



Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

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Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

AGM Notice

Notice is hereby given that the AACPI Annual General Meeting will be held on Zoom on Tuesday 20th October 2020 at 2.00 – 3.00pm to transact the following business of the Company. A link will be sent to you for your contact.

Resolution 1

To accept the minutes of the AGM held on the 14th May 2019

Resolution 2

To receive and adopt the Directors' Report and the financial statements for the year ended 31 December 2019 and the report of the auditors thereon (the "Accounts").

Resolution 3

To re-appoint HLB Ryan and Co as auditors and to authorise the directors to fix their remuneration.

Resolution 4 - Election, Re-election and Retirement of directors

To consider the election of new directors and to note the re-election and retirement of other directors to the Board of AACPI.

Re-election - One director is eligible for re-election at the 2020 AGM of AACPI; Máire Ní Dhomhnaill

Retirement – One director is retiring of AACPI; Maura Callaghan

Resolution 5

To transact such other business as may properly come before the Meeting or any adjournment thereof. All voting is restricted to Full Members ONLY.

There are currently 3 places available on the AACPI Board of Directors. If you are interested in a position on the Board of Directors please apply in writing to the AACPI office by the 16 October 2020.

By Order Of The Board, Dated Thursday 24th September 2020.

Maura Callaghan
Company Secretary



Association for Agency-Based Counselling
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Minutes of the Annual General Meeting of A.A.C.P.I. held in the Aisling Hotel on May 14th 2019.

Present: Beacon of Light, Dundalk Counselling Centre, Pro-Consult, Cork Counselling Service, Vita House, Family Centre Castlebar, Boyle Counselling & Psychotherapy, Limerick Counselling Service, Village Counselling Services, Northside Counselling Service.

Apologies: Candle Trust Community, Family Life Ferns, St. Bridget's Waterford, Fingal Counselling Service, Deirdre Roche, Tusla Marian Keigher opened the meeting by welcoming and thanking all present for coming to the meeting.

1. Minutes of AGM 2018 & Matters Arising:

The 2018 minutes were accepted and there was no matters arising. Proposed by Dermot Hughes, Seconded by Liz Mc Guckin

2. Chairperson's Foreword:

Marian began her address by saying that "it was a busy year" for AACPI who are working hard on representing and promoting the work of all members throughout the country. She thanked Eifion Williams and Deirdre Roche from TUSLA for their on-going support. She thanked Ger Matthews, National Director for her commitment and work throughout the year. Michele McCafferty IT & Financial Consultant was thanked for her hard work ensuring all our finances are in order, that we are fully compliant with all requirements and for the database development.

Marian drew our attention to public view of our community services, our ability to see people from the community, our accessible and affordable services and our broad range of services which is very unique. She continued by highlighting the purpose of AACPI as "supporting our member agencies & promoting our services so we can deliver and supply services within our communities" She encouraged agencies to be proactive within their own communities as we are connected to and supported by those same communities. Marian noted the amazing work going on around the country through the "showcasing events" and believes the marketing strategy will make an impact by raising awareness which is a key strategy of AACPI.

She welcomed Tusla's intention of looking at the training needs at Board Level. She suggested that it would be good if someone within Tusla could take responsibility to look at the private fund. She was very pleased that the forthcoming ACE's Conference is closely aligned with the Tusla Strategy. She thanked Ger Matthews and Michelle Mc Cafferty and all board members for their work throughout the year. She encouraged member agencies to continue their good work within their communities.

3. Audited Accounts 2018 & Overview: Michelle read the accounts to the members under the following headings.



Association for Agency-Based Counselling
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Financial Overview of 2019. (Page 11)

Income & Expenditure Account. (Page 21)

Balance Sheet €66,210.00 (page 22)

We received €136,050.00 funding from Tusla. We had a profit of €30,227.00 mainly due to the conference. Our net surplus is €37,273.00 for the year and we have a reserve of €103,483.00. We are allowed to hold our membership fees which has built up over the years. We were able to carry over monies from 2018 for the conference and marketing plan. The requirement for 2020 will be SORP which is a legal requirement and needed for Tusla and Governance (Charity Regulator). The cost of good governance is increasing all the time. Michelle will discuss this with Eifion Williams and Ger will bring it to the Commissioning group. The audited accounts were agreed and signed.

Proposed by Liz Mc Guckin Seconded by Dermot Hughes.

3. National Database Report 2018:

Michelle reported that we have data from 20 agencies. She thanked all members for sending in all the stats. She brought us through the report and highlighted a number of issues:

On page 10 the “Other” category which has 1146 referrals for the year, this needs to change and allow agencies to write the name of referrer. We have had some comments from Tusla relating to this figure. Geoffrey McCarthy suggested we have quarterly reports as this would be very useful and fit in with funder’s requirements for quarterly reports. Some felt this would not be taken up by members.

Storm were requested to carry out a “health check” in relation to back-up, speed etc. as the database is up and running for ten years. It highlighted the need to move the platform to Microsoft Azure as this gives us a better window when looking in on our database plus better speed and quicker turn-around on queries. This move gives us a double benefit of Storm having more visibility and better back-up. This was seen as being very positive and the move will be completed over next few months. It was proposed that under the heading Gender – we need to have a drop down list to include LGBT and Non-binary in this category.

Michelle finished her report by discussing the developments over the year:

- Data Deletion: this is now implemented and any record is deleted when it reaches 7 years.
- Security Enhancement: When a new user is set up on the database they will be required to change their password upon login and then every six months.
- Individuals Rights Enhancement: Add a new export capability of a client’s data.

Michelle was complemented and thanked for all her work.

4. National Directors Report 2019:



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Ger presented her report on her work over the year.

a) Marketing Plan: Ger rolled out the marketing plan in March and began the “showcasing” events. To date seven members have participated in their areas. There is difficulty in getting the “target” audience in Dublin. Eifion has said he’d like to attend these events.

The showcases for the Dublin area are postponed until September. These events are a great opportunity to raise the profile of our services. The future plan is to roll out the showcasing events.

b) Donation Page: Eight members signed up to this.

c) Website: Events & membership fees can now be booked on line and paid through PayPal, this is now set-up.

d) Ger highlighted some of the **committees she’s a member of plus **events** and **meetings** throughout the year:**

- Commissioning Advisory Group and The Commissioning Outcomes Committee.- Ger represents us on both
- GDPR Training – held in May 2018, very positive feedback.
- A meeting with the solicitor and drawing up a database contract
- ACE’s Conference – which took place in Derry and all board members were funded by Tusla.

A discussion followed on the need to lobby all local TD’s, politicians so as to keep them informed about our services, the impact of the cuts and no restoration. A suggestion was put forward that a letter would be drafted at AACPI level which each service would send to their local representatives on a certain day each month. This campaign to “hound” them was seen as worth considering and that the need was there to keep this pressure on our public representatives. Ger asked all members to send her their ideas, parliamentary questions and feedback regarding the letter. A query was raised regarding PQ’s in the Dáil – again all suggestions for the wording to be sent to Ger. Ann Goodwin is working with Tusla and she is responsible for examining the private spend in her region. Ger is going to meet with her to discuss this issue in relation to our services.

A question asked in relation to the changeover to CORU was whether we were fully recognised for our work and seen as professionals? It was agreed that it was worth keeping an eye on this development. Other questions were: how do the governing bodies e.g. IACP, IAHIP value our work, working for free? The quality of training in some training schools – we can lose our reputation when some training is not of a high standard.

Finally, a question on how we capture outcomes and how we might do that within a national framework? How do we find a model that captures all we’re doing?

Ger thanked Eifion Williams & Deirdre Roche for their time and support and their inclusive style to her and the board members. She also thanked the AACPI members, strategic partners, Michelle Mc Cafferty for her support, her efficiency



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and attention to detail in all her work. She finished by saying that it's been a demanding year and thanked the board members for their commitment.

5). Election of Officers: Maura Callaghan, Marian Keigher and Joseph Enright have stepped down but are willing to remain for another term. Each will remain in their role on the Board.

1. Chairperson – Marian Keigher – Proposed by Máire Ní Dhomhnaill.
Seconded by Geoffrey McCarthy

2. Secretary – Maura Callaghan – Proposed by Liz McGuckin
Seconded by Michelle McCafferty

3. Treasurer – Joseph Enright - Proposed by Geoffrey McCarthy
Seconded by Dermot Hughes

6. Closing comments: Some of the closing comments related to funding as follows:

We need to talk to the HSE for funding clients.

There is frustration regarding clients being referred from Pieta House, Jigsaw, CAMHS, AMH and no funding. Members felt it was very unfair on our services. This was reported the same right across the country.

New services are being funded and significant money has gone into phone technology e.g. My Mind funded by HSE.

Meetings at regional level have poor attendance if any from CAMHS, Psychiatrists
This discussion finished by returning to a point made earlier about “our need to become more politically active”

Marian thanked everyone for attending. A note of thanks to AACPI Board was noted.

Signed: Máire Ní Dhomhnaill Marian Keigher



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Chairperson address 2019

AACPI had an active year in 2019 we saw the roll out of the marketing strategy in the West, South East and Dublin. Our member organisations gave presentations on the services they provide. The events were well attended by local statutory agencies. The events were considered to be a very positive engagement and it helped promote the agency based services in the regions. Building on this in 2020 it's hoped that regions would develop Regional committees which would help to maintain the link with the regional statutory structures. It's expected that funding streams will become more regional so a regional AACPI structure would be able to connect, lobby and negotiate at regional decision making levels. The AACPI as a voice for agencies, provides a structure for the statutory bodies to engage with on a macro level when identifying need and service provision. The statutory bodies and funders also get reassurance from AACPI that member agencies have signed up to standards of practice that are required for good governance and service delivery.

The statutory bodies are more informed today about the impact of childhood trauma. Tusla supported AACPI to attend a cross boarder conference on the well-researched information on adverse childhood experiences (ACES) they also supported us in running a very successful conference in June with Doctor Karen Treisman for our members and Tusla staff on trauma effects and the need to have trauma informed organisations.

Our agencies welcome Tusla's support in helping us deliver counselling/ psychotherapy to support individuals to heal from childhood trauma. Our services have years of experience in providing community based counselling at a time in a person's life where the intervention can help prevent more complex needs developing and where a person can get the support needed to deal with the issue in a healthy and constructive way so that they can move on to have a full and rich life. Our agencies delivers counselling/psychotherapy to all presenting needs. This service model ensures that a client can access a service in a short time frame and get support or else they can be referred to a more specialist service if the need requires such a service.

I want to thank our National Director, Ger Matthews for her work and commitment in delivering our strategic plan. Thanks also to Michelle McCafferty who does tremendous work on our database. I want to thank all our member agencies for your work in delivering your services in your agencies and supporting the work of the AACPI. I want to thank Tusla.

And finally I want to thank our board, who's commitment, energy and inspiration has made the work of AACPI possible.

Marian Keigher



Association for Agency-Based Counselling
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**Association for Agency-Based Counselling & Psychotherapy in Ireland
Company Ltd by Guarantee
Annual Report and Financial Statements for the financial year ended 31
December 2019**





Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

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Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

DIRECTORS AND OTHER INFORMATION

Directors	Maura Callaghan Marian Keigher Joseph Enright Marie Ni Dhomhnaill
Company Secretary	Maura Callaghan
Company Number	545085
Charity Number	CHY 18950
Registered Office and Business Address	Unit No. 6, The Village Centre Churchlands Slane Co. Meath
Auditors	HLB Ryan Limited Chartered Accountants and Statutory Auditors 4th Floor, Harmony Court Harmony Row Dublin 2
Bankers	Bank of Ireland 50-55, Baggot Street Lower, Dublin 2
Solicitors	Liston & Company Argyle house 103-105 Morehampton Road Donnybrook Dublin 4



Association for Agency-Based Counselling
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Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

DIRECTORS' REPORT for the financial year ended 31 December 2019

The directors present their report and the audited financial statements for the financial year ended 31 December 2019.

Principal Activity

The principal activity of the company is to establish and maintain an accreditation scheme for counselling agencies. Previously, it operated under the name, 'The Association of Agency-Based Counselling in Ireland Company Limited by Guarantee'. The company changed its name to 'Association for Agency Based Counselling and Psychotherapy in Ireland Company Limited by Guarantee' on 15th June 2017. The charity has been granted charitable tax status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity No CHY 18950 and is registered with the Charities Regulatory Authority. There has been no significant change in these activities during the year ended 31 December 2019. The Company is limited by guarantee not having a share capital.

Financial Results

The surplus for the financial year after providing for depreciation amounted to €5,799 (2018 - €37,273). At the end of the financial year, the company has assets of €112,397 (2018 - €108,095) and liabilities of €3,115 (2018 - €4,612). The net assets of the company have increased by €5,799.

Directors and Secretary

The directors who served throughout the financial year were as follows:

Maura Callaghan
Marian Keigher
Joseph Enright
Marie Ni Dhomhnaill

The secretary who served throughout the financial year was Maura Callaghan. The company is limited by guarantee and does not have any share capital. Therefore the directors and secretary who served during the period did not have a beneficial interest in the company. In accordance with the Constitution, one-third of the Directors shall retire from office. A retiring Director shall be eligible for re-election.

Future Developments

The directors are not expecting to make any significant changes in the nature of the business in the near future.

Post Balance Sheet Events

There have been no significant events affecting the company since the year end.

Political Contributions

The company did not make any disclosable political donations in the current financial year.

Auditors

The auditors, HLB Ryan Limited, (Chartered Accountants) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

Statement on Relevant Audit Information

In accordance with section 330 of the Companies Act 2014, so far as each of the persons who are directors at the time this report is approved are aware, there is no relevant audit information of which the statutory auditors are unaware. The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and they have established that the statutory auditors are aware of that information.



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DIRECTORS' REPORT

for the financial year ended 31 December 2019

Accounting Records

To ensure that adequate accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the directors have contracted the services of a subcontractor and have maintained appropriate computerised accounting systems. The accounting records are maintained at the company's office at Unit No. 6, The Village Centre, Churchlands, Slane, Co. Meath.

Signed on behalf of the board

Marian Keigher

Director

Date: _____

Maura Callaghan

Director

Date: _____



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DIRECTORS' RESPONSIBILITIES STATEMENT

for the financial year ended 31 December 2019

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations. Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard, issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be readily and properly audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

In so far as the directors are aware:

- there is no relevant audit information (information needed by the company's auditor in connection with preparing the auditor's report) of which the company's auditor is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Signed on behalf of the board

Marian Keigher

Director

Date: _____

Maura Callaghan

Director

Date: _____



Association for Agency-Based Counselling
& Psychotherapy in Ireland Ltd

INDEPENDENT AUDITOR'S REPORT **to the Members of Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee**

Report on the audit of the financial statements Opinion

We have audited the financial statements of Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee ('the company') for the financial year ended 31 December 2019 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds and the related notes to the financial statements, including a summary of significant accounting policies set out in note 2. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard. In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 31 December 2019 and of its surplus for the financial year then ended;
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) 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 company in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and the Provisions Available for Audits of Small Entities, in the circumstances set out in note 5 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other Information

The directors are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2014

Based solely on the work undertaken in the course of the audit, we report that:

- in our opinion, the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- in our opinion, the Directors' Report has been prepared in accordance with the Companies Act 2014.



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We have obtained all the information and explanations which we consider necessary for the purposes of our audit.

In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited. The financial statements are in agreement with the accounting records.

Matters on which we are required to report by exception

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' Report. The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions required by sections 305 to 312 of the Act are not made. We have nothing to report in this regard.

Respective responsibilities

Responsibilities of directors for the financial statements

As explained more fully in the Directors' Responsibilities Statement, the directors 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 they 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 directors are responsible for assessing the 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 management either intends to liquidate the company or to cease operation, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 9, which is to be read as an integral part of our report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the 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 any responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Derek Ryan
for and on behalf of
HLB RYAN LIMITED

Chartered Accountants and Statutory Auditors
4th Floor, Harmony Court
Harmony Row
Dublin 2

Date: _____



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APPENDIX TO THE INDEPENDENT AUDITOR'S REPORT

Further information regarding the scope of our responsibilities as auditor

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



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**Association for Agency-Based Counselling & Psychotherapy in Ireland
Company Ltd by Guarantee**

INCOME AND EXPENDITURE ACCOUNT

for the financial year ended 31 December 2019

	Notes	2019 €	2018 €
Income	6	132,750	140,800
Expenditure		(126,951)	(103,527)
Surplus for the financial year		<u>5,799</u>	<u>37,273</u>
Total comprehensive income		<u><u>5,799</u></u>	<u><u>37,273</u></u>

Approved by the board on _____ and signed on its behalf by:

Marian Keigher
Director

Maura Callaghan
Director



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BALANCE SHEET

as at 31 December 2019

	Notes	2019 €	2018 €
Fixed Assets			
Tangible assets	9	92	-
Current Assets			
Debtors	10	7,820	15,181
Cash and cash equivalents		104,485	92,914
		<u>112,305</u>	<u>108,095</u>
Creditors: Amounts falling due within one year	11	<u>(3,115)</u>	<u>(4,612)</u>
Net Current Assets		<u>109,190</u>	<u>103,483</u>
Total Assets less Current Liabilities		<u>109,282</u>	<u>103,483</u>
Reserves			
Income and expenditure account		109,282	103,483
Members' Funds		<u>109,282</u>	<u>103,483</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

Approved by the board on _____ and signed on its behalf by:

Marian Keigher

Director

Maura Callaghan

Director



Association for Agency-Based Counselling
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**Association for Agency-Based Counselling & Psychotherapy in Ireland
Company Ltd by Guarantee**

RECONCILIATION OF MEMBERS' FUNDS

as at 31 December 2019

Retained Total surplus

At 1 January 2018	€ 66,210	€ 66,210
Surplus for the financial year	37,273	37,273
At 31 December 2018	103,483	103,483
Surplus for the financial year	5,799	5,799
At 31 December 2019	109,282	109,282



Association for Agency-Based Counselling
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Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2019

1. GENERAL INFORMATION

Association for Agency-Based Counselling & Psychotherapy in Ireland Company Ltd by Guarantee is a company limited by guarantee incorporated in the Republic of Ireland. Unit 6, The Village Centre, Churchlands, Slane, Co. Meath is the registered office and business address. The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Statement of compliance

The financial statements of the company for the year ended 31 December 2019 have been prepared in accordance with the provisions of FRS 102 Section 1A (Small Entities) and the Companies Act 2014.

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" Section 1A, issued by the Financial Reporting Council.

The company qualifies as a small company as defined by section 280A of the Companies Act 2014 in respect of the financial year, and has applied the rules of the 'Small Companies Regime' in accordance with section 280C of the Companies Act 2014 and Section 1A of FRS 102.

Income

Income comprises total contributions from state agencies, membership subscriptions and conference fees.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures, fittings and equipment - 25% Straight line

The carrying values of tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Trade and other debtors

Trade and other debtors are recognised initially at transaction price (including transaction costs) unless a financing arrangement exists in which case they are measured at the present value of future receipts discounted at a market rate. Subsequently these are measured at amortised cost less any provision for impairment. A provision for impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. All movements in the level of the provision required are recognised in the profit and loss.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other shortterm highly liquid investments with original maturities of three months or less and bank overdrafts. In the Balance Sheet bank overdrafts are shown within Creditors.

Trade and other creditors

Trade and other creditors are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.



Association for Agency-Based Counselling
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NOTES TO THE FINANCIAL STATEMENTS continued

The company is limited by guarantee under the Companies Acts 2014 and is not established for the profit or gain of its members. The company is solely trading for the mutual benefit of its members and accordingly is not liable to Corporation Tax in the current period.

3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements made in the process of preparing the entity financial statements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The directors make estimates and assumptions concerning the future in the process of preparing the entity financial statements. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below;

(i) Useful economic lives of tangible fixed assets

The annual depreciation on tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reviewed annually.

They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See Note 10 for the carrying amount of the tangible fixed assets, and Note 2 for the useful economic lives for each class of tangible fixed asset.

(ii) Provisions and accruals

Provisions are recognized when the Company has a present obligation (legal or constructive) as a result of a past event, it is probable that the Company will be required to settle the probable outflow of resources, and a reliable estimate can be made of the amount of the obligation.

(iii) Prepayments

Prepayments have been estimated based on payments made in one period, for goods and / or services which the company expects to receive the benefit in a future period. The basis of estimation used by the company has been formed by a calculation of the number of days to which the expense relates, and therefore the deferral of this expense.

4. DEPARTURE FROM COMPANIES ACT 2014 PRESENTATION

The directors have elected to present an Income and Expenditure Account instead of a Profit and Loss Account in these financial statements as this company is a not-for-profit entity.

5. PROVISIONS AVAILABLE FOR AUDITS OF SMALL ENTITIES

In common with many other businesses of our size and nature, we use our auditors to assist with the preparation of the financial statements.

6. INCOME

The income for the financial year has been derived from:-

	2019	2018
	€	€
Membership Fees	4,350	4,750
Conference Fees	8,400	-
Funding	120,000	136,050
	132,750	140,800

The whole of the company's income is attributable to its market in the Republic of Ireland and is derived from the principal activity of maintaining an accreditation scheme for counselling agencies.



Association for Agency-Based Counselling
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NOTES TO THE FINANCIAL STATEMENTS continued
for the financial year ended 31 December 2019

7. OPERATING SURPLUS 2019 2018

	€	€
Operating surplus is stated after charging:		
Depreciation of tangible fixed assets	31	205

8. EMPLOYEES

The average monthly number of employees, including directors, during the financial year was 1, (2018 - 1).

Number	2019	2018
Management & administration	1	1

9. TANGIBLE FIXED ASSETS

Fixtures, Total fittings and equipment

€		
Cost		
At 1 January 2019	3,131	3,131
Additions	123	123
At 31 December 2019	3,254	3,254
Depreciation		
At 1 January 2019	3,131	3,131
Charge for the financial year	31	31
At 31 December 2019	3,162	3,162
Net book value		
At 31 December 2019	92	92

10. DEBTORS

	2019	2018
	€	€
Trade debtors	-	200
Taxation	972	867
Prepayments	6,848	14,114
	7,820	15,181

11. CREDITORS

	2019	2018
Amounts falling due within one year	€	€
Trade creditors	15	924
Accruals	3,100	3,688
	3,115	4,612



Association for Agency-Based Counselling
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NOTES TO THE FINANCIAL STATEMENTS continued
for the financial year ended 31 December 2019

12. TAXATION	2019	2018
	€	€
Debtors:		
PAYE	972	867

13. STATUS

The liability of the members is limited. Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding €1.

14. CAPITAL COMMITMENTS

The company had no material capital commitments at the financial year-ended 31 December 2019.

15. RELATED PARTY TRANSACTIONS

Michelle McCafferty, a contractor who acts as the company's Financial Advisor and Database Administrator, would be considered a key member of the management personnel and therefore would be considered a related party. Michelle McCafferty was paid an amount of €13,887 during the period ending 31 December 2019 (2018: €15,703.23).

16. POST-BALANCE SHEET EVENTS

There have been no significant events affecting the company since the financial year-end.

17. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on



Association for Agency-Based Counselling
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National Director's Report 2019

This was a busy year for AACPI, we held a three day national conference, began to roll out our nation showcase events and did some database and website development throughout the year.

Marketing Plan: Showcase Events:

The purpose of these showcases was to promote the vast range of professional services being provided by our member services. It was about getting as many local services, politicians and stakeholders in the room as possible to open up communication and to create opportunities for new working relationships to begin. It was also an opportunity to highlight the impact of the continued lack of funding. Our national statistical report was also highlighted at the event, which created some interest. What was most important with these events was that networking would begin and that the members would then follow up on this to further establish the alliance.

The first of three showcases took place in the West where Boyle FRC, Family Life Castlebar, Knock Counselling Centre, Pro-Consult and Vita House showcased the wide range of services they provide in their community. There was an excellent turn out of different stakeholders.

The second Showcase took place in the Southeast, St Brigid's FCC and Family Life Ferns (now known as The Ford Counselling & Psychotherapy Centre). There was a large attendance at this showcase and some good networking took place.

The third showcase was in Dublin, Candle Trust & Beacon of Light presented on the day. Their presentations were excellent, however the attendance was very low. In conjunction with Tusla it was decided to pause the showcases for the summer with a view to resuming in September/October. At this time the board felt it was time to change direction to a new project that arose out of the showcases in the west.

National Conference: Karen Treisman

This event took place in June over three days in the Ashling Hotel. We had 170 in attendance and it was a huge success. This event had sold out and right up the day before people were seeking to book places. The event itself was jammed packed with great learning and facilitated by Karen who oozed energy, compassion and a wealth of knowledge.

Standards Form:

Our standards Form was updated to reflect the necessary updates in accordance with the Charity Regulator, GDPR and Child Protection Guidelines.



Association for Agency-Based Counselling
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Website Development:

Part of the marketing plan was to offer our membership the option of availing of a donation page set up on their website at no cost. Eight members only picked this up, much to our surprise.

Database Development:

This was a big development in that we moved from using Blacknight platform to Azure. This was to help increase the speed of the database for service users and also to allow STORM Technology to better manage any issues and/or development work that needs to be done with greater ease.

The database has been in use since 2011 and we have been collating statistics since then. Over these years to date there have been a number of member organisation's that never signed up to the database, which left us in a position each year where we were not producing an accurate statistical report that reflected our full membership. It had been becoming increasingly obvious that we could no longer sustain this. It was decided that moving forward all AACPI members must agree to use our database in one of the two options and provide us with their data to remain a member. This proved difficult and as a result we had to cancel some of the memberships. They of course welcome to rejoin should their circumstances change. The everyday operations continued as always and I continued to attend regular meeting with Tusla and the Commissioning Board meeting throughout the year too.

I would like to thank Michelle McCafferty for her continued support to me throughout the year and for all constant support with finance, development of the database and governance compliance.

I would also like to thank the staff at the Ashling Hotel who always look after us so well be for an event or a board meeting. They contributed to the overall success of our national conference.

We have given our printing to Liam Fynn Print over the years and I would like to thank them for all the professional printing work they have done.

A huge thanks goes to Eifion Williams and Deirdre Roche from Tusla Child & Family Agency. It has as always been a pleasure to work with them over the past year.

Without Tusla funding we could not do the work we do.

I would also like to thank the Board of Director's for their continued commitment to AACPI, there has continued to be pressure on them due to so few board members.

Ger Matthews AACPI National Director



Association for Agency-Based Counselling
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AACPI Current Membership

FM: Full Member AM: Associate Member AF: Affiliate Member

There are 22 member agencies.

An Cosan (AM)

Beacon of Light (FM)

Boyle Counselling & Psychotherapy (FM)

Candle Trust Community (AS)

Cork Counselling Centre (FM)

Curragh Family Resource Centre (FM)

Dundalk Counselling Centre (FM)

Family Life Service Castlebar (FM)

Ford Counselling and Psychotherapy Centre (FM)

Fingal Counselling Service (FM)

Genesis (FM)

Hesed House (FM)

The Village Counselling Service (FM)

Kerry Adolescent Counselling Service (FM)

Knock Counselling Service (FM)

Limerick Social Service (AM)

Northside Counselling Service (FM)

Pro-Consult (FM)

Rainbows Ireland (AF)

Southwest Counselling Centre (FM)

St. Brigid's FCC (FM)

Vita House (FM)