520
	<u>708,697</u>	<u>496,268</u>

EMDR Association

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th NOVEMBER 2021 (Continued)

11	Creditors – amounts falling due within one year	Total 2021 £	Total 2020 £
	Trade Creditors	11,386	833
	Accruals	522	522
	Regional Group	10,000	
	Taxation and social security	-	171
	Other creditors	-	1,116
		<u>21,908</u>	<u>2,642</u>

12	Analysis of net assets between funds	Unrestricted Funds £	Designated Funds £	Total Funds £
	Fund balances at 30 th November 2021			
	Are represented by:			
	Tangible fixed assets	1,690	-	1,690
	Current assets	431,501	291,505	723,006
	Less : Current liabilities	(21,908)	-	(21,908)
		<u>411,283</u>	<u>291,505</u>	<u>702,788</u>

13 Capital commitments

There were no capital commitments authorised or contracted for at the year-end.

14 Control

The Charity is under the control of the Trustees.

15 Company limited by guarantee

EMDR Association is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

16	Charity funds	General Fund.....				
		EMDR	Regional	Total	Designated	Total
		£	Groups	£	Fund	Funds
			£	£	£	£
	At the beginning of the year	245,820	99,360	345,180	171,505	516,685
	Income	247,139	143,184	390,323	120,000	510,323
	Expenditure	(228,281)	(95,939)	(324,220)	-	(324,220)
		<u>264,678</u>	<u>146,605</u>	<u>411,283</u>	<u>291,505</u>	<u>702,788</u>

The Association is keen to promote EMDR and possibly support research projects involving EMDR. A large, gold standard research project is phenomenally expensive thus the trustees continue to set aside funds for any potential future projects.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th NOVEMBER 2021 (Continued)

17 Related Party Transactions

During the year, the Association paid £1,290.00 to a Trustee's daughter to carry out administrative services.