

Company number: 01499655

Charity number: 280942

OSCR number: SCO40468

# The Institute of Group Analysis

Report and financial statements

For the year ended 31 July 2021

# The Institute of Group Analysis

## Contents

### For the year ended 31 July 2021

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## The Institute of Group Analysis

### Reference and administrative information

For the year ended 31 July 2021

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**Company number** 01499655  
**Country of incorporation** United Kingdom

**Charity number** 280942  
**Country of registration** (England & Wales, and Scotland)

**OSCR number** SCO40468

**Registered office and operational address** 1 Daleham Gardens  
London  
NW3 5BY

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

Ms Angela Douglas	Chair (elected November 2019), elected trustee 2017
Mr Dennis Czech	Vice Chair (elected November 2019), elected trustee 2016
Ms Ruth Wyner	Honorary Treasurer (from February 2020, elected trustee November 2019), resigned May 2021
Mr Vince Leahy	(lay trustee, elected November 2016)
Dr Chris Scanlon	(elected November 2019)
Dr Anne Aiyegbusi	(elected November 2019)
Ms Sharon Hannah	(elected November 2019)
Mr. Desmond King	(UKCP delegate, co-opted March 2020), ratified March 2021
Dr Garry Brownbridge	(elected November 2019)
Mr. Andy Thomas	Co-opted Honorary Secretary May 2021, (Elected November 2019)

<b>Bankers</b>	The Co-operative Bank	COIF
	1 Balloon Street	80 Cheapside
	Manchester, M60 4EP	London, EC2V 6DZ

**Solicitors** Bevan Brittan  
Fleet Place House  
2 Fleet Place  
London, EL4M 7RF

**Auditor** Sayer Vincent LLP  
Chartered Accountants and Statutory Auditor  
Invicta House  
108–114 Golden Lane  
LONDON, EC1Y 0TL

The trustees present their report and the audited financial statements for the year ended 31 July 2021.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102. This report has also been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

## Objectives and activities

### Purposes and aims

The Institute is the main training and membership organisation for Group Analysis in the UK. It was founded in 1971 and operated as part of the Trust for Group Analysis. It was incorporated on 3<sup>rd</sup> June 1980 as a company limited by guarantee and without share capital. The Institute was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The principal purpose of the Institute as stated in the Memorandum of Association is:

**The object of the Institute is to promote the preservation of mental health and to relieve those persons suffering from mental health disorders or conditions of emotional or mental distress and who are in need of treatment (amended 2018).**

The aims of the IGA are to train individuals in the application of group analysis (a form of group psychotherapy) and its applications by providing training courses and continuing professional development (CPD) for its members. In addition, it aims to educate society about group analysis and its benefits as a therapy. The members of the IGA include Full members who are group analysts who have completed the IGA's Qualifying Course in Group Analysis, Diploma Members, and Associate Members, who have completed theoretical and applied trainings in Group Analysis that lead to practice in applying Group Analytic theory and principles to psychotherapeutic and other kinds of therapeutic, educational and organisational groups, and those who have trained elsewhere and have had their group training approved by the IGA.

Group analysis is a powerful therapeutic medium that focusses on the relationship between the individual and the group, emphasising the essentially social nature of the human experience. As a method of treatment, group analysis offers an approach that recognises how emotional, behavioural and psychological phenomena emerge in the context of our social groups. Carefully constituted analytic groups have a long record of helping people with personal problems and in promoting personal development. Our philosophy is that as personal difficulties have their roots in

our social relationships, groups are a prime place to explore, understand and try and resolve them.

The group analytic approach has profound implications for group work and organisational practice in a wide range of health, social and educational settings. It has applications in a variety of different settings including groups for refugees, homeless and displaced persons, victims of domestic violence; church groups; groups in forensic settings; leadership; and organisational dynamics. It is also pertinent to understanding the dynamics of our lives in organisations and in society.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

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

## **Strategic report**

The charity's main activities and who it tries to help are described below. All its charitable activities are undertaken to further The Institute of Group Analysis's charitable purposes for the public benefit.

Our strategic aims for 2019–2022 are:

1. Stabilise functioning of the IGA following loss of several senior posts during 2018 and 2019
2. Revise models of delivery to sustain capacity and resilience during the Covid-19 epidemic
3. Revise organisational structures to support the current and future development of IGA within its financial constraints.
4. Develop Membership services and engagement with stakeholders and the public and external organisations.

In addition, there are the following specific aims for 2021–22: –

1. To invest in IT infrastructure required to enable hybrid working from the Daleham Gardens London Centre as the centre adapts to reduced Covid restrictions and re-opening, and
2. To revise the IGA business model, enabling transparent legal and financial agreements with those organisations that deliver IGA approved trainings in Group Analysis.

Our activities include:

- Providing high quality training in group analysis and ensuring all IGA-approved training meets IGA and national psychotherapy accrediting bodies' (currently UKCP) quality standards
- Providing membership services for group analysts
- Running workshops and events for members, students and the public to ensure high quality CPD and for raising awareness of Group Analysis and responding to issues that may be raised by the public
- Providing a psychotherapy referral service and promoting group analysis
- Funding bursaries which enable those who face economic disadvantage to attend group analytic training.

## **The Continuing Challenges for the Leadership and Management of the IGA**

The crisis in the leadership and management of the IGA during 2019 referred to in the Trustees report of 2020 had resulted in two thirds of the Board being new Trustees and the commencement of restructuring existing finance and operations posts to enable continuity in the functioning of the IGA. The IGA Board had lost an Executive Director, Operational and Membership Manager and Director and Assistant Director of Training prior to the AGM in 2019. The previous Chair had initiated an Executive Committee for the Board as an interim measure under the advice of the Auditors.

The Board/employees consultation process of 2019–2020 had been led by the incoming Chair and an external HR Consultant and resulted in a revised staffing structure with remaining operational and administrative staff. A flattened tripartite hierarchy, including 2 senior manager posts in Business and Finance and Operations and a third senior post in National Training had been adopted and posts appointed. The remaining 2 administrative posts were revised and became a Senior National Training Administrator, a Membership and Communications Administrator, and an Events and Short Courses Administrator. This latter post has not yet been advertised and may be further adapted as the new structure embeds prior to advertising the vacancy.

Following the delayed 2020 AGM in March 2021, the Board discontinued the Executive Committee. The senior managers took on full responsibility for the leadership of Business and Operations and the National Training Coordinator took on the leadership responsibilities for the National Training committees and the training standards and processes. Close liaison between the Board and Operational and Business management has been possible via the Business Management Team, a small committee including the Senior Managers, the 2 Senior London and National Training posts, the Board Treasurer and Chair, with options for inviting others as needed. This has enabled the day to day running of the IGA to move away from Board members and return to employed staff.

## **Providing training in group analysis**

The IGA's core training in group analysis involves courses at three consecutive levels – Foundation, Diploma and Qualifying – leading to qualification as a group analyst and full membership of the

### **Trustees' annual report**

#### **For the year ended 31 July 2021**

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IGA. Courses take place in London and at a number of locations in England and Scotland (Manchester, York, Turvey and Midlands).

They are either run directly by the IGA or by other independent organisations. Those organisations pay a small amount towards IGA central administrative costs and the employment by the IGA of a National Coordinator of Training, as part of a Service Level Agreement (SLA).

The quality of the IGA's core training and quality assurance was evident in the continuation of its training programmes online following the Covid-19 outbreak.

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The Foundation Courses attracted 117 students across the country in 2020-21. This is a small decrease over the previous year. The London Foundation Course numbers increased to 48 in 2020-21. Numbers on the Diploma Courses in 20/21 was 24. The Qualifying Course year 1 in London in 2020/21 was 7.

We are concentrating our efforts to maintain or increase our student numbers across all our courses, and therefore the number of qualified group analysts practising in the UK. The Group Analysis Scotland Development Group's planned re-establishment of a Foundation Course in Scotland in 2020-21 has succeeded. The first intake will have 15 students. The paid appointment of a Development Project Manager for Scotland for 2020 has supported the re-introduction of training in Scotland from September 2020. The community in Scotland is currently being held by three teams meeting on a voluntary basis.

### **Further training courses**

In addition to our core trainings, we offer two further courses with a specific focus: the Diploma in Group Supervision (for IGA members and appropriately qualified clinicians from other professional backgrounds) and the Diploma in Reflective Practice in Organisations. The Diploma in Supervision was delayed due to Covid-19 but has now recommenced with a full course enrolment. The RPiO has been delayed owing to the loss of its director in 2020 and is now in the process of recruiting, with a view to commencing in January 2021. There are plans for widening the availability of RPiO training or organisational consultancy to meet the increase in NHS bespoke training requests received by the IGA.

### **Training IGA (tiGA)**

As noted in 2020 AGM Trustees report, the tiGA project had been suspended. Since then, a fees structure and system for allocating projects to IGA members to ensure a profitable, equitable and transparent enterprise for the IGA and its members has been established by the BMT but as yet there is no employee appointed to lead this activity on the Training side.

## **Providing membership services for group analysts**

The Board has continued to strengthen the membership services available to members as a part of encouraging the growth of membership. The Membership Officer has not been able to regenerate the Professional Membership Committee, as hoped. There is currently no Membership Committee. The Membership Officer has, however, been able to extend the number and range of events for members, which has proved popular. There is a need to explore charging for these events in the future in order to maintain an income stream in this area. He has also prepared proposals to put to the membership at the 2021 AGM to open the membership of IGA to UKCP registered professionals with equivalent training from other organisations and an equitable process for the category of Honorary Member, The further rationalisation and simplification of membership categories (which currently number over 13 categories!) and the reshaping of this committee. The work of the Membership Officer has enabled the IGA to make the transition to online CPD and events for the membership. In addition, routes to membership for members trained outside of the IGA are being developed.

We still have a demographic of an aging membership and falling membership income stream as a result and this continues to be addressed by the Board.

## **IGA Premises and Building Management**

The Operations and Centre Manager has used this period of vacancy in the IGA premises to enable building works, which included the installation of a disabled toilet and accessibility ramp at the front of the building. An audio loop was fitted in January 2021. Decoration of all rooms has been carried out as well as new carpets throughout the ground floor so that the premises are now in excellent working order. In preparation for the reopening of the premises, hand sanitisers and air purifiers have been installed with the next big project highlighted for improvement is the garden.

There is a need to explore charging for these events in the future in order to maintain an income stream in this area.

## **Psychotherapy Referral Service and promotion of group analysis**

This service responds to enquiries from members of the public and professionals and is run entirely by members of the IGA volunteering their time to answer phone calls and emails. The Board undertook in 2020 to improve its service to the public seeking therapy services from IGA members and has appointed 2 Board members to collaborate with the existing members providing this service to support its redevelopment and updating in the light of the move to digital ways of working during Covid-19. The Board has requested a formal 'Terms of Reference' for a clinical services committee linked to the membership committee. The Board has also initiated the planned website re-design led by the Business and Finance Manager, to support this and applied for a grant for online working.



IGA members continue to have a presence at conferences and the IGA makes increasing use of social media.

### **Providing bursaries**

We were pleased to be able to award bursaries and essay prizes totalling £6,300 to a number of individuals on the Foundation, Diploma, Qualifying and courses that started in the autumn of 2020. This has included specific BAME bursaries for the London courses.

### **Future**

Developing Online Training, Stabilising and further developing Structure of IGA employed posts, Standardising Professional Governance to Reduce Risk, Incorporating Anti-Discrimination and Social Inclusion within Training and Membership, Reshaping and strengthening IGA Sub-Committees in line with IGA key objectives

Our plans for 2021–22 will focus on supporting the new posts in business and operations and the developing training post. In addition, we will continue the review of IGA courses and membership activities supporting income generation that feed into both training and membership activities. We will continue our focus on business continuity during Covid-19. We will begin to address the need for all IGA members to have member accreditation with an accrediting body (this is not the IGA) to reduce the risk to the IGA regarding liability for members.

Our training courses ensure that those who successfully complete them and practise as group analysts are competent and safe. Group analysts work in a range of settings and with people who are often vulnerable as they are experiencing psychological and interpersonal difficulties. High quality training ensures that these professionals are able to treat and support their patients effectively. We will continue to provide financial bursaries to students to enable them to join our courses, and information for the public about group analysis and its benefits.

We have continued to provide training courses to people from a variety of backgrounds and structured our portfolio of training programmes to enable students who are already working with groups but who do not wish to become clinically qualified group analysts to access and complete our Foundation Courses. Instead of applying immediately to continue their learning on our Diploma and Qualifying courses, they may wish to create a break in their developmental journey. This flexibility in course structure enables students to take responsibility for their own learning and to access training during times in their life when that training is most relevant and necessary.

We also provide professional development courses for members and individuals practising in other fields which enable these professionals to deepen their experience and knowledge of group analysis and thus provide a better service for their patients. In addition, we have developed a programme of events which may be attended by members of the public and professionals outside the field of group analysis, which promote the relevance of group analysis.

Our Psychotherapy Referral Service enables members of the public who are seeking group therapy to talk in confidence to a group analyst and establish whether group therapy would be appropriate for them and if so refer them to an appropriate practitioner.

We seek to promote groups as a treatment for those with psychological difficulties and encourage its provision within the range of psychological therapies and psychosocial interventions available on the NHS. We also promote groups as a medium for self-exploration, not necessarily for the alleviation of distress, but for self-development and personal growth.

We have a code of professional conduct and ethics which all members must adhere to. Complaints from members of the public are passed to our Ethics Committee which will investigate inappropriate conduct of members where necessary. The Ethics' Committee is attending to the revision of its ToR As requested by the Board and the development of grievance procedures as advised by the UKCP in the Quinquennial Review of 2015. This will support the governance processes in relation to member complaints about the organisation and training activities, a serious gap for the organisation as it has grown in numbers and attracts this kind of complaint, a different one from clinical practice and conduct which has been the main concern for governance in the past.

## **Financial review**

The Institute has continued to achieve a remarkable success in its financial outcomes despite the current situation with Covid-19 for the second year. Income was £570,286 (2020 £629,598) of which £430,622 came from training (£342,129 in 2020) and 130,189 (£126,863 in 2020) from membership subscriptions. Total expenditure was £490,093 (2020 £440,545).

Therefore, the combined figure for all restricted, designated and unrestricted funds shows a surplus of £80,194 (2020: £189,053 was including Legacies fund received for £110,653). This is an exceptional result despite a significant reduction on our incomes from room hire, workshops and events and some of the IGA's training courses because of Covid-19.

The increase on expenditure can be explained as an increase on staff costs, new staff employed in the FY (National Director of Training), as well as an increase on training costs as we have provided courses that were not provided in 1st year of Covid period. We also provided new courses (Scotland FC and work Discussion Group for FC) which were not done in the last FY. The related expenditure for providing these courses has been accounted in this period and resulted an increased expenditure in this FY.

However, there was significant achievement in reducing the overhead costs through efficiency savings. More than 20K saving was achieved by rearranging the contracts as our office was closed in this period and the expenditure for office and building running costs was reduced significantly. In addition to this, there were reductions in expenditures such as travel and AGM expenses during the year.

Because of these savings, we were able to invest significant amount of money to renovate the IGA building as well as building a new disabled toilet with accessibility ramp. We also finalized the new data base for the IGA website and this expenditure was also included in this financial year.

The outcome of the total IGA's main operational activities resulted in a surplus of £83,892. (2020: surplus £189,409). Please note that the figure in 2020 was including the legacies fund received in that FY. An unrealized investment gain of £63,658 (2019: £7,152) and a designated fund expenditure of £3,900 for the website data base development was incurred. Consequently, the current balance of the IGA general reserve fund has increased to £793,916 (2020: £647,990).

## **Restricted funds**

### **Bursaries**

We awarded bursaries amounting to £6,300 from the Ronald Casson, Dennis Brown and the newly established bursary funds for London Foundation and supervision courses. In addition to this, three scholarship places were offered to students on our Foundation course. We also received a donation from GAN London for bursaries to FC students. This will be provided in the next FY.

### **Legacies**

The IGA was fortunate enough to receive a substantial legacy (£110,653) donation from The Estate of Late Roger Anthony Cornish Deceased in 2020. The legacy Committee representing various sections of the IGA was established in this year. It has quickly developed a procedure to facilitate the distribution of this fund to projects and activities that will further the IGA's charitable aims and objectives. This was agreed by the board and IGA members were encouraged to submit applications. So far, we received 8 applications and the first stage of screening these applications will be completed soon.

### **Investments**

Another success story in this year is a significant increase on the unit values of equity funds which are invested at IGA's investment portfolios. Their values have increased extremely well at the end of this financial year, producing a gain of 63K. This is a massive gain. In January 2021, as agreed by the board, we increased the size of investment in these equity funds by £200k. This has contributed to the gain increase in the year. However, we are aware of the risks associated to their values with future changes in the economic circumstances of the country and we will keep an eye on their progress.

### **Fundraising**

The IGA does not engage in public fundraising and does not use professional fundraisers or commercial participators. Nevertheless, it observes and complies with the relevant fundraising regulations and codes. During the year there was no non-compliance of these regulations and codes and the Institute received no complaints relating to its fundraising practice. We are

therefore not registered with the fundraising regulator but would follow relevant guidelines and codes should we conduct fundraising among our members or make approaches to grant-making bodies in the future.

During 2020–21, the Finance Committee met 6 times and was chaired by the Honorary Treasurer Ruth Wyner. Ruth has resigned from her post in June 2021 and this post has been advertised to be filled. The Committee is still benefitting from the financial expertise of lay member, Mr. John Kinder, and is grateful to him for his guidance. The Chair of Trustees is also a member and Iyob Zkirstos, Finance and Business Manager provides financial information and updates and participates in finance committee decisions. Decisions made at the Finance Committee were ratified by the Board of Trustees.

### **Principal risks and uncertainties**

A comprehensive risk assessment document was compiled by the former Executive Director with input from the Senior Management Team. The likelihood and severity of risk was assessed across a number of key functions, which included: legislative or regulatory changes; financial management; governance; IGA training & consultancy services; membership services; events management; charity reputation; and all IGA services such as room rentals, the Psychotherapy Referral Service, premises, IT and data management, and staff. A risk rating was assigned to each area and mitigating factors identified to reduce this rating. These risks are kept under review.

The key risks addressed again in 2020/21 were financial sustainability, particularly in the light of income losses due to Covid–19, slow membership growth, loss of key leadership staff and the impact on training and all areas of IGA activity, anomalies in the overall business model and contracts that disadvantaged the IGA as a central organisation in relation to its SLA and other training partners and student recruitment for online courses. In addition, the Board identified an urgent need to re-generate and restructure the existing committee structures and re-build continuity in Board participation for the future of the organisation.

As stated previously in this document, in order to manage the risks inherent in running without an Executive Director, the Board formally decided that the senior staff members attending the Business Management Meeting (BMT), to include new members, London Course director and the Interim National Director of training. The board is not yet able to consider appointing anyone to an executive or similar position for the IGA. The operational tasks undertaken by the Chair and all Board members are reviewed at regular intervals in Board meetings. The interim arrangements and need to address the viability of a leadership role are discussed regularly by the Board.

### **Reserves policy and going concern**

As the IGA's main source of income is from training courses, which is uncertain from year to year, and a large percentage of its expenditure is fixed (salaries and property costs), the trustees during last financial year agreed that the level of free reserves should be 6 months' expenditure. In 2020–21, this means our ideal level of free reserves is in the region of £285,000.

### Trustees' annual report

#### For the year ended 31 July 2021

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At 31 July 2021, the general unrestricted fund reserve rose to £793,916. However, this is made up of a combination of different assets, some of are tied up and not readily accessible. Free reserves are intended to be a close approximate to cash and investments that the IGA could easily withdraw and use to support the cash flow if needed. This is calculated by excluding the tangible fixed asset part of the general unrestricted reserve fund. Therefore, at 31 July 2021 our free reserves were £575,903 (2020: £440,641). Our free reserves have improved significantly on the prior year because of the significant surplus received in this financial year as well as the legacy fund received last year. The trustees have considered the cashflow requirement for the period of at least 12 months from the date of approving the annual report and accounts. They are satisfied that there are no material uncertainties relating to the charity's financial position and so can conclude it is a going concern for at least 12 months from October 2021.

At the year-end, free reserves now represent higher balance more than the 6 months expenditure. However, it also includes £110,653 legacies fund which will be designated and distributed to projects. Therefore, It continues to be critical that the IGA improves its financial performance to increase its free reserves more than the 6 months' expenditure as free reserves do fluctuate during the year and the current situations has proven to be unpredictable.

Progress will be monitored by the Finance Committee and Board every four months when termly accounts are produced. Any changes to this policy will be agreed by the Board towards the end of the 2021-22 financial year.

### Plans

The IGA is now in a unique position where its financial position is secured and well enough to start investments in all areas of the development it requires to transition to 21st century. There are plans to develop online trainings alongside our ongoing clinical trainings, as well as to broaden the group analytic consultancy opportunities for members. There are investment plans to improve the quality of training by introducing blended learning with a new AV system. We are also planning to improve our telephone, internet and IT system as well as doing all the necessary building refurbishment works. Some of these projects are in the process of completion, and the new plans will be summarised and discussed at the Finance Committee and be presented to the board for approval. The stated intention to refresh our website and thus improve communication with potential and current students, trainees, IGA members and the public will also be a crucial task to be continued.

### Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 3 June 1980, and registered as a charity on 22 September 1980.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 6 to the accounts.

The Board of Trustees and the Business Management Team have worked closely to support the staff, committees and The Membership. The trustees no longer delegate the day-to-day responsibility for the management and administration of the IGA to Board officers and senior employed staff alone. The Chair and Treasurer, as Executive Officers, line manage the Business Management Team, which comprises the Business and Finance Manager, Operations & Centre Manager, the London Course Director and Interim National Training Director, Chair and Treasurer of the Board of Trustees.

We are aiming to hand over all operational responsibilities undertaken by the Chair and other Board members to the senior managers as from January 2022 with continued support from appropriate Board members and professional development training for the managers. It may be that further need for operations and business posts are identified to support this structure.

### **Appointment of trustees**

Trustees are appointed in accordance with the IGA's Articles of Association. Special Resolutions have been drafted for voting at the 2021 AGM to resolve confusion over the Chair Elect, Chair and Vice Chair positions within the Articles of Association and secure a clear system of succession for the chairing positions. Article 14 provides that board members are elected by members of the Institute; board members are elected for a term of 3 years and can serve a maximum of 6 years. The articles provide for the election of non-members of the IGA as trustees. Further revisions amending the use of gender specific language and introducing student representation on the Board have also been drafted for voting at the 2021 AGM.

### **Trustee induction and training**

Newly appointed trustees are sent an information pack which contains information about their responsibilities as Trustees, the IGA's Memorandum and Articles of Association and other key documents. Where the trustee is not a member of the IGA they are also sent the Members' Handbook and Annual Report which gives an overview of the IGA's activities. New trustees for 2021 also attended a briefing session with the full Board so that everyone could be updated about Trustee responsibilities and procedures and gradually learn about how the IGA functions as an organisation in order to make informed decisions on governance and strategy. Training in the use of IGA IT member Microsoft accounts for emails, Teams meetings and secure files storage is also intended for 2022 Board induction.

### **Related parties and relationships with other organisations**

The IGA, through its membership of the UKCP as an organisational member, enables accreditation of Foundation, Diploma and Qualifying Course trainings provided by independent groups around the country. These relationships were formalised through the introduction of Service Level

Agreements. Each of the related training organisations groups is represented on the IGA's National Training Management Committee. Following the loss of the National Director of Training, this committee has needed to meet monthly, sometimes weekly, online to ensure continuity in maintaining standards in the face of developing online training.

The IGA is a training organisation member of the UKCP, a member of EGATIN, an affiliate member of the British Psychoanalytic Council and is actively involved in the international advancement of group analysis. Our International Courses Committee works in collaboration with local organisers and course directors in Albania, Bangalore, Moscow and Rwanda to run IGA-approved courses. Group analytic supervision training in St Petersburg is supported through the Biddle Fund.

The Institute occupies the ground floor of 1 Daleham Gardens. It has a 55% share of the freehold of the property, which it purchased jointly with the Society of Analytic Psychology in 1982. Each party has a 60 years (remaining) lease from the joint freeholders.

## **Remuneration policy for key personnel**

The IGA conducts a pay review annually in July. Factors considered in assessing the level of any increase include the charity's financial performance, the living wage, the retail and consumer price indexes and comparison with other pay settlements. Any increase is offered equally to all employees as a percentage of salary.

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

The trustees (who are also directors of The Institute of Group Analysis for the purposes of company law) are responsible for preparing the trustees' annual report including the strategic 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 of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

**Trustees' annual report**

**For the year ended 31 July 2021**

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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
- 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

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 July 2021 was 9 (2020: 10). The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

**Auditor**

Sayer Vincent LLP was appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The Trustees annual report has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The report has been approved by the trustees on 1 November 2021 and signed on their behalf by

Angela Douglas  
Chair Board of Trustees



## Independent auditor's report

To the members of

The Institute of Group Analysis

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### Opinion

We have audited the financial statements of The Institute of Group Analysis (the 'charitable company') for the year ended 31 July 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK 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 31 July 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended)

### 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on The Institute of Group Analysis' ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **Other Information**

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The trustees' annual report 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 trustees' annual report

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

## Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, 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.

## Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 are set out below.

## Capability of the audit in detecting irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:

## Independent auditor's report

To the members of

### The Institute of Group Analysis

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- 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 related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a material effect on the financial statements or that had a fundamental effect on the operations of the charity from our professional and sector experience.
- We communicated applicable laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit.
- We reviewed any reports made to regulators.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- We performed analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## **Independent auditor's report**

**To the members of**

**The Institute of Group Analysis**

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### **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 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Judith Miller (Senior statutory auditor)

15 November 2021

for and on behalf of Sayer Vincent LLP, Statutory Auditor

Invicta House, 108–114 Golden Lane, LONDON, EC1Y 0TL

Sayer Vincent LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006

## The Institute of Group Analysis

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

#### For the year ended 31 July 2021

	Note	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Income from:							
Donations and legacies		–	300	<b>300</b>	110,653	3,000	113,653
Charitable activities	2						
Institute subscriptions		130,189	–	<b>130,189</b>	126,863	–	126,863
Training activities		405,637	24,985	<b>430,622</b>	339,174	2,955	342,129
Workshops and other incomes		2,420	–	<b>2,420</b>	13,485	–	13,485
Other trading activities							
Hall hire		5,650	–	<b>5,650</b>	31,336	–	31,336
Investments	3	48	1,057	<b>1,105</b>	907	1,225	2,132
Total income		<u>543,944</u>	<u>26,342</u>	<b><u>570,286</u></b>	<u>622,418</u>	<u>7,180</u>	<u>629,598</u>
Expenditure on:							
Charitable activities	4						
Educational activities		460,052	30,041	<b>490,093</b>	433,009	7,536	440,545
Total expenditure		<u>460,052</u>	<u>30,041</u>	<b><u>490,093</u></b>	<u>433,009</u>	<u>7,536</u>	<u>440,545</u>
Net income / (expenditure) before net gains / (losses) on investments		83,892	(3,699)	<b>80,193</b>	189,409	(356)	189,053
Gains on revaluation of fixed assets		–	–	–	200,000	–	200,000
Net gains / (losses) on investments		58,134	5,524	<b>63,658</b>	7,063	89	7,152
Net income / (expenditure) for the year	5	<u>142,026</u>	<u>1,825</u>	<b><u>143,851</u></b>	<u>396,472</u>	<u>(267)</u>	<u>396,205</u>
Net movement in funds		142,026	1,825	<b>143,851</b>	396,472	(267)	396,205
Reconciliation of funds:							
Total funds brought forward		1,201,030	68,123	<b>1,269,153</b>	804,558	68,389	872,947
Total funds carried forward		<u>1,343,056</u>	<u>69,948</u>	<b><u>1,413,004</u></b>	<u>1,201,030</u>	<u>68,123</u>	<u>1,269,153</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 18 to the financial statements.

Included within restricted funds are two endowment funds: the Dennis Brown Fund (value at 31 July 2021: £13,476) and the Marisa Dillon Weston Fund (value at 31 July 2021: £25,826). Further details on the movement in these funds is in note 18 of the financial statements.

# Balance sheet

Company no. 01499655

As at 31 July 2021

	Note	2021 £	£	2020 £	£
<b>Fixed assets:</b>					
Tangible assets	10		763,253		754,619
Investments	12		507,929		244,271
			<u>1,271,182</u>		<u>998,890</u>
<b>Current assets:</b>					
Debtors	13	25,816		132,223	
Cash at bank and in hand		302,834		318,605	
		<u>328,650</u>		<u>450,828</u>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	14	(186,828)		(180,566)	
<b>Net current assets / (liabilities)</b>			<u>141,822</u>		<u>270,262</u>
<b>Total net assets / (liabilities)</b>			<u><u>1,413,004</u></u>		<u><u>1,269,152</u></u>
<b>The funds of the charity:</b>	18				
Endowment funds			39,302		33,778
Restricted income funds			30,646		34,344
Unrestricted income funds:					
Designated funds		1,900		5,800	
Revaluation reserve		547,240		547,240	
General funds		793,916		647,990	
		<u></u>	<u>1,343,056</u>	<u></u>	<u>1,201,030</u>
<b>Total unrestricted funds</b>			<u>1,343,056</u>		<u>1,201,030</u>
<b>Total charity funds</b>			<u><u>1,413,004</u></u>		<u><u>1,269,152</u></u>

Approved by the trustees on 1 November 2021 and signed on their behalf by:

Angela Douglas  
Chair of the Board

Statement of cash flows

For the year ended 31 July 2021

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

	2021 £	2020 £
<b>Net income / (expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>143,851</b>	<b>396,205</b>
Depreciation charges	2,267	2,124
(Gains)/losses on investments	(63,658)	(7,152)
Dividends, interest and rent from investments	(1,105)	(2,132)
(Profit)/loss on revaluation of fixed assets	–	(200,000)
(Increase)/decrease in debtors	106,407	(116,919)
Increase in creditors	6,263	49,014
<b>Net cash provided by / (used in) operating activities</b>	<b>194,025</b>	<b>121,140</b>

	2021 £	£	2020 £	£
<b>Net income / (expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>143,852</b>		<b>396,205</b>	
Depreciation and amortisation charges	2,267		2,124	
(Gains)/losses on investments	(63,658)		(7,152)	
Dividends, interest and rent from investments	(1,105)		(2,132)	
(Profit)/loss on revaluation of fixed assets	–		(200,000)	
(Increase)/decrease in debtors	106,407		(116,919)	
Increase/(decrease) in creditors	6,263		49,014	
<b>Net cash provided by / (used in) operating activities</b>		<b>194,026</b>		<b>121,140</b>
<b>Cash flows from investing activities:</b>				
Dividends, interest and rents from investments	1,105		2,132	
Purchase of fixed assets	(10,901)		(4,101)	
Proceeds from sale of investments	–		–	
Purchase of investments	(200,000)		–	
<b>Net cash provided by / (used in) investing activities</b>		<b>(209,796)</b>		<b>(1,969)</b>
<b>Change in cash and cash equivalents in the year</b>		<b>(15,770)</b>		<b>119,171</b>
Cash and cash equivalents at the beginning of the year		<b>318,604</b>		<b>199,433</b>
<b>Cash and cash equivalents at the end of the year</b>		<b>302,834</b>		<b>318,604</b>



**1 Accounting policies**

**a) Statutory information**

The Institute of Group Analysis is a charitable company limited by guarantee and is incorporated in England and Wales.

The registered office address and principal place of business is 1 Daleham Gardens, London, NW3 5BY.

**b) Basis of preparation**

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

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

**c) Public benefit entity**

The charitable company meets the definition of a public benefit entity under FRS 102.

**d) Going concern**

The outcome of the IGA's main operational activities resulted in an unrestricted surplus of £83,892 (2020: surplus £189,408) and an unrealised investment gain of £58,134 (2020: £7,063). However, there were £3,900 expenditure from the designated fund for website development. Consequently, the current balance of the IGA general reserve fund has increased to £793,916 (2020: £647,990). These results achieved in the last five consecutive years have overturned the going concern issue we had in the previous years. Therefore, the trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**e) Income**

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

**Institute subscriptions**

The membership year runs from January to December and subscriptions income is recognised in the Statement of Financial Activities on a time apportioned basis. The unearned subscriptions at the year end are included in creditors: amounts falling due within one year.

**Courses and similar income**

Courses and similar income receivable and charges for services and use of premises are accounted for in the period in which the service is provided.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

**f) Interest receivable**

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

**g) Fund accounting**

Restricted and endowment funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund. Endowment funds are maintained at their capital value with any income generated being used for purposes specified by the donor.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**h) Expenditure and irrecoverable VAT**

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

Expenditure on charitable activities includes the costs of providing high quality training in group analysis, providing membership services for group analysts and running workshops and events for members as well as other activities undertaken to further the purposes of the charity and their associated support costs.

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

**1 Accounting policies (continued)**

**i) Allocation of support costs**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Activity costs are apportioned between charitable activities on the basis of staff time spent on providing activities.

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

**j) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**k) Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

The last revaluation of the IGA's property was done in January 2021, and had resulted in a gain of £200,000. The property revaluation is done every 5 years and the charity does not think there is any change in the value of the property in this short period of time. Therefore, the property value remains the same.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

- |                                    |                            |
|------------------------------------|----------------------------|
| ● Fixtures, fittings and equipment | 1/3 on straight line basis |
| ● The King's Fund Library          | 10% on reducing balance    |

**l) Listed investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their market value as at the balance sheet date using the mid-market price. Any change in fair value will be recognised in the statement of financial activities and any excess of fair value over the historic cost of the investments will be shown as a fair value reserve in the balance sheet. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

**m) Debtors**

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

**n) Cash at bank and in hand**

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

**o) Creditors and provisions**

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

**p) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**q) Pensions**

The charity operates a defined contributions pension scheme in Scottish Widows group pension scheme for the benefit of participating employees and the pension charge represents amounts payable by the charity to the fund in respect of the year. The assets of the scheme are held separately from those of the Charity in an independently administered fund. There were no outstanding or prepaid contributions at the year end.

**2 Income from charitable activities**

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Membership subscriptions	130,189	–	<b>130,189</b>	126,863	–	126,863
Training activities	405,637	24,985	<b>430,622</b>	339,174	2,955	342,129
Workshop and other incomes	2,420	–	<b>2,420</b>	13,485	–	13,485
<b>Total income from charitable activities</b>	<b>538,246</b>	<b>24,985</b>	<b>563,231</b>	<b>479,522</b>	<b>2,955</b>	<b>482,477</b>

**3 Income from investments**

	Unrestricted £	Restricted £	2021 Total £	Unrestricted £	Restricted £	2020 Total £
Listed investments	48	1,057	<b>1,105</b>	907	1,225	2,132
	<b>48</b>	<b>1,057</b>	<b>1,105</b>	<b>907</b>	<b>1,225</b>	<b>2,132</b>

The Institute of Group Analysis

Notes to the financial statements

For the year ended 31 July 2021

4a Analysis of expenditure (current year)

	Basis of allocation	Education services £	Support costs £	Governance costs £	2021 Total £	2020 Total £
Staff cost (Note 6)	Staff time	192,825	33,285	–	226,110	196,973
Expenditure on courses and workshops	Direct	133,553	–	–	133,553	108,433
Staff recruitment and training	Direct	206	–	–	206	4,216
Occupancy costs	Usage	43,911	4,879	–	48,790	54,653
Audit and accountancy	Direct	–	–	8,340	8,340	8,292
Legal expenses	Direct	–	–	–	–	891
Depreciation	Usage	2,040	227	–	2,267	2,076
Office expenses	Usage	33,139	3,682	–	36,821	51,430
Library costs	Direct	65	–	–	65	1,845
Website development costs	Direct	3,900	–	–	3,900	4,200
Other Restricted funds	Direct	23,106	–	–	23,106	–
QMMAC and training expenses	Direct	635	–	–	635	2,036
Bursaries and prizes	Direct	6,300	–	–	6,300	5,500
		439,680	42,073	8,340	490,093	440,545
Support costs		42,073	(42,073)	–	–	–
Governance costs		8,340	–	(8,340)	–	–
<b>Total expenditure 2021</b>		<b>490,093</b>	<b>–</b>	<b>–</b>	<b>490,093</b>	
Total expenditure 2020		440,545	–	–		440,545

The Institute of Group Analysis

Notes to the financial statements

For the year ended 31 July 2021

4b Analysis of expenditure (prior year)

	Basis of allocation	Education services £	Support costs £	Governance costs £	2020 Total £
Staff cost (Note 6)	Staff time	175,000	21,973	–	196,973
Expenditure on courses and workshops	Direct	108,433	–	–	108,433
Staff recruitment and training	Direct	4,216	–	–	4,216
Occupancy costs	Usage	46,455	8,198	–	54,653
Audit and accountancy	Direct	–	–	8,292	8,292
Legal expenses	Direct	891	–	–	891
Depreciation	Usage	1,765	311	–	2,076
Office expenses	Usage	43,716	7,715	–	51,430
Library costs	Direct	1,845	–	–	1,845
Website development costs	Direct	4,200	–	–	4,200
Other QMMAC and training expenses	Direct	2,036	–	–	2,036
Bursaries and prizes	Direct	5,500	–	–	5,500
		394,056	38,197	8,292	440,545
Support costs		38,197	(38,197)	–	–
Governance costs		8,292	–	(8,292)	–
Total expenditure 2020		440,545	–	–	440,545

**5 Net income / (expenditure) for the year**

This is stated after charging / (crediting):

	2021 £	2020 £
Depreciation	2,267	2,124
Auditor's remuneration (excluding VAT):	6,950	6,910

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

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	200,279	174,547
Social security costs	16,119	13,241
Employer's contribution to defined contribution pension schemes	9,712	9,185
	<b>226,110</b>	<b>196,973</b>

No employee earned more than £60,000 during the year (2020: nil).

The total employee benefits (including pension contributions and employer's national insurance) of the key management personnel were £146,266.00 (2020: £82,386). The key management personnel has been amended to include the London Course Director and the newly employed Interim national Director of Training.

The trustees all give freely, their time and expertise without any form of remuneration or other benefit in cash or kind. Reimbursements were made to trustees for their travel expenditures in the year totalled £32.85 (2020: £1605.90). Trustees who received remuneration for their teaching services were: – Dennis Czech £357.00 (2020: £1,982), Garry Brownbridge £336.00 (2020: £609), Christine Oliver £300.00 (2020: £120).

**7 Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was 10 (2020: 11).

Staff are split across the activities of the charitable company as follows (full time equivalent basis):

	2021 No.	2020 No.
Education	5.0	5.0
Support and governance	1.0	1.0
	<b>6.0</b>	<b>6.0</b>

**8 Related party transactions**

There are no related party transactions to disclose for 2021 other than those on Note 6 (2020: none).

There are no donations from related parties which are outside the normal course of business, except bursary donation to the total amount of £300.00

**9 Taxation**

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

# 10 Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Office and other equipment £	The King's Fund Library £	Total £
<b>Cost or valuation</b>					
At the start of the year	750,000	–	24,263	9,829	784,092
Additions in year	–	9,612	1,289	–	10,901
At the end of the year	750,000	9,612	25,552	9,829	<b>794,993</b>
<b>Depreciation</b>					
At the start of the year	–	–	20,074	9,399	29,473
Charge for the year	–	–	2,224	43	2,267
At the end of the year	–	–	22,298	9,442	<b>31,740</b>
<b>Net book value</b>					
At the end of the year	750,000	9,612	3,254	387	<b>763,253</b>
At the start of the year	750,000	–	4,189	430	754,619

All of the above assets are used for charitable purposes.

The addition to the fixed assets were done right at the end of the financial year and they were not operational in the financial year. Hence, no depreciation was calculated for these items.

# 11 Assets revaluation

	2021 £	2020 £
Freehold property (general fund)		
Cost at start of the year	550,000	550,000
Revaluation surplus	200,000	200,000
Fair value at the end of the year	<b>750,000</b>	750,000

The freehold property at 1 Daleham Gardens was purchased in 1982, in partnership with the Society of Analytic Psychology, the Institute having a 55% share and occupying the ground floor and the Society occupying the remainder of the premises. Neither area is self-contained and each holds a 60years (remaining) lease from the joint freeholders.

Property Time a local firm of property advisors, valued the property in January 2021 based on its current usage at the valuation shown above. Owing to the ownership and physical occupation arrangements noted above, the Trustees feel that it would be difficult to readily dispose of their interest in the property. However, the Trustees feel that the value indicated above is reasonable. No depreciation has been provided on the interest in freehold property since, in the opinion of the Trustees, the asset has a long useful life and, at the balance sheet date, its residual value was not materially different from its carrying amount in the accounts as the asset is kept in good repair. The last revaluation of the IGA's property was done in January 2021, and had resulted in a gain of £200,000. The property revaluation is done every 5 years and the charity does not think there is any change in the value of the property in this short period of time. Therefore, the property value remains the same in this FY.

# 12 Listed investments

	Dennis Brown Fund	Marisa Dillon Weston	Unrestricted fund	2021 £	2020 £
Fair value at the start of the year	11,582	22,196	210,493	<b>244,271</b>	237,119
Additions	–	–	200,000	<b>200,000</b>	–
Net gain / (loss) on change in fair value	1,894	3,630	58,134	<b>63,658</b>	7,152
Fair value at the end of the year	13,476	25,826	468,627	<b>507,929</b>	244,271
Historic cost at the end of the year	10,000	20,000	365,000	<b>395,000</b>	195,000

All investments are listed on the London stock exchange within the UK

**13 Debtors**

	2021 £	2020 £
Courses, workshops and subscriptions	17,943	8,224
Prepayments	3,957	6,763
Accrued income	3,916	117,236
	<b>25,816</b>	<b>132,223</b>

With the exception of listed investments, all of the charity's financial instruments, both assets and liabilities, are measured at amortised cost. The carrying values of these are shown above and also in note 14 below.

**14 Creditors: amounts falling due within one year**

	2021 £	2020 £
Trade creditors	38,406	22,561
Taxation and social security	5,834	3,848
Other creditors	4,977	15,394
Accruals	16,476	13,620
Deferred income	65,268	73,145
Membership subscriptions in advance	55,867	51,998
	<b>186,828</b>	<b>180,566</b>

**15 Deferred income and membership subscriptions in advance**

Deferred income comprises membership fee and courses income received in advance:

	2021 £	2020 £
Balance at the beginning of the year	125,143	99,210
Amount released to income in the year	(125,143)	(99,210)
Amount deferred in the year	121,135	125,143
Balance at the end of the year	<b>121,135</b>	<b>125,143</b>

**16 Pension scheme**

The charity operates a defined contributions pension scheme for the benefit of participating employees and the pension charge represents amounts payable by the charity to the fund in respect of the year. The assets of the scheme are held separately from those of the Charity in an independently administered fund. There were no outstanding or prepaid contributions at the year end.

**17a Analysis of net assets between funds (current year)**

	General unrestricted £	Revaluation reserve £	Designated £	Restricted £	Total funds £
Tangible fixed assets	216,013	547,240	–	–	<b>763,253</b>
Investments	468,627	–	–	39,302	<b>507,929</b>
Current assets	296,104	–	1,900	30,646	<b>328,650</b>
Current liabilities	(186,828)	–	–	–	<b>(186,828)</b>
<b>Net assets at 31 July 2021</b>	<b>793,916</b>	<b>547,240</b>	<b>1,900</b>	<b>69,948</b>	<b>1,413,004</b>



17b Analysis of net assets between funds (prior year)

	General unrestricted £	Revaluation reserve £	Designated £	Restricted £	Total funds £
Tangible fixed assets	207,379	547,240	–	–	754,619
Investments	210,493	–	–	33,778	244,271
Current assets	410,684	–	5,800	34,344	450,828
Current liabilities	(180,566)	–	–	–	(180,566)
Net assets at 31 July 2020	647,990	547,240	5,800	68,122	1,269,152

18a Movements in funds (current year)

	At 1 August 2020 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 July 2021 £
<b>Endowment funds:</b>					
Dennis Brown Fund	11,582	1,894	–	–	13,476
Marisa Dillon Weston Fund	22,196	3,630	–	–	25,826
<b>Restricted funds:</b>					
R. Casson Scholarship Fund	6,508	2	(2,500)	–	4,010
Biddle Fund	1,527	2	–	–	1,529
Dennis Brown Fund	3,789	362	(1,000)	–	3,151
Marisa Dillon Weston Fund	4,641	692	(1,500)	–	3,833
Oxford courses	6,423	–	(6,423)	–	–
Scotland courses fund	5,618	22,905	(16,683)	–	11,840
QMMAC	2,068	2,080	(635)	–	3,513
London Foundation Course bursaries (GAN London)	–	1,000	–	–	1,000
Supervision Course Bursary	–	300	(300)	–	–
Marika Denton Memorial Fund	1,570	–	–	–	1,570
Rafford Film Ltd fund	200	–	–	–	200
Morris Nitsun-FC bursary fund	1,000	–	(1,000)	–	–
<b>Total restricted and endowment funds</b>	<b>67,122</b>	<b>32,867</b>	<b>(30,041)</b>	<b>–</b>	<b>69,948</b>
<b>Unrestricted funds:</b>					
Unrestricted general fund	647,990	602,078	(456,152)	–	793,916
Revaluation reserve	547,240	–	–	–	547,240
<b>Designated funds:</b>					
Website development fund	5,800	–	(3,900)	–	1,900
<b>Total Unrestricted funds</b>	<b>1,201,030</b>	<b>602,078</b>	<b>(460,052)</b>	<b>–</b>	<b>1,343,056</b>
<b>Total funds</b>	<b>1,268,152</b>	<b>634,945</b>	<b>(490,093)</b>	<b>–</b>	<b>1,413,004</b>

The narrative to explain the purpose of each fund is given at the foot of the note below.

18b Movements in funds (prior year)

	At 1 August 2019 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 July 2020 £
<b>Endowment funds:</b>					
Dennis Brown Fund	11,551	31	–	–	11,582
Marisa Dillon Weston Fund	22,138	58	–	–	22,196
<b>Restricted funds:</b>					
R. Casson Scholarship Fund	9,459	49	(3,000)	–	6,508
Biddle Fund	1,485	42	–	–	1,527
Dennis Brown Fund	3,666	373	(250)	–	3,789
Marisa Dillon Weston Fund	3,943	698	–	–	4,641
Oxford courses	6,368	55	–	–	6,423
Scotland courses fund	5,618	–	–	–	5,618
QMMAC	1,148	2,956	(2,036)	–	2,068
London Foundation Course bursaries (GAN London)	1,000	–	–	–	1,000
IGA Regional FC bursaries	250	–	(250)	–	–
Marika Denton Memorial Fund	1,562	8	–	–	1,570
Rafford Film Ltd fund	200	–	–	–	200
Reflective practice Diploma course bursary	–	2,000	(2,000)	–	–
Morris Nitsun–FC bursary fund	–	1,000	–	–	1,000
<b>Total restricted and endowment funds</b>	<b>68,388</b>	<b>7,270</b>	<b>(7,536)</b>	<b>–</b>	<b>68,122</b>
<b>Unrestricted funds:</b>					
Unrestricted general fund	447,318	629,481	(428,809)	–	647,990
Revaluation reserve	547,240	–	–	–	547,240
<b>Designated funds:</b>					
Website development fund	10,000	–	(4,200)	–	5,800
<b>Total unrestricted funds</b>	<b>1,004,558</b>	<b>629,481</b>	<b>(433,009)</b>	<b>–</b>	<b>1,201,030</b>
<b>Total funds</b>	<b>1,072,946</b>	<b>636,751</b>	<b>(440,545)</b>	<b>–</b>	<b>1,269,152</b>

Purposes of endowment and restricted funds

**Dennis Brown Fund**

The income from this fund provides a prize for the best essay by a trainee on the IGA's Qualifying Course and an annual bursary for a trainee on either the Diploma or Qualifying Course who has a demonstrated interest in intercultural group analysis and the development of group analytic theory. The endowment fund element has been separated out.

**Marisa Dillon Weston Fund**

The income from this fund provides bursaries for students from Scotland on the IGA's Diploma and Qualifying Courses. The endowment fund element has been separated out.

**Ronald Casson Scholarship Fund**

Bursaries for the IGA's Diploma and Qualifying courses.

**Biddle Fund**

For the running of Group Analysis training in St Petersburg.

**Rafford Film Ltd fund**

Donation for Ex service men/women.

**18 Movements in funds (prior year)**

**Purposes of endowment and restricted funds (continued)**

**Oxford Fund**

Funds transferred to the IGA when the Oxford Foundation Course became part of the IGA and held for use by the Oxford course organisers to advance training in group analysis in the Oxford area.

**Scotland Course Fund**

This fund was transferred from designated funds in 2017 and is for the provision of training in group analysis in Scotland.

**QMMAC**

Quarterly meetings for members and colleagues for professional contact, dialogue and contact.

**London Foundation Course bursaries (GAN London)**

Provides bursaries for Foundation Course students in London.

**IGA Regional Foundation course (FC) bursaries**

Provides bursaries for IGA Foundation course students across the country.

**Marika Denton Memorial Fund**

To assist Hungarians interest in group analysis to attend events and workshops at the IGA in London.

**Morris Nitsun-FC bursary fund**

Provides bursaries for Foundation Course students in London.

**Purposes of designated funds**

**Website development fund**

For the re-development of the IGA's website.

**19 Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.