Form AR21

Trade Union and Labour Relations (Consolidation) Act 1992

Annual Return for a Trade Union

Name of Trade Union:	Psychotherapy and Counselling Union
Year ended:	31 December 2021
List no:	832T
Head or Main Office address:	Virtual Office
	34 King Edward Road
	Northampton
Postcode	NN1 5LU
Website address (if available)	https://www.psychotherapyandcounsellingunion.co.uk
Has the address changed during the year to which the return relates?	Yes No X ('X' in appropriate box)
General Secretary:	Juliet Lyons
Telephone Number:	07969 564997
Contact name for queries regarding the completion of this return	Mike Shallcross
Telephone Number:	07941 794495
E-mail:	mike@talkthrough.net
Officer as below or by telephone to: 0330 109	n of this return should be directed to the Certification 3602
tou snould send the annual return to the foll	owing email address stating the name of the union in subject:

For Unions based in England and Wales: returns@certoffice.org

For Unions based in Scotland: ymw@tcyoung.co.uk

Contents

Trade Union's details	1
Return of members	2
Change of officers	2
Officers in post	2a
General fund	3
Analysis of income from federation and other bodies and other income	4
Analysis of benefit expenditure shown at general fund	5
Accounts other than the revenue account/general fund	6-8a
Political fund account	9-9vii
Analysis of administrative expenses	10
Analysis of officials' salararies and benefits	11
Analysis of investment income	12
Balance sheet as at	13
Fixed assets account	14
Analysis of investments	15
Analysis of investment income (controlling interests)	16
Summary Sheet	17
Summary sheet (Only for Incorporated Bodies)	17a
Information on Industrial action ballots	18-19
Information on Industrial action	20-21
Notes to the accounts	22
Accounting policies	23
Signatures to the annual return	23
Checklist	23
Checklist for auditor's report	24
Auditor's report (continued)	25
Membership audit certificate	i-iii
Guidance on completion	26

Return of Members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	175				175
Female	584				584
Other	2				2
Total	761	0	0	0	A 761

Number of members at end of year contributing to the General Fund	761
Number of members included in totals box 'A' above for whom no home or authorised address is held:	

Change of Officers

Please complete the following to record any changes of officers during the twelve months covered by this return

Position Held	Name of Officer ceasing to hold Office	Name of Officer Appointed	Date of change
EC Member	Kris Black	James D West	08 May 2021
EC Member	Sana Zehra	Anne Lee	08 May 2021
EC Member	Reem Shelhi	Roxy Birdsall	08 May 2021
EC Member	Eleanor Lindlar	Nathan Dean	08 May 2021
EC Member	Nathan Dean		24 May 2021
EC Member	Roxy Birdsall		20 June 2021

State v	whether the union is:	
a.	A branch of another trade union?	Yes No X
	If yes, state the name of that other union:	
b.	A federation of trade unions?	Yes No X
	If yes, state the number of affiliated unions:	
	and names:	

Officers in post

(see note 12)

Please complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held		
Juliet Lyons	General Secretary 18 May 2020		
Mike Shallcross	Treasurer 9 November 2020		
Sasha Kaplin	Member Support Coordinator 31 December 2020		
Milton Sattler	Administrator 31 December 2020		
Senga Hashimi	Administrator 8 May 2021		
Richard Bagnall-Oakeley	Executive Committee Member 18 May 2019		
Audrey West	Executive Committee Member 18 May 202021		
James D West	Executive Committee Member 8 May 2021		
Anne Lee	Executive Committee Member 8 May 2021		

General Fund

(see notes 13 to 18)

	£	£
Income		25 424
From Members: Contributions and Subscriptions From Members: Other income from members (specify)		35,124
Total other income from members		0
Total of all income from members		35,124
Investment income (as at page 12)		2
Other Income		
Income from Federations and other bodies (as at page 4)	(
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		0
Total of other income (as at page 4) Total	al income	35,126
Interfund Tra	ansfers IN	
Expenditure		
Benefits to members (as at page 5)		0
Administrative expenses (as at page 10)		20,461
Federation and other bodies (specify)		
GFTU		100
Total expenditure Federation and other bodies	I	100
Taxation		
	penditure	20,561
Interfund Trans		
Surplus (defici	t) for year	14,565
Amount of general fund at beginnir	ng of year	41,323
Amount of general fund at er	nd of year	55,888
D2	•	•

Analysis of income from federation and other bodies and other income

(see notes 19 and 20)

Description	£
Federation and other bodies	
Total federation and other bodies	0
Any Other Sources	
Total other sources	0
Total of all other income	0

Analysis of benefit expenditure shown at the General Fund

(see notes 21 to 23)

			£
Representation –		brought forward	0
Employment Related Issues		Advisory Services	
Representation –		Other Cash Payments	
Non Employment Related Issues			
		Education and Training services	
Communications			
	0		
		Negotiated Discount Services	
Dispute Benefits			
		Other Benefits and Grants (specify)	
carried forward		Total (should agree with figure in	
	0	General Fund)	0

Fund 2 Fund Account			
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other inc	come as specified	0
		Total Income	0
	Inte	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
	·	Total Expenditure	0
	Interfu	und Transfers OUT	
	Overslage (D	- 6 : - :45	
		eficit) for the year	0
	Amount of fund at		
	Amount of fund at the end of year (a	as Balance Sneet)	0
	Number of members contribut	ing at end of year	

Fund	3		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other	ncome as specified	(
		Total Income	(
	li de la companya de	nterfund Transfers IN	
Expenditure		-	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		(
		Total Expenditure	C
	Inte	rfund Transfers OUT	
	Surplus	(Deficit) for the year	0
	Amount of fund	at beginning of year	
	Amount of fund at the end of year	· (as Balance Sheet)	0
		-	
	Number of members contrib	uting at end of year	

Fund	4		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other	ncome as specified	0
		Total Income	0
	ı	nterfund Transfers IN	
Expenditure		L	
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
	Inte	rfund Transfers OUT	
		-	
	Surplus	(Deficit) for the year	0
	Amount of fund	at beginning of year	
	Amount of fund at the end of year	(as Balance Sheet)	0
		r	
	Number of members contrib	uting at end of year	

Fund	5		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	come as specified	0
		Total Income	0
	Int	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	
	Inter	und Transfers OUT	
		Deficit) for the year	
		beginning of year	
	Amount of fund at the end of year	as Balance Sheet)	0
	Number of members contribu	ting at end of year	

Fund	6		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	l otal other in	come as specified	0
		Total Income	0
	Int	erfund Transfers IN	
Expenditure			
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		0
		Total Expenditure	0
	Interf	und Transfers OUT	
	Surplus (F	eficit) for the year	0
	·	•	
		beginning of year	
	Amount of fund at the end of year (as Balance Sheet)	0
	Number of members contribu	ting at end of vear	

Fund	7		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in		
	l otal other ii	ncome as specified	
		Total Income	
	ın	terfund Transfers IN	
Expenditure	D (1)		
	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)	Total Even and discuss	(
	la.k.	Total Expenditure	
	inter	fund Transfers OUT	
	Surplus (Deficit) for the year	(
		t beginning of year	
	Amount of fund at the end of year		0
	•	- ′1	
	Number of members contribution	uting at end of year	

8		Fund Account
	£	£
From members		
Investment income (as at page 12)		
Other income (specify)		
	L	
Total other in	-	0
		0
Int	erfund Transfers IN	
Benefits to members		
Administrative expenses and other expenditure (as at page 10)		0
	Total Expenditure	0
Interf	und Transfers OUT	
	,	
Surplus (D	eficit) for the year	0
Amount of fund at	beginning of year	
Amount of fund at the end of year (as Balance Sheet)	0
Number of members contribu	ting at end of year	
	From members Investment income (as at page 12) Other income (specify) Total other in Int Benefits to members Administrative expenses and other expenditure (as at page 10) Interf Surplus (D Amount of fund at Amount of fund at the end of year (From members Investment income (as at page 12) Other income (specify) Total other income as specified Total Income Interfund Transfers IN Benefits to members Administrative expenses and other expenditure (as at page 10)

Fund	9		Fund Account
Name:		£	£
Income			
	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other in	come as specified	
	Total other in	Total Income	
	Int	erfund Transfers IN	
Expenditure		oriana manerere m	
=xponaitai o	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		C
		Total Expenditure	C
	Interf	und Transfers OUT	
	Surplus (F	Deficit) for the year	
		beginning of year	
	Amount of fund at the end of year (as balance sheet)	0
	Number of members contribu	ting at end of year	

Political fund account

	(see notes 24 to 33)	£	£
Political fu	nd account 1 To be completed by trade unions which maintain their o	own political fund	
	Income Members contributions and levies		
	Investment income (as at page 12)		
	Other income (specify)		
	•		
	Total other	er income as specified	С
		Total income	С
	under section (82) of the Trade Union and Labour Relations (Consolidation) Act lidation of expenditures from the political funds exceeds £2,000 during the perio		out in section (72) (1)
	Expenditure A (as at page i)		C
	Expenditure B (as at page ii)		C
	Expenditure C (as at page iii)		C
	Expenditure D (as at page iv)		C
	Expenditure E (as at page v)		C
	Expenditure F (as at page vi)		C
	Non-political expenditure (as at page vii)		C
		Total expenditure	C
	S	urplus (deficit) for year	C
	Amount of political fur	nd at beginning of year	
	Amount of political fund at the end of ye	ear (as <u>Balance Sheet</u>)	C
	Number of members at end of year contributi	ng to the political fund	
	Number of members at end of the year not contributi	ng to the political fund	
N	umber of members at end of year who have completed an exemption notice and do not contri	bute to the political fund	
Political fu	nd account 2 To be completed by trade unions which act as components of	a central trade union	
Income	Contributions and levies collected from members on behalf of central political fund		
	Funds received back from central political fund		
	Other income (specify)		
		Total other income	as specified
		Т	otal income
Expenditure		_	
	Expenditure under section 82 of the Trade Union and Labour Relations		
	(Consolidation) Act 1992 (specify)		
	Administration expenses in connection with political objects(specify)		
	Non-political expenditure		
		Total expenditure	
		Surplus (deficit) for year	
	Amount held on behalf of trade union political f		
	Amount re	mitted to central political	
	Amount held on behalf of central pol	•	
	Number of members at end of year contrib	•	
	Number of members at end of the year not contrib	• .	
Number of	nembers at end of year who have completed an exemption notice and do not therefore contri		
14dilibei Ol	nomboro at one or your who have completed an exemption house and do not the lettere conti-	Sate to the political fullu	

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

Political fund account expenditure (a)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party		
Name of political party in relation to which money was expended	Total amount spent during the period £	
Total	ll n	

Political fund account expenditure (b)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

Expenditure of money on the provision of any services or property for use by or on behalf of any political party

Name of political party to which payment was made

Total amount paid during the period

£

Total

Political fund account expenditure (c)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see 33(iii))	£
		Total	(

Political fund account expenditure (d)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure on the maintaince of any holder of political office		
Name of office holder		£
	Total	(

Political fund account expenditure (e)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Political fund account expenditure (f)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to pursuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

Name of organisation or political party

£

Total

Expenditure from the political fund not falling within section 72 (1) of the trade union & labour relations (consolidation) act 1992

For expenditure not falling within section 72 (1) the required informat	ion is-	
(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one		£
	<u> </u>	
	1	
]	
-	111	
Total exper	nditure	0
(b) the name of each organisation to which money was paid (otherwise than for a particular cause of campaign), and the total amount paid to each one		£
]	
	-	
	1	
	1	
]	
	-	
	j	
Total exper	nditure	0
		£
(c) the total amount of all other money expended	_	
	-	
	-	
	J	
Total exper	nditure	0
Total of all expend	itures	0

Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

		£
Administrative Expenses		
Remuneration and expenses of staff		16,796
Salaries and Wages included in above	16,796	
Auditors' fees		200
Legal and Professional fees		969
Occupancy costs		
Stationery, printing, postage, telephone, etc.		1,108
Expenses of Executive Committee (Head Office)		240
Expenses of conferences		1,025
Other administrative expenses (specify)		
Other administrative expenses		24
Bank charges		99
Other Outgoings GFTU affiliation fees Insurance		0
		U
Other expenses		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
tretert		
	Total	20,461
Charged to:	General Fund (Page 3)	20,461
	0 0 0 0 0 0	
		20,461
	P10	20,461

Analysis of officials' salaries and benefits (see notes 36 to 46 below)

Office held	Gross Salary	Employers N.I.		Benefits		Total
		contributions	Pension	Other Benefits		
			Contributions	Other Deficition		
			_	Description	Value	
	£	£	£		£	£
Administrator (KS, self-employed)	163					163
Administrator (MS, self-employed)	6,379					6,379
Member Support Coordinator (SK, self-employed)	3,758					3,758
Administrator (TT, self-employed)	5,433					5,433
Administrator (SH, self-employed)	1,063					1,063

Analysis of investment income (see notes 47 and 48)

		Political Fund £		Other Fund(s) £
Rent from land and buildings Dividends (gross) from: Equities (e.g. shares) Interest (gross) from: Government securities (Gilts) Mortgages Local Authority Bonds Bank and Building Societies				2
Other investment income (specify)				
		0		2
		Total ii	nvestment income	2
Cred	dited to:			
		Gen	eral Fund (Page 3)	2
			0	
			0	
			0	0
			0	
			0	0
			0	0
			0	0
			Political Fund	
			. Jilloui i uilu	<u> </u>
		Total	Investment Funds	2

Balance sheet as at

31 December 2021

(see notes 49 to 52)

	(see notes 49 to 52)		
evious Year		£	£
	Fixed Assets (at page 14)		
	I Programme		
	Investments (as per analysis on page 15)		
	Quoted (Market value £ (
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
180	Sundry debtors		1
44,743	Cash at bank and in hand		57,5
,,,	Income tax to be recovered		,-
	Stocks of goods		
	Others (specify)		
	Total of other assets		57,6
44,923		Total assets	57,6
41,323	General fund (page 3)		55,8
0	0		
0	0		
0	0		
	0		
0			
0	0		
0	0		
0	0		
0	0		
0	Political Fund Account		
	Liabilities		
	Amount held on behalf of central trade union political fund		
£3,600	Accruals		1,8
,			•
		Tatal liabilities	1.0
£3,600 £44,923		Total liabilities Total assets	1,8 57,6

Fixed assets account

(see notes 53 to 57)

	Land and Freehold £	Buildings Leasehold £	Furniture and Equipment £	Motor Vehicles £	Not used for union business	Total £
Cost or Valuation						
At start of year						0
Additions						0
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	0	0	0	0
Accumulated Depreciation						
At start of year						0
Charges for year						0
Disposals						0
Revaluation/Transfers						0
At end of year	0	0	0	0	0	0
Net book value at end of year	0	0	0	0	0	0
Net book value at end of previous year						0

Analysis of investments (see notes 58 and 59)

Quoted	,	All Funds Except	Political Fund
		Political Funds £	£
	Equities (e.g. Shares)	~	2
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet) Market Value of Quoted Investment	0	
	Market value of Quoted investment	U	
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	D. L. IDIII. O. III.		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)	0	0
	Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		Yes	No X
If YES name the relevant companies:	_		
Company name			mber (if not registered e where registered)
Are the shares which are controlled by the union registered in the names of the union's trustees?		Yes	No
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
Company name	Names o	of shareholders	

Summary sheet (see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	35,124	0	35,124
From Investments	2	0	2
Other Income (including increases by revaluation of assets)	0	0	0
Total Income	35,126	0	35,126
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	20,561	0	20,561
Funds at beginning of year (including reserves) Funds at end of year (including reserves) Assets	41,323 55,888	0	41,323 55,888
	Fixed Assets		0
	Investment Assets		0
	Other Assets		57,688
		Total Assets	57,688
Liabilities		Total Liabilities	1,800
Net Assets (Total Assets less Total Lial	bilities)		55,888

Summary sheet

(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members			
From Investments			
Other Income (including increases by revaluation of assets)			
Total Income			
Expenditure (including decreases by revaluation of assets)			
Total Expenditure			
Funds at beginning of year (including reserves)			
Funds at end of year (including reserves)			
Assets			
	Fixed Assets		
	Investment Assets		
	Other Assets		
		Total Assets	
Liabilities		Total Liabilities	
Net Assets (Total Assets less Total Lia	bilities)		

(see notes 74 to 80)

(see notes 74 to 60)
Did the union hold any ballots in respect of industrial action during the return period?
If Yes How many ballots were held:
For each ballot held please complete the information below:
Ballot 1
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned 0] ³
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were
entitled to vote in the ballot
Ballot 2
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned 0 3
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals
who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
If you have the same of individuals are some TV and the same time (as a short of the same time) at least 400/ of the same time (as a short of the same time).
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot
Ballot 3 Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned 3
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot

Ballots & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Ballot 4
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned 0
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
2000 Social 220(25) of the 1002 / of apply in total of to the ballot (obe notice to 50).
If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot
who were entitled to vote in the ballot
Ballot 5
Number of individual who were entitled to vote in the ballot
Number of votes cast in the ballot
Number of Individuals answering "Yes" to the question
Number of individuals answering "No" to the question
Number of invalid or otherwise spoiled voting papers returned 0
4.0 about 14.6 (1.111), where \$\infty\$ about \$1.00 are \$1
1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Were the number of votes cast in the ballot at least 50% of the number of
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of votes cast in the ballot
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of votes cast in the ballot Number of Individuals answering "Yes" to the question
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of votes cast in the ballot Number of Individuals answering "Yes" to the question Number of individuals answering "No" to the question Number of individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 0 3
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of lndividuals answering "Yes" to the question Number of individuals answering "Yes" to the question Number of individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 1-3 should total "Number of votes cast"
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of votes cast in the ballot Number of Individuals answering "Yes" to the question Number of individuals answering "No" to the question Number of individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 0 3
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of Individuals answering "Yes" to the question Number of Individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 1-3 should total "Number of votes cast" Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of votes cast in the ballot Number of Individuals answering "Yes" to the question Number of individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 1-3 should total "Number of votes cast" Were the number of votes cast in the ballot at least 50% of the number of
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of Individuals answering "Yes" to the question Number of Individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 1-3 should total "Number of votes cast" Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals
Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Ballot 6 Number of individual who were entitled to vote in the ballot Number of votes cast in the ballot Number of Individuals answering "Yes" to the question Number of individuals answering "No" to the question Number of individuals answering "No" to the question Number of invalid or otherwise spoiled voting papers returned 1-3 should total "Number of votes cast" Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)?

Ballots and Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Ballots & Industrial Action: If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

(see note 81)

B: engagement or non-engagement, or termination or suspension of employment or the duties of

C: allocation of work or the duties of employment between workers or groups of workers;

E: a worker's membership or non-membership of a trade union;

A: terms and conditions of employment, or the physical conditions in which any workers require to work;

G: machinery for negotiation or consulation, and other procedures, relating to any of the above matters,

Categories of Nature of Trade Dispute

D: matters of discipline;

employment, of one or more workers;

F: facilities for officials of trade unions;

	workers in such negotiation or consulation or in the carrying out of such procedures
	Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES/NO
	No
	If YES, for each industrial action taken please complete the information below:
	Industrial Action 1
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
Α	B C D E F G
	2 Dates of the industrial action taken.
	Dates of the industrial action taken: Number of days of industrial action:
	4. Nature of industrial action.
	Industrial Action 2
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
Α	B C D E F G
	2. Dates of the industrial action taken: to
	3. Number of days of industrial action:
	4. Nature of industrial action.
	Industrial Action 3
	1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:
Α	B C D E F G
	2. Dates of the industrial action taken: to
	3. Number of days of industrial action:
	4. Nature of industrial action.

use a continuation page if necessary

P20

Industrial Action 4	
1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:	
A	
2. Dates of the industrial action taken:	
3. Number of days of industrial action:	
4. Nature of industrial action.	
Industrial Action 5	
1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:	
A	
2. Dates of the industrial action taken: to	
3. Number of days of industrial action:	
4. Nature of industrial action.	
Industrial Action 6	
1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:	
A B C D E F G	
2. Dates of the industrial action taken: to	
Number of days of industrial action: A. Nature of industrial action.	
Industrial Action 7	
please tick the nature of the trade dispute for which industrial action was taken using the categories* below:	
2. Dates of the industrial action taken: to	
3. Number of days of industrial action:	
4. Nature of industrial action.	
Industrial Action 8	
1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:	
A	
2. Dates of the industrial action taken:	
3. Number of days of industrial action:	
4. Nature of industrial action.	

Ballots & Industrial Action- If you have 6 or more entries for either of these, please complete the Excel Spreadsheet

Notes to the accounts

(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income

Income consists of membership income and interest which are accounted for on a accruals basis.

Expenditure

Expenditure is accounted for when incurred.

2 Status

The Union is a members voluntary organisation that is open to all counsellors and psychotherapists in the UK. The executive committee are involved in the running of the Union in accordance with the Union Constitution.

3 Debtors

Other debtors £180

4 Creditors: amounts falling due within one year Other creditors £1,800

Accounting policies

(see notes 84 and 85)

See Notes to the Accounts		

Signatures to the annual return

(see notes 86 & 87)

Including the accounts and balance sheet contained in the return. Please copy and paste your electronic signature here

Secretary's Signature:	Freiet Lyons	Chairman's Signature:	Executive Committee see position should be stated)
Name:	Juliet Lyons	Name:	Richard Bagnall-Oakeley
Date:	07 April 2022	Date:	07 April 2022

Checklist

(see notes 88 to 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	X	No	
Has the list of officers in post been completed? (see Page 2 and Note 12)	Yes	X	No	
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	X	No	
Has the audtor's report been completed? (see Pages 20 and 21 and Notes 2 and 77)	Yes	X	No	
Is a rule book enclosed? (see Notes 8 and 88)	Yes	X	No	
A member statement is: (see Note 80)	Enclosed	X	To follow	
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	X	To follow	
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 and 103)	Yes	X	No	

Checklist for auditor's report

(see notes 90 and 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

 In the opinion of the auditors or auditor do the accounts they have audited and which are contained his return give a true and fair view of the matters to which they related? (See section 36(1) and (2) of he 1992 Act and notes 92 and 93)
Please explain in your report overleaf or attached.
2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
b. established and maintained a satisfactory system of control of its accounting records, its cash holdin and all its receipts and remittances. (See section 36(4) of the 1992 Act set out in note 92)
Please explain in your report overleaf or attached
3. Your auditors or auditor must include in their report the following wording:
n our opinion the financial statements:
give a true and fair view of the matters to which they relate to.
have been prepared in accordance with the requirements of the sections 28, 32 and 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)

See accounts		
Signature(s) of auditor or auditors:	00	
orginature(s) or addition of additions.	00	
Name(s):	Sturgess Hutchinson (Leicester)	
	Limited	
Profession(s) or Calling(s):	Chartered Certified Accountants	
Address(es):	21 New Walk	
	Leicester	
Postcode	LE1 6TE	
Date	4/7/2022	
Contact name for inquiries and telephone	0116 255 1880	
number:		

N.B. When notes to the account are referred to in the auditor's report a copy of those notes must accompany this return.

The Psychotherapy and Counselling Union Report and Accounts

31 December 2021

The Psychotherapy and Counselling Union Report and accounts Contents

	Page
Union Information	1
Statement of responsibilities	2
Independent auditor's report	3 - 4
Income and expenditure account	5
Balance sheet	6
Notes to the accounts	7

The Psychotherapy and Counselling Union Union Details

Auditors

Sturgess Hutchinson (Leicester) Limited 21 New Walk Leicester LE1 6TE

Bankers

Unity Trust Bank 9 Brindley Place Birmingham B1 2HB

Head office

Virtual Office 34 King Edward Road Northampton NN1 5LU

The Psychotherapy and Counselling Union Statement of National Treasurers Responsibilities

Law applicable to trade unions in England and Wales requires the national treasurer to prepare financial statements that give a true and fair view of the state of affairs of the Association at the end of the financial year and of its surplus or deficit for the financial year. In doing so the national treasurer is required to:

- select suitable accounting policies and then apply them consistently;
- · make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the association will continue in business.

The national treasurer is responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the association and enable him to ensure that the financial statements comply with the Trade Union and Labour Relations (Consolidation) Act 1992. The treasurer is also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Psychotherapy and Counselling Union Independent auditor's report to the members of The Psychotherapy and Counselling Union

Opinion

We have audited the accounts of The Psychotherapy and Counselling Union for the year ended 31 December 2021 which comprise the Income and Expenditure Account, the Balance Sheet and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- give a true and fair view of the state of the Association's affairs as at 31 December 2021 and of its surplus for the year then ended:
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act
 1992

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the association in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, 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.

In accordance with the exemption provided by FRC's Ethical Standard - Provisions Available for Audits of Small Entities, we have assisted with the preparation of the accounts.

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the report and accounts, other than the accounts and our auditor's report thereon. The national treasurer and secretary are responsible for the other information. Our opinion on the accounts 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 accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

The Psychotherapy and Counselling Union Independent auditor's report to the members of The Psychotherapy and Counselling Union

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the association and its environment obtained in the course of the audit, we have not identified any material misstatements.

We have nothing to report in respect of the following matters in relation to which the Trade Union and Labour Relations (Consolidation) Act 1992 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
- · we have not received all the information and explanations we require for our audit; or

Responsibilities of national treasurer and secretary

As explained more fully in the national treasurers responsibilities statement, the national treasurer and secretary are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the national treasurer determines is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the national treasurer and secretary are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the executive committee either intends to liquidate the association or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

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

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

Mr David Goodwin

(Senior Statutory Auditor) 21 New Walk

for and on behalf of

Sturgess Hutchinson (Leicester) Limited Leicester

Accountants and Statutory Auditors

7 April 2022 LE1 6TE

The Psychotherapy and Counselling Union Income and Expenditure Account for the year ended 31 December 2021

	2021 £	2020 £
Subscriptions	35,124	31,135
Administrative expenses		
Communications	-	(692)
Employment related issues	-	-
Audit fees	(200)	(1,800)
Other legal and professional	(969)	-
Federation and other bodies	(100)	-
Conferences	(1,025)	(216)
Other admnistrative expenses	(24)	(214)
Staff costs	(16,796)	(10,755)
Executive committee expenses	(240)	(100)
Bank charges	(99)	(152)
Other outgoings	(1,108)	(2,141)
Operating surplus	14,563	15,065
Interest receivable	2	42
Surplus for the financial year	14,565	15,107

The Psychotherapy and Counselling Union

Balance Sheet as at 31 December 2021

	Notes		2021 £		2020 £
Current assets			_		_
Debtors	3	180		180	
Cash at bank and in hand		57,508		44,743	
		57,688		44,923	
Creditors: amounts falling du	е				
within one year	4	(1,800)		(3,600)	
Net current assets			55,888		41,323
Net assets			55,888		41,323
Capital and reserves					
General Fund			55,888		41,323
Members' funds		_	55,888	_	41,323

M Shallcross

He Shallass

Treasurer

Approved on behalf of the union on 7 April 2022

The Psychotherapy and Counselling Union Notes to the Accounts for the year ended 31 December 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income

Income consists of membership income and interest which are accounted for on a accruals basis.

Expenditure

Expenditure is accounted for when incurred.

2 Status

The Union is a members voluntary organisation that is open to all counsellors and psychotherapists in the UK. The executive committee are involved in the running of the Union in accordance with the Union Constitution.

3	Debtors	2021 £	2020 £
	Other debtors	180	180
4	Creditors: amounts falling due within one year	2021 £	2020 £
	Other creditors	1,800	3,600

Membership audit certificate

made in accordance with section 24ZD of the Trade Union and Labour Relations (Consolidation) Act 1992

(See notes 97 to 103)

At the end of the reportign period proceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

No

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

Membership audit certificate Section one

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1 In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

N/A

2 In the opinion of the assurer has he/she obtained the inforamation and explanations necessary for the performance of his/her functions?

N/A

If the answer to either questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

Membership audit certificate (continued)

Signature of assurer		
olynature or assurer		
Name		
Address		
Date		
Contact name and telephone number		

Membership audit certificate

Section two

For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of it members and secured, so far asis reasonably practicable, that the entries in the register are accurate and up-to-date?

Yes

If "No" Please explain below:

Signature	Friet Lyons
Name	Juliet Lyons
Office held	Secretary
Date	4/7/2022