

Royal Charter number: RC000767
Charity number: 1073396

Landscape Institute

Report and financial statements

31 March 2015

Landscape Institute

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For the year ended 31 March 2015

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Landscape Institute

Reference and administrative details

For the year ended 31 March 2015

Royal Charter number RC000767

Charity number 1073396

Registered office and operational address
Charles Darwin House 2
107 Gray's Inn Road
London
WC1X 8TZ

Trustees Trustees who served during the year and up to the date of this report were as follows:

Noel Farrer	President
Susan Illman	Immediate Past President (until 30 June 2015)
Merrick Denton-Thompson	(Served throughout, President-Elect from 1 July 2015)
Ian Phillips	Vice President
Penny Beckett	Honorary Treasurer (until 30 June 2014)
Carolyn Göhler	Honorary Treasurer (from 23 July 2014)
Helen Tranter	Honorary Secretary (until 30 June 2015)
James Lord	Honorary Secretary (from 1 July 2015)
Bob Branson	
Deborah Fowler	(until 25 November 2014)
Mike Owen	
Mark Turnbull	
Phyllis Starkey	
Michelle Bolger	
Charles Young	(from 20 January 2015)

Council From 1 July 2015

Noel Farrer
Ian Phillips
Carolyn Göhler
James Lord
Kate Bailey
Candida Diamond
Robert Holden
Amanda McDermott
Colin Moore
Marc van Grieken
Wendy Wright
Rosemary Walker (Licentiate)
Simon Brown (Licentiate)
Isaac Winchcombe (student)
Ian Houlston (Policy committee)
Bill Blackledge (Technical committee)
Clare Michael (Education & Membership Committee)

Landscape Institute

Reference and administrative details

For the year ended 31 March 2015

Catherine Bailey (East of England)
Adrian Clarke (North East)
Clare Symons (London)
Tim Dyer (South East)
Jonathan Miley (North West)
Christine Tudor (South West)
Steve Fancourt (Midlands)
Katharine Schofield (East Midlands)
Jan Taylor (Wales)
Rachel Tennant (Scotland)
David Watkiss (Northern Ireland)
Alan Nowell (Yorkshire & Humber)

Council

Until 30 June 2015

Noel Farrer
Susan Illman
Ian Phillips
Carolyn Göhler
Helen Tranter
Annie Coombs
Robert Holden
Sarah Reece-Mills
John Stuart-Murray
Julia Watts
Adrian Wikeley
Candida Diamond
Amanda McDermott
Rosemary Walker (Licentiate)
Dan Bowles (student/licentiate)
Kate Bailey (Policy committee)
Colin Moore (Technical committee)
Clare Michael (Education & Membership Committee)
Catherine Bailey (East of England)
Adrian Clarke (North East)
Clare Symons (London)
Tim Dyer (South East)
Jonathan Miley (North West)
Christine Tudor (South West)
Steve Fancourt (Midlands)
Katharine Schofield (East Midlands)
Jan Taylor (Wales)
Rachel Tennant (Scotland)
David Watkiss (Northern Ireland)
Alan Nowell (Yorkshire & Humber)

Landscape Institute

Reference and administrative details

For the year ended 31 March 2015

Principal staff	Philip Mulligan	Chief Executive
Bankers	Natwest Bank PO Box 2162 20 Dean Street London W1A 1SX	CAF Bank Ltd 25 Kings Hill Avenue King Hill West Malling Kent, ME19 4JQ
Solicitors	Russell Cooke 2 Putney Hill Putney London SW15 6AB	
Auditors	Sayer Vincent LLP Chartered Accountants and Statutory Auditors Invicta House 108-114 Golden Lane London EC1Y 0TL	

The Board of Trustees present their annual report and the financial statements of the Landscape Institute for the year ended 31 March 2015. The Board confirms that the annual report and financial statements of the Institute comply with current statutory requirements, the requirements of the Institute's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

Constitution and objects

The Landscape Institute is constituted under Royal Charter dated 1 September 1997, revised 9 July 2008. The main objects of the Institute are: To protect, conserve and enhance the natural and built environment for the benefit of the public by promoting the arts and sciences of Landscape Architecture and its several applications and for that purpose to foster and encourage the dissemination of knowledge relating to Landscape Architecture and the promotion of research and education therein, and in particular to establish, uphold and advance the standards of education, qualification, competence and conduct of those who practise Landscape Architecture as a profession, and to determine standards and criteria for education training and experience.

Organisation

Under the provisions of its Royal Charter, the Landscape Institute has a Board of Trustees which normally meets six times per year, and an Advisory Council which meets three times per year. The Institute has a wholly-owned subsidiary, Landscape Services Limited, by nature of common control, which is registered in England and Wales. Its activities serve to generate income for the furtherance of the Institute's charitable objectives.

Appointment, induction and training of Trustees

The Institute has twelve trustees. Five are directly elected by the membership of the Institute while seven are appointed by the Institute's elected Council. The Institute also has three trustees who are not members of the Institute who have been selected because of relevant expertise of benefit to the organisation and its management. All trustees, whether directly elected or appointed by Council, commit themselves to working to a job description and to acting within a code of conduct.

The induction for new trustees is undertaken by means of circulation an induction pack containing details of the legal roles and responsibilities of trustees, and details about the organisation. Where appropriate familiarisation meetings are also held between the Chief Executive, senior staff and new trustees to ensure that new trustees are properly prepared for their roles. Training in understanding charity finance is routinely offered to all new trustees and training in governance or other relevant matters is provided from time to time as it may be thought beneficial.

Public Benefit

The trustees review the aims, objectives and activities of the Institute each year. This report looks at what the Institute has achieved and the outcomes of its work within the twelve months from April 2014 to March 2015. The trustees report the success of each key activity and the benefits the Institute has brought to its members and the profession that it is set up to help. The review also helps the Trustees to ensure that the Institute's aims, objectives and activities remained focused on its stated purposes.

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

The Institute's main activities and beneficiaries are described below. All its charitable activities focus on protecting, conserving and enhancing the natural and built environment for the benefit of the public by promoting the arts and

sciences of landscape architecture and its several applications; fostering and encouraging the dissemination of knowledge relating to landscape architecture and the promotion of research and education therein; and establishing, upholding and advancing the standards of education, qualification, competence and conduct of those who practise landscape architecture as a profession. All of the activities undertaken by the Institute's activities in pursuit of these charitable objects are undertaken in the public benefit.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005).

Financial Review and Review of the Year

Risk

The Finance and Risk sub-committee of the Board is responsible for reporting to trustees on risk and its remediation, as well as for scrutiny and planning of financial matters. Trustees remain responsible for considering and assessing the major risks which the charity faces from time to time. These risks are set out on the organisation's risk register, which is formally revised at least once every year and may be reviewed and updated from time to time during the course of the year as the risk environment changes. Compliance, external, financial, operational, reputational, strategic and governance risks are all considered as part of the risk register review. Mitigation strategies are agreed and the Board receives reports from the Chief Executive on the impact of those strategies so that they can be amended as necessary. The trustees are satisfied that adequate control systems are in place to ensure that all identified risks can be mitigated to reduce significantly any negative impact on the charity.

Reserves

The Board of Trustees has a policy of holding free reserves equal to between two and four months' expenditure. In 2015 this equates to £303,385- 606,770. As of 31 March 2015 free reserves stood at £513,749, and the average figure for free reserves over the year was £511,290. The Institute sold its investment property on 14 July 2014, and the net proceeds have been set aside in a designated fund in order that either a new property may be purchased for our head office on release from our current lease, or another suitable investment for the Institute made using these funds.

Financial Review

Our financial performance for 2014-15 was positive, with a surplus in excess of our budget for the year due mainly to expenditure savings identified during the year.

- We achieved a surplus of £102,570.
- Total net assets rose from £1,707,283 to £1,809,853 in the year to 31 March 2015.

Overall the financial position of the Institute is healthy, with a steady surplus being realised year on year, rising levels of cash and of free reserves, and reduced debt.

Achievements and Performance

2014-15 can be regarded as a very successful year in many ways for the Landscape Institute. Once again, much of what was achieved was made possible by the support of our many volunteers who hold governance roles, run branches, sit on committees, mentor and examine candidates for Chartership, organise events and promote the profession. We have estimated that the value of such voluntary contributions exceeds £1m each year. The Board of trustees would like to thank every member and volunteer who has contributed to the success of the year and helped the Institute in fulfilling its mission to protect and enhance the environment and to create thriving communities

through the design and management of inspirational places. No other professional body brings together environmental analysis, spatial planning, site management and design. This unique mix enables members of the Landscape Institute to offer design and management solutions which are environmentally-led, sustainable, and enhance the quality of human life.

The Institute pursued seven strategic objectives during the year. The strategic objectives are reported on below. More detailed reports on a number of specific objectives within each of our main areas of work (Policy and Communications, Technical, Education and Membership, and Central Services) are available on the LI website.

Strategic Objective one: Increased leadership, authority and profile within the built and natural environment sectors, particularly in the areas of green infrastructure, water, housing and public health.

We were successful in achieving increased leadership, authority and profile as demonstrated by:

- Our role in convening two Inter-Institutional Flooding round tables and through the All Party Parliamentary Group on the Built Environment's Commission on water for which Sue Illman was a commissioner – the report was published just before the election
- Noel Farrer becoming a member of the government's Housing Design Review Panel
- Our participation at the Ebbsfleet Ministerial Design Roundtable and Inclusive Design Ministerial Roundtable
- Our Garden City principles being used by government
- Our contribution to the Farrell Review, Farrell's development of the PLACE concept with landscape at the heart as well as our subsequent involvement with the PLACE Alliance
- Our active participation in the Construction Industry Council
- Our engagement with the Edge Commission on the future of professionalism
- Our exhibition 'Rethinking the Urban Landscape' and associated lectures which attracted record audiences
- Our leadership role in the delivery of the Capability Brown Festival phase one and in winning the award for phase two, the delivery stage
- Our biggest ever annual Awards ceremony, hosted by Majora Carter

Strategic Objective two: Landscape issues becoming more central in decision making by government (national, devolved and local), developers and health officials.

We successfully completed work that will allow government, developers and health officials to make landscape more central within their decision making. In particular, we have seen:

- The Building Research Establishment recognising landscape alongside ecology
- The Farrell Review concluding that landscape is the 'primary infrastructure'
- Our garden city principles being used by government
- The publication of 'Profitable Places', which sets out our principles and case studies as to why developers should invest in landscape
- The much awaited implementation of the Flood and Water Management Act, despite its many limitations

We also responded to a number of national and devolved government consultations. However, we are aware that major cuts in the public sector are putting landscape posts as well as strategic thinking under pressure and that much of government thinking on housing is still driven by quantity rather than quality.

Strategic Objective three: Increased appreciation and respect by fellow professionals for the valuable contribution landscape architects can offer.

We have successfully engaged fellow professionals at a strategic and institutional level resulting in greater respect and appreciation for the profession. Examples of this include:

- Rethinking the Urban Landscape Exhibition, launch event and associated lectures brought contact with a variety of built environment professionals
- Participation in Open House increased contact with architects and engineers
- London Festival of Architecture engaged a range of fellow professionals
- Engagement with BIM has increased understanding of the interface between landscape and other practitioners
- Many of our award winners present their projects in partnership with fellow professionals and in a number of significant cases, the construction team is now led by a landscape architect

Strategic Objective four: The demand for landscape architecture education at university and training via CPD increases.

The demand by members for CPD, training and publications has remained high during the year and we have innovated with different delivery models. BIM and GLVIA masterclasses have been particularly successful. In an attempt to address falling UK student applications for LI accredited courses we launched a new careers website and marketing campaign called '*Be A Landscape Architect*'. A promotional event for students was also held at our 'Rethinking the Urban Landscape' exhibition. It is too early for this work to show a noticeable impact on numbers applying for university courses and the situation is that currently applications from UK students are steady or falling slightly but demand from overseas students remains high.

During the year the Institute noted with regret that two accredited landscape undergraduate courses closed their intakes. The challenges facing universities led us to place greater emphasis on building relations with and supporting the Standing Conference of Heads of Landscape Architecture Schools (SCHOLA). Strong relations with SCHOLA are necessary if we are going to broaden the range of courses we accredit to reflect the full range of areas of practice. It has proved more challenging than we had hoped to accredit new courses during the year, particularly those courses where there is only one year of post-graduate study.

Strategic Objective five: Supportive relations across the organisation and alignment to our priority areas.

There has been a good level of engagement with members through a consultation on governance changes. Over 600 members either attended governance roadshows which visited every branch, or responded directly to the consultation. We also introduced a branch teleconference between Council meetings and there have been Presidential or staff visits to every Branch. We introduced a more strategic and transparent mechanism for allocating funding to Branches but more still needs to be done to support some of our Branches which, for a variety of reasons, are not as active as they would like to be. A decision was taken during the year to re-launch Vista as a publication for members covering membership issues rather than professional practice. A decision was also taken to develop an online membership directory to enable greater networking and support between members and to form 'Special Interest Groups', which will operate like virtual branches based around areas of interest rather than geographic regions.

Strategic Objective six: Effective governance that maximises the valuable contributions that members volunteer.

For the first time the Board and senior management team worked together at a leadership retreat which had as a focus the issue of broadening membership. Excellent progress was made on an issue that has been difficult to progress in the past. The outcome of the retreat was a commitment to democratise the organisation. Members were then consulted on a range of potential proposals with this aim.

Landscape Institute

Report of the trustees

For the year ended 31 March 2015

During the year a successfully run election took place for a new Honorary Treasurer and work began on the next election cycle for the Institute's Council and Officers. There was also a successful recruitment campaign for a new independent Trustee. A new risk register has also been developed.

At the Annual General Meeting of the Institute a motion was passed regarding the long term location of the Institute's head office. As a result of this an Office Location Working Group has been established and is currently progressing with research and exploration of options. The group will report in the year ahead.

Strategic Objective seven: A motivated and high functioning staff team with efficient new financial and administrative systems.

During the year a successful transfer took place from our outsourced finance provider to an internal Head of Finance and Governance. We also made improvements in the way we use our bulk emailing system and have begun looking at our data more critically to improve the quality of our membership information.

A significant staff restructuring took place with some longer-serving members of staff leaving the Institute and a range of new people brought in. The Institute benefited from this injection of new energy, knowledge and skills whilst retaining a core of committed and experienced members of staff. The senior management team also benefited from working with One Leadership, who provided leadership coaching and support.

Plans for year ahead

- Delivery of HLF grant for the Capability Brown Festival 2016
- Delivery of training and educational events including the launch of a webinar series and the creation of a new annual members' conference
- Publication of a book on BIM and landscape
- The 'Rethinking the urban landscape' exhibition to tour at least six branches
- Undertaking a review of rural land use planning and exhibition
- Participation in Open House and the London Festival of Architecture
- Support for the work of the Parks Alliance
- Launch and promote an 'Ambassador' scheme to encourage members giving talks to schools and younger people
- Launch a student bursary scheme
- Identify a wide range of courses to potentially accredit and make progress towards accreditation
- Launch an experienced practitioners route to Chartership (if approved by members)
- Undertake a review of landscape education in the UK
- Establish peer learning groups for new CMLIs
- Develop and launch an online members contact directory
- Launch virtual Special Interest Groups
- Seek to gain member approval for a range of governance changes
- Develop an international membership offer
- Develop and launch a new Individual (non-chartered) type of membership (if approved by members)
- Make a decision on the longer term location of the head office.

Report of the trustees

For the year ended 31 March 2015

Statement of responsibilities of the trustees

The trustees are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the group and of the incoming resources and application of resources of the group for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Royal Charter. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Auditors

Sayer Vincent LLP were re-appointed as Institute's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 14th July 2015 and signed on their behalf by

Noel Farrer
President

Independent auditors' report

To the members of

Landscape Institute

We have audited the financial statements of Landscape Institute for the year ended 31 March 2015 which comprise the Group statement of financial activities, the Group and Institute balance sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the trustees as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities set out in the report of the trustees, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- Give a true and fair view of the state of the group and parent charity's affairs as at 31 March 2015, and of the group's incoming resources and application of resources, for the year then ended;
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- Have been prepared in accordance with the requirements of the Charities Act 2011.

Independent auditors' report

To the members of

Landscape Institute

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- The information given in the report of the trustees is inconsistent in any material respect with the financial statements; or
- Sufficient accounting records have not been kept; or
- The financial statements 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.

21 July 2015

Sayer Vincent LLP, Statutory Auditors

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

Landscape Institute

Consolidated Statement of Financial Activities (Incorporating an income and expenditure account)

For the year ended 31 March 2015

	Note	Restricted £	Unrestricted £	2015 Total £	2014 Total £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Activities for generating funds	2	-	7,537	7,537	36,305
Investment income		-	5,229	5,229	1,536
<i>Incoming resources from charitable activities</i>					
Membership and education	3	-	1,377,358	1,377,358	1,360,576
Policy and communications		132,910	399,378	532,288	400,899
<i>Other incoming resources</i>	4	-	468	468	3,590
Total incoming resources		132,910	1,789,970	1,922,880	1,802,906
Resources expended					
<i>Charitable activities</i>					
Education and membership		-	692,783	692,783	563,081
Policy and communications		132,910	800,468	933,378	1,003,354
<i>Governance costs</i>		-	194,149	194,149	123,514
Total resources expended	5	132,910	1,687,400	1,820,310	1,689,949
Net incoming resources before other recognised gains and losses	6	-	102,570	102,570	112,957
Unrealised gains on revaluation of investment property	10	-	-	-	599,182
Net movement in funds		-	102,570	102,570	712,139
Reconciliation of funds					
Total funds brought forward		16,226	1,691,057	1,707,283	995,144
Total funds carried forward	15	16,226	1,793,627	1,809,853	1,707,283

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed above and in note 15 to the financial statements.

Landscape Institute

Balance sheets

31 March 2015

	Note	The group 2015 £	2014 £	The Institute 2015 £	2014 £
Fixed assets					
Tangible fixed assets	9	17,618	17,279	17,618	17,279
Investments	10,11	<u>-</u>	<u>1,189,182</u>	<u>7</u>	<u>1,189,189</u>
		17,618	1,206,461	17,625	1,206,468
Current assets					
Debtors	12	148,792	167,783	335,806	171,029
Short term deposits		1,584,549	161,610	1,584,549	161,610
Cash at bank and in hand		<u>527,909</u>	<u>645,739</u>	<u>190,307</u>	<u>496,663</u>
		2,261,250	975,132	2,110,662	829,302
Liabilities					
Creditors: amounts due within one year	13	<u>469,015</u>	<u>474,310</u>	<u>318,434</u>	<u>328,487</u>
Net current assets		<u>1,792,235</u>	<u>500,822</u>	<u>1,792,228</u>	<u>500,815</u>
Net assets	14	<u>1,809,853</u>	<u>1,707,283</u>	<u>1,809,853</u>	<u>1,707,283</u>
Funds	15				
Restricted funds		16,226	16,226	16,226	16,226
Unrestricted funds					
Revaluation fund		-	1,063,891	-	1,063,891
Designated funds		1,279,878	118,334	1,279,878	118,334
General funds		<u>513,749</u>	<u>508,832</u>	<u>513,749</u>	<u>508,832</u>
Total charity funds		<u>1,809,853</u>	<u>1,707,283</u>	<u>1,809,853</u>	<u>1,707,283</u>

Approved by the trustees on 14 July 2015 and signed on their behalf by

Noel Farrer - President

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

These financial statements consolidate the results of the Institute and its wholly-owned subsidiary Landscape Services Limited on a line by line basis. Transactions and balances between the Institute and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two entities are disclosed in the notes to the accounts. A separate statement of financial activities, or income and expenditure account, for the Institute itself is not presented because the Institute has taken advantage of the exemption afforded by paragraph 397 of SORP 2005.

- b) Voluntary income received by way of donations and gifts to the Institute is included in full in the statement of financial activities when receivable.

- c) Subscription income is recognised for the period for which the services are provided.

Income from the sale of publications, advertising, examinations and rental of space is recognised in the period in which the activity occurs.

- d) Revenue grants are credited to the statement of financial activities when received or receivable whichever is earlier.

Where unconditional entitlement to grants receivable is dependent upon fulfilment of conditions within the Institute's control, the incoming resources are recognised when there is sufficient evidence that conditions will be met. Where there is uncertainty as to whether the Institute can meet such conditions the incoming resource is deferred.

- e) When income is received that relates to a period spanning the financial year-end, the income is carried forward as deferred income to the extent that it relates to a period after the year-end.

- f) Income tax recoverable in relation to investment income or Gift Aid donations is recognised at the time the relevant income is received.

- g) Resources expended are allocated to the particular activity where the cost relates directly to that activity. Resources expended include attributable VAT which cannot be recovered. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which is an estimate, based on direct costs, of the amount attributable to each activity.

Membership and education	45%
Policy and Communications	46%
Governance costs	9%

1. Accounting policies (continued)

h) Governance costs are the costs associated with the governance arrangements of the Institute. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the Institute's activities. These being the costs of servicing Board and Council meetings, audit and strategic planning.

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

Furniture, fittings and office equipment	25% straight line
Computers	33 ⅓% straight line
Website	33 ⅓% straight line

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

j) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

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

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

m) Investment in the subsidiary Landscape Services Limited is included in the Institute's balance sheet at cost.

n) Investment properties held as fixed assets are included at valuation. The gain or loss on revaluation is taken to the Statement of Financial Activities.

o) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities on a straight line basis over the minimum lease term.

p) The Institute operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Institute in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the Institute to the fund. The Institute has no liability under the scheme other than for the payment of those contributions.

2. Activities for generating funds

	Restricted £	Unrestricted £	2015 Total £	2014 Total £
Rental income	-	-	-	29,688
Insurance commission	-	7,537	7,537	6,617
Total	-	7,537	7,537	36,305

Our former investment property at 6/7 Barnard Mews, London SW11 was sold in July 2014.

3. Incoming resources from charitable activities

	Restricted £	Unrestricted £	2015 Total £	2014 Total £
Member subscriptions	-	1,096,427	1,096,427	1,058,567
Examination fees	-	94,505	94,505	88,681
Univeristy accreditation fees	-	10,600	10,600	9,750
Practice registrations	-	148,546	148,546	167,403
Publication sales	-	16,382	16,382	26,980
Branch fundraising	-	10,898	10,898	9,195
Total membership and education	-	1,377,358	1,377,358	1,360,576
Events and sponsorship	-	187,350	187,350	214,281
Advertising income	-	212,028	212,028	181,868
Grant income	132,910	-	132,910	4,750
Total policy and communications	132,910	399,378	532,288	400,899
	132,910	1,776,736	1,909,646	1,761,475

4. Other incoming resources

	Restricted £	Unrestricted £	2015 Total £	2014 Total £
Other income	-	468	468	3,590
	-	468	468	3,590

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2015

5. Total resources expended

	Membership and education	Policy and communications	Governance Costs	Support Costs	2015 Total	2014 Total
	£	£	£	£	£	£
Staff costs (note 7)	276,528	286,690	64,754	150,635	778,607	691,032
Branch activities	-	32,812	-	56,854	89,666	62,755
Journal and publications	-	142,340	-	-	142,340	136,593
Pathway direct costs	56,460	-	-	-	56,460	45,165
Other direct costs	17,043	54,960	5,609	43,801	121,413	140,040
Event costs	35,963	90,345	115	-	126,423	147,320
Audit	-	-	10,600	-	10,600	10,034
Legal & professional	-	-	42,770	34,912	77,682	77,466
Depreciation and loss on disposals	-	-	-	10,524	10,524	16,080
Committee expenses	25,003	9,052	21,896	5,776	61,727	41,814
Premises costs	-	-	-	82,859	82,859	74,528
Communications and IT	47,082	76,474	-	96,456	220,012	199,204
Bad debt and provision for doubtful debt	-	-	-	-	-	8,091
Other costs	-	-	-	41,997	41,997	39,827
	<u>458,079</u>	<u>692,673</u>	<u>145,744</u>	<u>523,814</u>	<u>1,820,310</u>	<u>1,689,949</u>
Support Costs	<u>234,704</u>	<u>240,705</u>	<u>48,405</u>	<u>(523,814)</u>	<u>-</u>	<u>-</u>
Total resources expended	<u>692,783</u>	<u>933,378</u>	<u>194,149</u>	<u>-</u>	<u>1,820,310</u>	<u>1,689,949</u>

Notes to the financial statements

For the year ended 31 March 2015

6. Net incoming resources for the year

This is stated after charging / crediting:

	2015 £	2014 £
Depreciation	10,524	16,080
Trustees' expenses	26,304	19,125
Auditors' remuneration:		
▪ Audit	10,300	10,050
▪ Under/over accrual from previous year	300	-
Operating lease rentals:		
▪ Property	32,400	32,400
▪ Office equipment	5,957	1,315
	<u>78,785</u>	<u>69,970</u>

Of the fourteen (2014: 16) Trustees who served during the financial year, 13 (2014: 11) received reimbursement of expenses in respect of travel and subsistence.

One Trustee (2014: two) received remuneration in respect of professional services provided as supervisors, examiners, speakers and researchers. See note 17.

7. Staff costs and numbers

Staff costs were as follows:

	2015 £	2014 £
Salaries and wages	625,679	522,450
Social security costs	66,135	54,034
Pension contributions	24,751	22,094
Other staff costs	62,042	92,454
	<u>778,607</u>	<u>691,032</u>

One employee earned between £60,000 and £69,999 during the year (2014: nil). Employer pension contributions for those earning more than £60,000 during the year totalled £4,150 (2014: £nil).

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2015 No.	2014 No.
Membership and education	5.5	6.0
Policy and communications	7.0	5.0
Secretariat	4.0	3.0
	<u>16.5</u>	<u>14.0</u>

8. Taxation

The Institute is exempt from corporation tax as all its income is charitable and is applied for charitable purposes. The Institute's trading subsidiary Landscape Services Ltd gift aids any available profits to the Institute.

9. Tangible fixed assets

The group	Fixtures, fittings, office equipment	Computers	Database and website	Totals
	£	£	£	£
Cost				
At the start of the year	11,161	5,449	100,489	117,099
Additions	-	3,793	7,070	10,863
At the end of the year	<u>11,161</u>	<u>9,242</u>	<u>107,559</u>	127,962
Depreciation				
At the start of the year	11,161	5,014	83,645	99,820
Charge for the year	-	1,316	9,208	10,524
At the end of the year	<u>11,161</u>	<u>6,330</u>	<u>92,853</u>	110,344
Net book value				
At the end of the year	<u>-</u>	<u>2,912</u>	<u>14,706</u>	17,618
At the start of the year	<u>-</u>	<u>435</u>	<u>16,844</u>	17,279

The tangible fixed assets of the Institute are the same as those of the group and, therefore, have not been stated separately.

10. Investments

	The group		The Institute	
	2015	2014	2015	2014
	£	£	£	£
Market value at the start of the year	1,189,182	590,000	1,189,189	590,007
Sale of investment property	(1,189,182)	-	(1,189,182)	-
Unrealised gain	-	599,182	-	599,182
Market value at the end of the year	<u>-</u>	<u>1,189,182</u>	<u>7</u>	<u>1,189,189</u>
Historic cost at the year end	<u>-</u>	<u>125,291</u>	<u>7</u>	<u>125,298</u>
Investments comprise:	The group		The Institute	
	2015	2014	2015	2014
	£	£	£	£
Investment property in the UK	-	1,189,182	-	1,189,182
Investment in subsidiary undertakings incorporated in the UK	-	-	7	7
	<u>-</u>	<u>1,189,182</u>	<u>7</u>	<u>1,189,189</u>

Our investment property at 6-7 Barnard Mews, London SW11 was sold by the Institute on 14 July 2014. The market value of the property had been increased to £1,189,182 as at 31 March 2014, to reflect the net sale proceeds achieved on 14 July 2014.

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2015

11. Subsidiary Undertaking

The Institute owns the whole of the issued ordinary share capital of Landscape Services Limited, a company registered in England. Activities of the subsidiary include events management and sales of advertising and publications. All activities have been consolidated on a line by line basis in the statement of financial activities. Available profits are gift aided to the Institute. A summary of the results of the subsidiary is shown below:

	2015 £	2014 £
Turnover	560,998	538,689
Cost of sales	<u>(327,641)</u>	<u>(247,140)</u>
Gross profit	233,357	291,549
Administrative expenses	<u>(136,246)</u>	<u>(107,968)</u>
Operating profit	97,111	183,581
Amount payable to Landscape Institute under Gift Aid	<u>(97,111)</u>	<u>(183,581)</u>
Profit for financial year	<u><u>-</u></u>	<u><u>-</u></u>
The aggregate of the assets, liabilities and funds was:		
Assets	409,271	252,320
Liabilities	<u>(409,264)</u>	<u>(252,313)</u>
Funds	<u><u>7</u></u>	<u><u>7</u></u>

The parent Institute's gross income and the results for the year are disclosed as follows:

	2015 £	2014 £
Gross income	1,458,994	1,447,799
Results for the year	<u><u>102,570</u></u>	<u><u>112,957</u></u>

12. Debtors

	The group		The Institute	
	2015	2014	2015	2014
	£	£	£	£
Trade debtors	84,633	102,844	13,870	1,150
Due from group undertakings	-	-	258,684	106,492
Accrued income	17,447	2,926	17,447	2,926
Sundry debtors	11,087	13,338	11,087	13,338
Prepayments	35,625	48,675	34,718	47,123
	148,792	167,783	335,806	171,029

13. Creditors: amounts due within one year

	The group		The Institute	
	2015	2014	2015	2014
	£	£	£	£
Trade creditors	59,094	73,947	52,518	71,267
Deferred income	313,609	311,108	184,105	179,213
Social security and other taxes	18,973	17,032	18,973	17,032
VAT creditor	42,300	31,398	29,999	20,695
Other creditors	3,674	450	3,674	-
Accruals	31,365	40,375	29,165	40,280
	469,015	474,310	318,434	328,487

14. Analysis of group net assets between funds

	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Tangible fixed assets	-	17,618	-	17,618
Net current assets	16,226	1,262,260	513,749	1,792,235
Net assets at the end of the year	16,226	1,279,878	513,749	1,809,853

15. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Restricted funds:					
Travel award	11,476	-	-	-	11,476
Capability Brown 300 Celebration and Festival	-	132,910	(132,910)	-	-
Green Infrastructure fund	4,750	-	-	-	4,750
Total restricted funds	16,226	132,910	(132,910)	-	16,226
Unrestricted funds:					
<i>Designated funds:</i>					
Fixed assets funds	17,279	-	-	339	17,618
Branch funding	51,055	10,899	(56,854)	67,978	73,078
Property Fund	-	-	-	1,189,182	1,189,182
Building	50,000	-	-	(50,000)	-
<i>Total designated funds</i>	118,334	10,899	(56,854)	1,207,499	1,279,878
General funds	508,832	1,779,071	(1,630,546)	(143,608)	513,749
Revaluation fund	1,063,891	-	-	(1,063,891)	-
<i>Total general funds</i>	1,572,723	1,779,071	(1,630,546)	(1,207,499)	513,749
Total unrestricted funds	1,691,057	1,789,970	(1,687,400)	-	1,793,627
Total funds	1,707,283	1,922,880	(1,820,310)	-	1,809,853

General funds

General Funds are funds available for the purposes of the Institute to be spent as the Board of Trustees sees fit within the stated objectives of the charity. The Board of Trustees are free to set priorities and decide how and when to spend these funds, and they are not earmarked in any way.

Purposes of restricted funds

The Travel Award Memorial fund originated from a donation to provide travel awards to members.

The Capability Brown 300 Celebration and Festival fund was established with funding from the Heritage Lottery Fund of £127,910, together with £5,000 from the Royal Horticultural Society, to assess the feasibility of a national festival to celebrate the work of Capability Brown on the 300th anniversary of his birth. The project, which the LI delivered on behalf of a partnership of several organisations has been a success, and as a result, we applied for further funding from the Heritage Lottery Fund to manage a celebration and festival and that funding has been awarded to the Institute to manage this project over the coming two years.

The Green Infrastructure fund originated from a grant from the Greater London Authority, for the development of a Green Infrastructure promotional video which is ongoing and will be completed in the next financial year.

15. Movements in funds (continued)

Purposes of designated funds

In line with the recommendation of the Charity SORP, the net value of fixed assets are reflected in a designated fund.

Funds in branch bank accounts are intended for use in the relevant branch.

The Property fund comprises net proceeds of the sale of the Institute's former investment property. During the year, the Board has established a working group to investigate and report back the most suitable location for the Institute's Head Office, and proposes to use this fund to purchase suitable premises, or otherwise an alternative investment property.

16. Operating lease commitments

The group had annual commitments at the year end under operating leases expiring as follows:

	2015		2014	
	Land and buildings £	Other £	Land and buildings £	Other £
Less than 1 year	16,200	-	-	1,315
1 - 2 years	-	-	32,400	-
2 - 5 years	-	5,957	-	-
	16,200	5,957	32,400	1,315

Shortly after the end of the financial year the Institute entered into a 5-year lease on our new office premises, at an annual rental of £43,200.

17. Related party transactions

During the year, one trustee, Susan Illman (2014: two - Susan Illman and Irene Shaw), received remuneration in respect of professional services provided as a supervisor, examiner, speaker, researcher and a trainer, totalling £1,440 (2014: £975).