

Charity Registration No. 1093686

Company Registration No. 02821263 (England and Wales)

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
COUNCIL'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Council Members	Ruth Shane (Chair) Iain Snell (Honorary Secretary) Tania Glynn (Honorary Treasurer) Sara Cooper Denis Echard Nicolas Goddard Ruth Jones Georgina Rhodes Stan Roman Charlotte Thompson
Secretary	Iain Snell
Charity Number	1093686
Company Number	02821263
Registered office	47 Nelson Square London SE1 0QA Tel: 020 7401 3260 E-mail: admin@guildofpsychotherapists.org.uk Website: www.guildofpsychotherapists.org.uk
Auditors	H W Fisher & Company Acre House 11-15 William Road London NW1 3ER United Kingdom
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

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**THE GUILD OF PSYCHOTHERAPISTS
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CHAIR'S OVERVIEW
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

This has been my first full year as Chair, alongside Tania Glynn and Iain Snell, Honorary Treasurer and Honorary Secretary respectively. As I hoped, with three Officers in place as required by our constitution, the Officers' work has been more evenly distributed. At the AGM in April all vacant positions on Council were filled, and we were able to look ahead with some optimism regarding the continued good governance of the Guild by trustees old and new.

During the year from October 2011 to September 2012, I am pleased to report that the Guild has continued to fulfil its core objectives to provide psychotherapy which is accessible, and to offer a high standard of trained psychoanalytic psychotherapists, both to meet public need. The organisational structure of standing committees and other groups reporting to Council as well as Council's continuing commitment to good governance of its human and material resources remains central to the achievement of the Guild's objectives. This will continue to be the case in the years to come.

The wider financial climate in terms of fundraising for organisations such as the Guild remains challenging, and we have been considering our options carefully. To this end, a Members' Affairs Committee was set up at the AGM in April in order to explore ways in which to secure the future of the Guild. Council await the results of their findings, which we hope will be presented before January 2013. I would like to thank Tania Glynn, Honorary Treasurer, for her careful budgeting and financial planning, both of which have helped improve the Guild's financial position. Tania will be completing her term of office at the next AGM.

The latest stage in the Guild's process of reviewing our Code of Professional Conduct and Complaints Procedure was presented to the membership early in 2012 at an afternoon event convened by the Honorary Secretary. This brings us nearer to completion of the Code and we very much hope to continue the progress made over the next financial year. I would like to thank Iain Snell, the Honorary Secretary, for his careful and patient work so far. However, the possibility of UKCP introducing a Central Complaints Procedure will influence the final shape of our Code and there may be a need for more consultations ahead. Also, although the HPC's plans for the State Regulation of Psychotherapy have not gone ahead, nevertheless it is very likely that the profession will be subject to voluntary regulation. Council and Officers will need to continue to be engaged in this matter over the coming year at least, keeping in mind the best interests of patients.

The Training Committee continues to run a highly professional training and this year eight students joined the first year of the Training Course. The Open Day in February was well attended and helped the Guild attract trainees, who continue to make a valuable contribution to the profession and to the life of the Guild. Thanks are due to Sara Cooper, Chair of the Training Committee, and Anne Worthington, Secretary, for their consistent hard work and dedication. In addition, this year saw the first year of the Introductory Course, coordinated by Training Committee member Hilary Dodson, and the first cohort attracted eleven students. Feedback suggests high levels of satisfaction for attendees. In 2013 we look forward to the fourth year of the highly successful Pluralist Supervision Course for trained Psychoanalytic Psychotherapists. We welcome Heather Pryce as new Course Leader.

In spite of a difficult climate Sue Monk has continued to successfully fundraise for the Reduced Fess Clinic. Our thanks are due to the Clinic Committee and to all those who work voluntarily or for very low fees in the Clinic. In particular, the Guild is grateful to the trainees whose commitment to the Clinic is vital to its success. Due to this and the hard work of the Clinic Co-ordinator, Judith Warren, the Clinic has been able to continue providing an extremely good psychoanalytic psychotherapy service to disadvantaged people in our local boroughs of Southwark, Lambeth and Lewisham. In addition to this, Judith and Jane Noble, Chair of the Clinic Committee, have developed the internal culture of the Clinic by offering those who work for it specialised professional development workshops, for instance on assessment and on aspects of mental health. The Clinic has also held open days offering valuable opportunities for communication between the Clinic and potential service users. I would like to thank Jane Noble for her excellent work as Chair of the Clinic Committee, as she completes her term of office this year.

**THE GUILD OF PSYCHOTHERAPISTS
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CHAIR'S OVERVIEW (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

The External Relations Committee has once more offered our members and the public a wide range of events. These publicise the profession and encourage public interest, alongside raising funds for the organisation. Feedback from those who attend these events suggest that they provide an enjoyable and beneficial forum for members to meet. The programme included, amongst other events, the Guild Annual Lecture on 12 November, given by Graham Fawcett.

This was a huge success and we hope that Graham may present other events for the Guild. On 23 March 2012 the Guild invited members and trainees to a private viewing of a Louise Bourgeois exhibition at the Freud museum, which focused on the artist's relationship with psychoanalysis. On 13 April a Salon was held, in the form of a concert by the Ensemble Tramontana, who played music of Medieval and Renaissance Europe. Our thanks are due to Judy Easter who is currently steering the ERC, as well as to those trainees who organised the Guild's Summer and Winter conferences.

Susan Hoffman, our Senior Administrator, has continued to run the Guild Office professionally and competently and I would like to express my gratitude and appreciation for the amount and quality of work undertaken by Susan and her team. Finally I would like to record my thanks to the Trustees and to all the individuals who have contributed to the work of the Guild.

Ruth Shane
Chair



Dated:

12th January 2013

**THE GUILD OF PSYCHOTHERAPISTS
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THE COUNCIL'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

The Council members and trustees present their report and accounts for the year ended 30 September 2012.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006, and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Guild of Psychotherapists (the Guild) was founded in 1974. The ambition of the founding members was to offer a pluralist training in psychoanalytic psychotherapy.

Today the Guild provides a well-established training programme and runs a reduced fee psychotherapy clinic serving the local community in southeast London. It also comprises a nationwide network of almost 200 psychotherapists who participate in both the private and public sector provision of mental health services.

The therapeutic relationship offers an opportunity for people to bring to a skilled practitioner the psychological issues with which they are struggling. This process offers the individual the opportunity to tackle at depth the causes of their distress and conflict. Therapy can bring about a deeper understanding leading to new perspectives, enabling an individual to lead a richer and more satisfying life. The psychotherapeutic approach of the Guild is psychoanalytically based.

Governing Document

The Guild was first registered as a charity on 13 July 1987, then widened its objectives and was registered again on 3 September 2002 and is a charitable limited company by a Memorandum and Articles of Association incorporated on 25 May 1993. A Special Resolution was passed on 29 April 2002 updating the company's Memorandum and Articles of Association to take on the Aims and Constitution of the Guild of Psychotherapists. The new objectives of the company are to promote through psychotherapy the relief of psychological disorders in members of the public by education, training, research and by clinical practice. A principal activity of the company since its incorporation has been the ownership and management of the property which is the headquarters of the Guild.

Governance of the Guild, Recruitment and Appointment of the Trustees

The Guild is governed by a Council, the members of which are the Trustees who are elected by the Guild members at the Annual General Meeting. They comprise the Chair, the Honorary Secretary, the Treasurer, the Chairs of key Committees and five Members' Representatives. In addition two Trainee/Student Representatives are elected by the Trainee Affairs Committee of the Guild. Collectively they form the Council of the Guild. Appointments are for a period of three years and are eligible for re-election for three years. The Council is empowered to co-opt members to fill any vacancies and also to appoint an additional two Trustees, who will serve until the next AGM.

The Chair, Honorary Secretary and Honorary Treasurer (Guild Officers) are responsible for the administration and management of the charity. The day-to-day management and administration is the responsibility of the Senior Administrator who liaises closely with the Guild Officers.

The training programme is managed by the Training Committee and the Guild's Reduced Fee Psychotherapy Clinic is managed by the Clinic Committee.

The Guild has a number of standing committees (Clinic, Training, Finance, Ethics, Members' Affairs and Student & Trainee Affairs Committees and Ethics Panel) and several other committees (Race and Culture Group, External Relations, Premises, Research and Library).

THE GUILD OF PSYCHOTHERAPISTS (A COMPANY LIMITED BY GUARANTEE)

THE COUNCIL'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2012

The Council members, who are also trustees of the charity and directors for the purpose of company law, who served during the financial year 2011-12, are as follows:

Ruth Shane	Chair
Sara Cooper	
Judith Easter	
Denis Echard	Trainee Representative (appointed 12 May 2012)
Tania Glynn	
Nicolas Goddard	(appointed 1 December 2012)
Ann Hughes	(resigned 31 July 2012)
Ruth Jones	
Jane Noble	(resigned 31 March 2012)
Georgina Rhodes	(appointed 1 August 2012)
Stan Roman	(appointed 1 August 2012)
Miranda Seymour-Smith	(resigned 31 March 2012)
Iain Snell	
Stuart Stevenson	(resigned 31 March 2012)
Charlotte Thompson	(appointed 1 August 2012)
Katherine Trench	(resigned 8 September 2012)
Paula Zeff	(resigned 31 July 2012)

Regular budgetary control and review is exercised by the Treasurer and the Finance Committee and committees submit regular reports on their activities to the Council and to the Annual General Meeting.

The Guild is a Member Organisation of the United Kingdom Council for Psychotherapy. Guild representatives play an active part in UKCP affairs, representing the Guild and the interests of its members as well as of psychotherapy itself at a national level.

Members and trainees adhere to the Guild's Code of Ethics and the Ethical Guidelines of the UKCP.

Training and induction provided for Trustees

Because trustees are appointed from the membership, and from the current group of trainees and students, they all come to the Council with some considerable knowledge of the work of the Guild. Trustees are provided additionally with:

- Copies of recent minutes and Council documents
- The Memorandum and Articles of Association and other key Guild documents
- Charity Commission documents on the Duties of Charity Trustees and on Financial Management.

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THE COUNCIL'S REPORT
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OBJECTIVES AND ACHIEVEMENTS OF THE YEAR

The aims and objectives for the year 2011–2012 were as follows:

PLANNING 1

Administration Matters

Aim:

To maintain and improve where possible the Council's financial, administrative and communications infrastructure

Objectives for the year

Objective 1:

To review The Guild's financial and administrative infrastructure

Council have sought to review The Guild's business plan and its administrative infrastructure through the inception of a Members' Affairs Committee (MAC) which will report on its recommendations in January 2013.

Objective 2:

To maintain and improve where possible The Guild's control of its finances

Council's ability to monitor expenditure and cash flow remained central to The Guild's efficient governance of its budget. The Honorary Treasurer and the Senior Administrator have continued to ensure that up to date financial information is available and this improved information has helped to better facilitate the day-to-day management of The Guild's finances.

Objective 3:

To increase The Guild's income

The Guild's fundraiser has continued to successfully apply for funds which have helped to maintain the work of the Reduced Fee Psychotherapy Clinic and the employment of a part-time Clinic Co-ordinator.

The Guild has continued to seek to make use of its assets through marketing its accommodation for rent by external organisations at times when the rooms are not in use for Guild activities or by individual Guild members and trainees.

Objective 4:

To raise The Guild's public profile and to improve communication with the public

The External Relations Committee has continued to build on its activities of promoting The Guild through the provision of Lectures, Salons and other public events.

The Co-ordinator of the Reduced Fee Psychotherapy Clinic has maintained their liaison role with local community groups and other interested parties.

The Guild's website has been maintained in order to enhance the Guild's profile, attract trainees and advertise its psychotherapy services.

The Guild's representatives have continued to be actively engaged in the work of the CPJA section of UKCP.

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Objective 5:

To maintain and improve communication with Guild members, students and trainees

The Chair of The Guild has continued to send out a regular newsletter.

The Honorary Secretary and the Senior Administrator have continued to provide news and information on courses, CPD events, lectures, other activities and job vacancies via the fortnightly Office Bulletin.

The Guild's website has continued to provide up to date information of interest to Guild members, students and trainees via its members section.

PLANNING II

AIMS

The primary aims of the Guild are:

- A. To provide a successful programme for the pluralist training of psychoanalytic psychotherapists. To provide opportunities for the further education of Guild members and students. To promote the undertaking of research.
- B. To make psychoanalytic psychotherapy available to the public through the Reduced Fee Psychotherapy Clinic, the clinical work of members and the referral service.

OBJECTIVES

A. Training, educational and research objectives, strategies and activities

The Guild's training has been established for over thirty years. All the major approaches to psychoanalytic theory and practice are represented in its programme. Applicants are required to have a graduate degree or equivalent previous experience, and will usually have professional experience of working with people.

This intensive course lasts a minimum of four years. Upon graduation trainees will have completed extensive in-depth work with patients under supervision, demonstrated sufficient knowledge of clinical theory and practice and presented a final paper which demonstrates the level, capacity and theoretical approach of their therapeutic work.

The Training Committee comprises experienced tutors drawn from the Guild membership as well as from other psychoanalytic organisations in order to ensure that a wide range of analytic theory is represented.

In keeping with the Guild's equal opportunities policy trainees are encouraged to apply from diverse social and cultural backgrounds. While students largely fund their own training, we operate a Student Hardship Fund which is resourced by the membership.

Guild members, students and trainees have access to the Psychoanalytic Electronic Publishing (PEP) archive, which provides on-line access to many journals and other resources.

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Objective A1:

To provide a high standard of teaching and supervision of the trainees and students of the four-year training programme

At the beginning of the academic year 2011-12 there were twenty five trainees registered on the training course and twenty two registered students. Students are those who have completed the four-year course but have yet to qualify by submitting a final paper and satisfying the Training Committee and Council as to their suitability for membership.

In the course of the year two trainees successfully completed the training course and six students were qualified by the Training Committee and were elected to full membership of the Guild. Three trainees decided not to continue with the training for various reasons.

The feedback from trainees at the end of each term and following additional termly seminars showed high levels of satisfaction with the standards of training.

We also started a very successful 10 week introductory course, which we intend to be a regular feature of the training programme as a stand alone course and also as a feeder for the training. On the first cohort there were eleven students.

Objective A2:

To provide a pluralist supervision course for Guild members open to those from other psychoanalytic psychotherapy trainings

The Guild's third Pluralist Supervision Course ran on seven Saturdays from March to December 2011. The Course prepares participants to apply to BAPPS, the British Association of Psychoanalytic & Psychodynamic Supervisors.

Ten students, all qualified psychoanalytic psychotherapists, attended the course in 2011. Four were from the Guild and six from other psychoanalytic psychotherapy trainings. Feedback on the course continued to be overwhelmingly positive.

The fourth Pluralist Supervision Course will run from January to July 2013.

Objective A3:

To provide a programme of continued professional development through lectures, seminars and conferences together with a range of public events

The Council, in conjunction with the External Relations Committee and ad hoc groups, has developed this aspect of the Guild's work. In doing so it was conscious of the need to provide greater opportunities for continuing professional development for members, students and trainees. The programme comprised the following events between October 2011 and September 2012.

Over the past year the Committee has lost our student member, Miranda Seymour-Smith, due to pressure of work. We have been functioning with three members, Sheila Holland, Jenny Timber and Judy Easter. Alexandra Karan has continued to look after the refreshment side of our activities. There are currently two possible new members in the pipeline.

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Events

- The Guild Annual Lecture on 12 November was given by Graham Fawcett entitled 'Reading, Writing, Groups and Selfhood'.
- Ruth Jones had planned to hold two Art Workshops over the Christmas / New Year holiday period, but unfortunately there were not sufficient takers to proceed.
- On 23 March the Guild invited members and trainees to a private viewing of a Louise Bourgeois exhibition at the Freud Museum which focused on the artist's relationship with psychoanalysis.
- On 13 April a Salon was held in the form of a concert by the Ensemble Tramontana, playing music of Medieval and Renaissance Europe.
- Following on from the response to the Annual Lecture Graham Fawcett offered to hold a series of Poetry Workshops at the Guild. Disappointingly, again, in spite of extensive publicity, the take up was too low to proceed.

It is apparent that the take up of events has been lower this year, perhaps due to general financial issues. The art workshops and previous annual event with the Tate Modern can hopefully be resumed next year.

The Guild Summer and Winter Conferences were well supported by members, students and trainees:

- The Winter Conference 'Lost in Translation' was organised by 2nd year trainees and took place on Saturday, 11 February.
- The Summer Conference 'The Reality of Psychosis' took place at Lucy Cavendish College Cambridge on 21 - 22 July 2012. Thanks to the organising committee of Debbie Moore (3rd year trainee) and Miranda Seymour-Smith (2nd year trainee).

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AIM

- B. To make psychoanalytic psychotherapy available to the public through its referral service and the Reduced Fee Clinic**

OBJECTIVES

Objective B1:

Maintain the high standards of the Reduced Fee Psychotherapy Clinic by:

- the careful selection, induction and supervision of therapists;
- reviewing the procedures for the training of therapists and assessors;
- reviewing the procedures of the office in dealing with enquiries, placement of patients and liaising with psychotherapists

The Guild's Reduced Fee Clinic, established in 1998, provides a low-cost psychotherapy service for people on incomes of less than £16,000 living in the boroughs of Southwark, Lambeth and Lewisham. Patients are offered up to two years of psychotherapy at a fee based on their financial circumstances. All Guild trainees take up an honorary placement in the Clinic. Guild members also provide psychotherapy and provide participating therapists with clinical supervision.

The Clinic Co-ordinator and the Student Liaison Officer have continued to provide careful induction for each trainee.

Our experienced team of supervisors meet each other regularly to share feedback and foster supportive working practice within the Clinic. The Clinic Co-ordinator has attended training and induction events to provide information about the Clinic to potential and existing trainees. For the fourth year running, a Clinic supervisor delivered a workshop on assessment as part of the programme of additional training days for students.

The Clinic Committee meets fortnightly to discuss referrals, assessments and business matters. Last year we introduced a programme of professional development workshops for this committee. In November 2011 we held a successful in-house training workshop on working with borderline presentations.

Group supervision sessions for trainees working in the Clinic are a significant aspect of our working budget. The complex presentation of many Clinic patients has led us to increase the availability of supervision group meetings from twice to thrice monthly, which we introduced last year. We are confident that this is bringing clear benefits both to trainees and patients. Our fundraiser was successful in raising donations funds specifically for the increased supervision provision.

We have compiled and consolidated new working guidelines on maintaining confidentiality, patient records and disclosure of information to third parties.

Administrative staff have effectively maintained professional boundaries while dealing efficiently and thoughtfully with enquiries, and equally in their liaison with assessors and therapists. We have made particular efforts to make regular contact with people on the Clinic waiting list, which has led to more effective filtering and currency in the waiting list. The system of limiting the waiting list to 15 people at any one time, introduced in the previous financial year, is working well and means we can keep key referrers in primary care therapy services informed of waiting list status. Attention to these details continues to help with better streamlining and throughput of Clinic patients.

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Objective B2:

To provide a high standard of psychotherapy in the Reduced Fee Clinic, and to increase the number of treatment places

About half of the therapy sessions in the Clinic are provided by trainees and students who treat one patient free of charge in the course of their training. A number of trainees kindly choose to take on a second patient, which is helpful in increasing our capacity.

Between October 2011 and September 2012, 53 patients were seen in the Clinic, of whom 44 were in ongoing therapy or completed the contract during the course of the year. 32 ninety-minute consultation sessions were offered, and 1255 clinical hours were provided within the year.

We have continued to develop our specific programme offering therapy to service users of Walcot funded organisations. This programme helps to ensure the Clinic obtains referrals from some of the most disadvantaged residents in our catchment area, particularly those who have almost no knowledge of talking therapies.

Much contact has been fostered with 'Walcot' organisations, by telephone, email, meetings with organisational service providers. We hosted an Open Day held at Nelson Square in October 2011. This provided a valuable opportunity for information and feedback between the Clinic and potential service users. The programme continues to be challenging both to administer and to cater for clinically, but we are pleased to be extending the range of our work and forging links with a wide range of referral sources. The Walcot Foundation also provides funding for post therapy monitoring for those who have attended therapy at the Clinic, and during the course of the year we have begun to compile information for this follow-up programme.

The Clinic group supervisors meet at regular intervals; there is an open invitation for other Guild members supervising Clinic therapists to attend those meetings, with the intention of creating greater coherence and mutual support within the supervisory team. Clinic supervisors and the Training Committee have also discussed ways of developing better communication and feedback, embracing written reports on trainees from supervisors to their tutors, and attendance by supervisors at assessment meetings. The Clinic Committee continues to address ways in which we can encourage and support trainees and foster greater inclusiveness; this year we have again specifically invited presentations from trainees of therapeutic work in progress.

Objective B3:

Subject to increasing fundraising, take forward our long-term strategy for improving the availability and standards of the Reduced Fee Psychotherapy Clinic through increasing the hours of the part time Clinic Co-ordinator.

During a difficult financial year, the Guild has made a strong commitment to maintaining the post on a one day per week basis but it has not been possible to extend the number of paid hours.

**THE GUILD OF PSYCHOTHERAPISTS
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THE COUNCIL'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

FINANCIAL REVIEW

Given that the financial year 2010/2011 ended with a deficit of £13,548 I am greatly relieved to report that 2011/2012 gave us a surplus of £14,182. We managed to pull ourselves back as there were no large unexpected legal fees as in the previous financial year. Also, everyone continued to work hard to keep within budget and to cut costs wherever possible. My thanks to all Guild members, trainees, students and staff who made this possible. I am glad to report that rental of our rooms at 47 Nelson Square has brought in £37,230 this financial year

At the 2012 Annual General Meeting it was agreed to set up a Members Affairs Committee to look at and advise Council on how to think about securing a more stable financial future. This work is currently in progress. It is hoped that at the end of this process a strong financial plan will be drawn up by Council that will include an increase in assets and income for The Guild.

The future continues to hold major challenges for the Guild. In the next year our financial business plan will be strategically planned.

I personally will finish my time as Treasurer at the AGM 2013 and hope that others will come forward to take this important work forward - without money we cease to exist and without a financial plan that carries a vision for the future we will risk insolvency.

We are very grateful for the funding we received to support the work of the Reduced Fee Psychotherapy Clinic which totalled £40,342 in 2011/12. On behalf of Guild members, students, trainees and beneficiaries, I would like to thank the following charitable trusts: Peter Minet Trust, AB Charitable Trust, Goldsmiths Company Charity, The Hilden Charitable Fund and the Walcot Foundation that provided grants in 2011/12 to support our work.

I would also like to thank my colleagues in the Finance Committee - Paula Zeff and Charles Brown, the Guild's Senior Administrator and all other staff for all their help and support.


Tania Glynn
Honorary Treasurer

Dated: 12 January 2013

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OTHER INFORMATION

Assets policy

The principal asset of the Guild is our Grade II listed Georgian building which we hold on a long lease.

Reserves policy

It is normally the policy of the Guild that the level of reserves (those not tied up in fixed assets and designated and restricted funds) should be maintained at a level at least equivalent to three months expenditure. The trustees considered that reserves at that level would ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

As at 30 September 2012 our reserves fund stood at a surplus of £11,220. In 2012-13 we are aiming to build up the cash reserve funds towards at least three months expenditure, which averages £45,000, and also to maintain funds for a longer period of expenditure and to enable us to sustain the therapy provided at the Reduced Fee Psychotherapy Clinic.

Risk management statement

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. The assessment will be reviewed again in 2012-13.

Related Parties and Organisations

The Guild is a Member Organisation of the United Kingdom Council for Psychotherapy (UKCP). Guild representatives play an active part in UKCP affairs, representing the Guild and the interests of its Members at a national level. Members and Trainees adhere to the Guild's Code of Ethics and the Ethical Guidelines of the UKCP.

Public Benefit statement

The sections of this report above entitled 'Objectives and activities of the year' sets out the charity's objectives and reports on the activity and successes in the year to 30 September 2012 as well as explaining the plans for the current financial year of 2012-13.

The Directors have considered this matter and concluded:

1. that the aims of the organisation continue to be charitable;
2. that the aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
3. that the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
4. that there is no detriment or harm arising from the aims or activities.

Disclosure of information to auditors

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

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Auditors

H W Fisher & Co were reappointed as the Guild's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the Trustees and Directors on 12 January 2013 and signed on their behalf by:


Ruth Shane
Chair
12/01/2013

THE GUILD OF PSYCHOTHERAPISTS (A COMPANY LIMITED BY GUARANTEE) STATEMENT OF COUNCIL'S RESPONSIBILITIES

The Council members, who are also the directors of The Guild of Psychotherapists for the purpose of company law, are responsible for preparing the Council's Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council members to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Council members 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

THE GUILD OF PSYCHOTHERAPISTS (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE GUILD OF PSYCHOTHERAPISTS

We have audited the accounts of The Guild of Psychotherapists for the year ended 30 September 2012 set out on pages 17 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Council members and auditors

As explained more fully in the Council's Responsibilities Statement on page 14, the Council members, who are also the directors of the charitable company for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

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

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Council's Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2012, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

the information given in the Council's Report is consistent with the accounts.

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITORS' REPORT (CONTINUED)
TO THE MEMBERS OF THE GUILD OF PSYCHOTHERAPISTS**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

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

H W Fisher & Company

Julian Challis (Senior Statutory Auditor)
for and on behalf of H W Fisher & Company

Chartered Accountants

Statutory Auditor

Acre House
11-15 William Road
London
NW1 3ER
United Kingdom

Dated: *4/3/2013*

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<u>Incoming resources from generated funds</u>						
Voluntary income	2	63,779	-	40,342	104,121	91,061
Investment income	3	136	-	-	136	129
		<u>63,915</u>	<u>-</u>	<u>40,342</u>	<u>104,257</u>	<u>91,190</u>
Income in furtherance of the charity's activities	4	117,737	-	-	117,737	114,873
Total incoming resources		<u>181,652</u>	<u>-</u>	<u>40,342</u>	<u>221,994</u>	<u>206,063</u>
<u>Resources expended</u>						
Costs of generating funds						
Fundraising and publicity	5	10,919	-	-	10,919	11,046
Charitable activities						
Professional development		29,867	3,393	-	33,260	36,087
Provision of facilities to psychotherapists		42,658	2,787	-	45,445	40,283
Professional training		53,675	3,151	-	56,826	54,547
Guild clinic		26,033	2,787	15,117	43,937	40,078
Total charitable expenditure		<u>152,233</u>	<u>12,118</u>	<u>15,117</u>	<u>179,468</u>	<u>170,995</u>
Governance costs		17,425	-	-	17,425	37,570
Total resources expended		<u>180,577</u>	<u>12,118</u>	<u>15,117</u>	<u>207,812</u>	<u>219,611</u>
Net incoming/(outgoing) resources before transfers		<u>1,075</u>	<u>(12,118)</u>	<u>25,225</u>	<u>14,182</u>	<u>(13,548)</u>
Gross transfers between funds	9	7,160	1,135	(8,295)	-	-
Net incoming/(outgoing) resources		<u>8,235</u>	<u>(10,983)</u>	<u>16,930</u>	<u>14,182</u>	<u>(13,548)</u>
Other recognised gains and losses						
Revaluation of tangible fixed assets		-	-	-	-	80,818
Net movement in funds		<u>8,235</u>	<u>(10,983)</u>	<u>16,930</u>	<u>14,182</u>	<u>67,270</u>
Fund balances at 1 October 2011		<u>2,985</u>	<u>503,873</u>	<u>28,869</u>	<u>535,727</u>	<u>468,457</u>
Fund balances at 30 September 2012		<u>11,220</u>	<u>492,890</u>	<u>45,799</u>	<u>549,909</u>	<u>535,727</u>

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 30 SEPTEMBER 2012

	Notes	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	10		492,890		503,873
Current assets					
Debtors	11	97,206		108,737	
Cash at bank and in hand		96,348		72,210	
		<u>193,554</u>		<u>180,947</u>	
Creditors: amounts falling due within one year	12	<u>(136,535)</u>		<u>(149,093)</u>	
Net current assets			<u>57,019</u>		<u>31,854</u>
Total assets less current liabilities			<u>549,909</u>		<u>535,727</u>
Income funds					
Restricted funds	13		45,799		28,869
Unrestricted funds:					
Designated funds (including revaluation reserve of £79,202 (2011: £80,818))	14		492,890		503,873
Other charitable funds			11,220		2,985
			<u>549,909</u>		<u>535,727</u>

The accounts were approved by the Trustees and Directors on *12 January 2013*

T Glynn

T Glynn (Hon Treasurer)
Council Member

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention and modified to include the revaluation of property.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.3 Resources expended

Resources expended are recognised on an accruals basis.

Governance costs represent cost incurred by the Charity in respect of management of the Charity's assets, organisational administration and compliance with constitutional and statutory matters.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Costs have been attributed to activities on the basis of the floor space that the services utilise. In addition, staff costs have been apportioned to activities based on the time spent by staff on a reasonable basis.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property	over 50 years
Fixtures, fittings & equipment	25% straight line

1.5 Accumulated funds

Unrestricted funds are general funds that are available for the use at the trustees' discretion in furtherance of the objectives of the charity.

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

Designated funds comprise funds which have been set aside at the discretion of the Council members for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Donations and gifts	5,096	40,342	45,438	28,572
Professional membership income	58,683	-	58,683	62,489
	<u>63,779</u>	<u>40,342</u>	<u>104,121</u>	<u>91,061</u>

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

3 Investment income

	2012 £	2011 £
Interest receivable	<u>136</u>	<u>129</u>

4 Income in furtherance of the charity's activities

	2012 £	2011 £
Professional training	72,226	73,850
Facilities provision for psychotherapists	37,230	32,582
Guild clinic	8,281	8,441
	<u>117,737</u>	<u>114,873</u>

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
Costs of generating funds					
Fundraising and publicity	5,950	-	4,969	10,919	11,046
Charitable activities					
<u>Professional development</u>					
Activities undertaken directly	4,463	3,393	25,404	33,260	36,087
<u>Provision of facilities to psychotherapists</u>					
Activities undertaken directly	19,338	2,787	23,320	45,445	40,283
<u>Professional training</u>					
Activities undertaken directly	18,594	3,151	35,081	56,826	54,547
Guild clinic					
Activities undertaken directly	26,032	2,787	15,118	43,937	40,078
	68,427	12,118	98,923	179,468	170,995
Governance costs	-	-	17,425	17,425	37,570
	74,377	12,118	121,317	207,812	219,611

Included within charitable activities are the following: professional training and seminar fees £18,867 (2011: £19,416), clinic running costs £15,117 (2011: £15,475), office costs of £15,812 (2011: £14,750) and operating lease rental in respect of plant and machinery of £1,504 (2011: £1,504).

6 Governance costs

	2012 £	2011 £
Other governance costs comprise:		
Legal and professional	10,252	30,623
Audit and accountancy	6,711	6,861
Administration & meetings	462	86
	17,425	37,570

Governance costs include payment to the auditors of £5,825 (2011: £5,645) for audit fees and £886 (2011: £1,216) for other services.

7 Council Members

None of the Council members (or any persons connected with them) received any remuneration during the year, but one of them was reimbursed a total of £128 travelling expenses (2011 two were reimbursed £1,738).

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2012	2011
	Number	Number
Support and administration	<u>2</u>	<u>2</u>

Employment costs

	2012	2011
	£	£
Wages and salaries	68,746	62,956
Social security costs	5,631	4,986
	<u>74,377</u>	<u>67,942</u>

There were no employees whose annual emoluments were £60,000 or more.

9 Transfers

The transfer from unrestricted funds to designated funds of £1,135 reflects the additions of fixed asset during the year.

The transfer from restricted funds to unrestricted funds of £8,295 reflects a decision of the membership at the AGM not to proceed with the purchase of the freehold at this time and to release the funds into unrestricted funds for the general use of the Guild.

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

10 Tangible fixed assets

	Long leasehold property	Fixtures, fittings & equipment	Total
	£	£	£
Cost or valuation			
At 1 October 2011	500,000	63,703	563,703
Additions	-	1,135	1,135
	<u>500,000</u>	<u>64,838</u>	<u>564,838</u>
At 30 September 2012			
Depreciation			
At 1 October 2011	-	59,830	59,830
Charge for the year	10,000	2,118	12,118
	<u>10,000</u>	<u>61,948</u>	<u>71,948</u>
At 30 September 2012			
Net book value			
At 30 September 2012	<u>490,000</u>	<u>2,890</u>	<u>492,890</u>
At 30 September 2011	<u>500,000</u>	<u>3,873</u>	<u>503,873</u>

The leasehold property was revalued at £500,000 by Tuckerman, an independent firm of Chartered Surveyors, on 23 November 2011. The basis for valuation was open market value. The property is assessed annually by the trustees, who consider that the current market value is not materially different from its net book value. The historical cost of the property is £431,614.

The resulting uplift from this revaluation shown in the 2011 accounts did not take account of the leasehold improvements of £61,949 which would have been reflected in the valuation. The corresponding 2011 figures for fixed assets and revaluation reserve shown as comparatives in these accounts have been adjusted accordingly. The revaluation reserve is also now shown as part of designated funds.

11 Debtors	2012	2011
	£	£
Other debtors	96,798	105,057
Prepayments and accrued income	408	3,680
	<u>97,206</u>	<u>108,737</u>

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

12 Creditors: amounts falling due within one year	2012	2011
	£	£
Trade creditors	6,648	7,249
Taxes and social security costs	1,626	1,493
Accruals	4,806	15,966
Deferred income	123,455	124,385
	<u>136,535</u>	<u>149,093</u>

13 Restricted funds

The income funds of the charity include restricted funds comprising of the following unexpended balance of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 30 September 2012
	Balance at 1 October 2011	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Clinic fund	11,319	40,342	(15,117)	-	36,544
Building fund	8,295	-	-	(8,295)	-
Studentship fund	9,255	-	-	-	9,255
	<u>28,869</u>	<u>40,342</u>	<u>(15,117)</u>	<u>(8,295)</u>	<u>45,799</u>

The Clinic fund represents funds which have been received to be used exclusively for the provision of psychotherapy for local people through The Guild Psychotherapy Clinic.

The Building fund represents funds which have been received to be used exclusively for the purchase and improvement of the land and buildings freehold.

The Studentship fund represents funds which have been received to be used exclusively for student bursaries.

THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012

14 Designated funds

	Movement in funds				Balance at 30 September 2012
	Balance at 1 October 2011	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Fixed asset fund	503,873	-	(12,118)	1,135	492,890
	<u>503,873</u>	<u>-</u>	<u>(12,118)</u>	<u>1,135</u>	<u>492,890</u>

The fixed asset fund is the net book value of the fixed assets in the balance sheet.

15 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 30 September 2012 are represented by:				
Tangible fixed assets	-	492,890	-	492,890
Current assets	147,755	-	45,799	193,554
Creditors: amounts falling due within one year	(136,535)	-	-	(136,535)
	<u>11,220</u>	<u>492,890</u>	<u>45,799</u>	<u>549,909</u>
Unrealised gains included above:				
On tangible fixed assets	-	79,202	-	79,202
	<u>-</u>	<u>79,202</u>	<u>-</u>	<u>79,202</u>
Reconciliation of movements in unrealised gains				
Unrealised gains at 1 October 2011	-	80,818	-	80,818
In respect of disposals in year	-	(1,616)	-	(1,616)
Unrealised gains at 30 September 2012	<u>-</u>	<u>79,202</u>	<u>-</u>	<u>79,202</u>

**THE GUILD OF PSYCHOTHERAPISTS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

16 Commitments under operating leases

At 30 September 2012 the company had annual commitments under non-cancellable operating leases as follows:

	2012	2011
	£	£
Expiry date:		
Within one year	1,504	-
Between two and five years	-	1,504
	<hr/> 1,504 <hr/>	<hr/> 1,504 <hr/>