

Company no. RC000767
Charity no. 1073396

Landscape Institute
Report and Financial Statements
31 March 2013

sayer vincent

auditors and advisors

Landscape Institute

Reference and administrative details

For the year ended 31 March 2013

Company number	RC000767	
Charity number	1073396	
Registered office and operational address	Charles Darwin House 12 Roger Street London WC1N 2JU	
Principal 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 Chartered accountants and statutory auditors 8 Angel Gate City Road London EC1V 2SJ	
Chief Executive	Alastair McCapra	
Board of Trustees	The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:	
Susan Illman	President from 1 July 2012, previously President-Elect	
Jo Watkins	Immediate Past President (from 1 July 2012 to 30 June 2013)	
Noel Farrer	President Elect (from 1 July 2013)	
Ian Phillips	Vice President (from 1 July 2013)	
Brian Clouston	Vice President (until 30 June 2013)	
Penny Beckett	Honorary Treasurer	
Helen Tranter	Honorary Secretary	
Bob Branson	(from 28 November 2012)	
Tony Edwards	(resigned 28 November 2012)	
Liz Ford	(resigned 8 November 2012)	
Deborah Fowler		
Dominic McVey		
Mike Owen		
Irene Shaw		
Mark Turnbull	(from 8 January 2013)	

Landscape Institute

Reference and administrative details

For the year ended 31 March 2013

Council (from 1 July 2013)

Susan Illman	President
Ian Phillips	Vice President
Noel Farrer	President Elect
Penny Beckett	Honorary Treasurer
Helen Tranter	Honorary Secretary

Annie Coombs

Clare Brockhurst

Robert Holden

Sarah Reece-Mills

John Stuart-Murray

Julia Watts

Adrian Wikeley

Amanda McDermott (Licentiate)

Sarah Coombes (Licentiate)

Dan Bowles (student)

Kate Bailey (Policy committee)

Colin Moore (Technical committee)

Michelle Bolger (Education & Membership Committee)

Carolyn Gohler (East of England)

Adrian Clarke (North East)

Clare Symons (London)

Tim Dyer (South East)

Jonathan Miley (North West)

Jane Thomas (South West)

Steve Fancourt (Midlands)

Katharine Schofield (East Midlands)

Candida Diamond (Wales)

Rachel Tennant (Scotland)

David Watkiss (Northern Ireland)

The Yorkshire & Humber branch seat was vacant at the time this report was produced

Landscape Institute

Reference and administrative details

For the year ended 31 March 2013

Council (until 30 June 2013)

Susan Illman	President
Jo Watkins	Immediate Past President
Brian Clouston	Vice President
Penny Beckett	Honorary Treasurer
Helen Tranter	Honorary Secretary
Helen Brown	(resigned 19 December 2012)
Annie Coombs	
Merrick Denton-Thompson	
Peter Hutchinson	
Edward Hutchison	
Ian Phillips	
Adrian Wikeley	
Lindsey Abbott (Licenciate)	
Gethin Owens (Licenciate)	
Amanda McDermott (student)	
Clare Brockhurst (Policy committee)	
Colin Moore (Technical committee)	
Michelle Bolger (Education & Membership Committee)	
Rachel Bodiam (East of England)	(resigned 11 Oct 2012)
Kirstie Mawhinney (North East)	
Nick Allin (Yorkshire & Humber)	(resigned 11 Oct 2012)
Clare Symons (London)	
Martin Hird (South East)	
Krishanthi Gill (North West)	
Jane Thomas (South West)	
Ian Lanchbury (Midlands)	
Chris Frost (East Midlands)	
Candida Diamond (Wales)	
Rachel Tennant (Scotland)	
Sally Visick (Northern Ireland)	

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

The trustees present their report and the audited financial statements for the year ended 31 March 2013.

The Board of Trustees, who act as the directors of the Company for the purposes of the Companies Act, and trustees for charity law purposes, submit their annual report and the financial statements of Landscape Institute for the year 1 April 2012 - 31 March 2013. The Board confirms that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity'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 a Council which meets three times per year. The Charity 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, Directors 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 2012 to March 2013. 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 ensure the Institute's aims, objectives and activities remained focused on its stated purposes.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

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.

Financial Review and Review of the Year (2012-13)

Risk

The Finance and Risk Committee 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.

The major financial risk to the organisation after September 2010 was that the subtenants in the Institute's former office space at 33 Great Portland Street would default on their rent, leaving the Institute liable for rent on that property as well as on Charles Darwin House. In August 2012 the landlords of 33 Great Portland Street approached the Institute with an offer to take back the lease, and after negotiation of terms this was agreed in September 2012. The surrender of the lease removed any financial risks associated with our former subtenants.

Reserves

The Board of Trustees has a policy of holding free reserves equal to between two and four months' expenditure. In 2013 this equates to £271,684- £543,369. As of 31 March 2013 free reserves stood at £323,645. The rolling 12-month average figure for free reserves over the year was £338,109. The level of free reserves is calculated by taking total funds and deducting restricted funds, the net book value of fixed assets and designated branch funds.

Financial Review

Our financial performance continues to be positive and in line with predictions made in our annual budget. For the financial year 2012-13:

- Overall income was 103% of budget, and this provided additional funds for spending on our charitable activities. Correspondingly expenditure was also 103% of budget
- We achieved a surplus of £39,763
- Total net assets rose from £955,381 (2012) to £995,144 (2013)

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

Income was greater than budgeted from membership subscriptions, fees, grants, the Awards, publications and advertising. On the expenditure side most aspects of our costs were allowed to rise in line with our increased income, ensuring that we were able to maintain the maximum level of activity across a broad range of our work. Actual income on property rental income and expenditure on rent and service charges were significantly below budget, and this variance simply reflects the disposal of the lease on 33 Great Portland Street as noted above.

Achievements and Performance

In 2012-13 the Landscape Institute achieved the great majority of the objectives set out in its annual development plan. We continue to develop new activities with support from our many volunteers, the value of whose contributions to the work of the Institute exceeds £1m each year.

During the year we ran the most extensive and varied programme of member events for many years: four CPD days (Glasgow, Bristol, London, Manchester); eight Olympic Learning Legacy events (Belfast, Leeds, Birmingham, Manchester, Cardiff, Newcastle, Glasgow, Bath); and five BIM seminars (Altrincham, Solihull, London, Bristol and Sheffield). On top of these events we also ran the successful Highline symposium in London, the Student Conference in Sheffield and the Jellicoe Lecture in Birmingham. We achieved UK-wide coverage with this programme, and of 20 events, 17 were held outside London.

We held an EGM in 2012 to conclude a process of changing our bylaws. The effect of this is to make it easier for a broad range of members to stand for the position of President-Elect and we hope that this will encourage more candidates to stand for election in future.

The Institute also began discussions with the Museum of English Rural Life at the University of Reading with a view to transferring our library and archive to them. Following the decision of an EGM in April 2013, this is expected to happen in the summer of 2013.

Policy and communications – activities and impact 2012-13

The work of ‘promoting the arts and sciences of landscape architecture’ as well as ‘the dissemination of knowledge relating to landscape architecture...’ is led by the Policy and the Technical Committees assisted by more specialist working groups and advisory groups as appropriate. Details of their activities are available on the Institute’s website. The particular achievements for 2012-13 the trustees would like to highlight include:

GLVIA

The authoritative publication ‘Guidelines for Landscape and Visual Impact Assessment’ is a joint publication of the Landscape Institute and the Institute of Environmental Management and Assessment. In 2010 work began on a new edition and this was finally published in April 2013, just after year end, although advance sales opened in March. A programme of training seminars is planned across the UK for the 2013-14 financial year to support the adoption of the new book, which will also be available in an ipad version. GLVIA is used in planning enquiries across the UK and its adoption and use is of critical importance in the delivery of the Institute’s public benefit and charitable objects.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

Design Review: Principles and Practice

Design Review is a well-established process for ensuring that new developments deliver high quality environments for local communities. The Principles and Practice document is advice for local authorities and others on how to set up a design review and ensure that it delivers excellence. It is available free from the Institute's website, and from the websites of the other bodies which collaborate with The Landscape Institute in producing it - the Royal Institute of British Architects, the Royal Town Planning Institute and Design Council CABI to produce a new edition in March 2013.

Green Infrastructure Position Statement

Arguing the case for green infrastructure with government, local authorities, local businesses and developers has been a key theme of the Institute's work since our first policy position paper on the topic in 2009. The new paper, launched at Ecobuild in March 2013, offers fresh case studies and shows how implementing green infrastructure strategies can help solve many of the environmental management problems facing our towns and cities today.

High Line for London Ideas Competition

This was the single most successful initiative of the year. We had a tremendous response from the public and were linked for the first time to the Mayor's office. The outcomes were a huge surge of publicity in the Evening Standard and other media both in the UK and overseas, a reception at the US ambassador's residence, a successful symposium, and a reception at City Hall. It also led to our being approached by the Nine Elms Development Partnership in Vauxhall to work with them on the largest landscape project in London at the moment, the Vauxhall Linear Park, and by Grosvenor Estates to collaborate with them on a new design competition for Grosvenor Square. It also led to RIBA inviting us to support their Forgotten Spaces competition for the first time.

Northern Ireland

The Institute gave evidence to the Culture, Arts & Leisure Committee of the Northern Ireland Assembly in May 2012 to follow up on our consultation response on the creative industries in 2011. The Committee's report, published in 2013, reflects many of the views we brought to the Committee's attention. In 2012 we also reinstated the post of Northern Ireland Policy Officer, as part of our strategy of increasing the amount of policy work we undertake with devolved nations.

BIM

A major wave of change is beginning to flow across the built environment professions in the shape of Building Information Modelling (BIM). This radically new approach to construction projects will involve major technological change and have a significant impact on procurement and professional practice. In May 2012 we established a BIM Open Project to help the profession prepare for the advent of a major new wave of working practices before a 2016 target date set by the government's Chief Construction Adviser. This group has run a series of free seminars for members across the UK and has coordinated the BIM Open Project, which offers up to date information and guidance freely not only to Institute members but to anyone else who may benefit. As a result of this work, the Institute has been invited to sit on the Construction Projects Information Committee. This work will continue in 2013-14.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

EDUCATION & MEMBERSHIP – ACTIVITIES AND IMPACT 2012-13

The work of 'establishing, upholding and advancing the standards of education, qualification, competence and conduct of those who practise Landscape Architecture as a profession' is led by the Education and Membership Committee assisted by specialist working groups as appropriate. Details of their activities are available on the Institute's website. The particular achievements for 2012-13 the trustees would like to highlight include:

Olympic Learning Legacy

The Landscape Institute is an official partner of the Olympic Learning Legacy. The aim of this initiative is to share the knowledge and lessons learned from the London 2012 construction project to raise the bar within the construction sector and to act as a showcase for UK plc. The Olympic Delivery Authority has worked closely with contractors, industry partners, government bodies and academia to capture the lessons learned and document best-practice examples and innovations for the benefit of future projects. The achievements of the landscape practices which worked on the Olympic site have been captured in a series of videos and reports which are available on the Olympic Learning Legacy website. These have been downloaded over 40,000 times, making them a highly effective vehicle for sharing the expertise developed with a global audience.

Green Day

Green Day is a scheme which runs in schools, helping them to increase awareness about sustainability. It aims to inspire school pupils and staff to learn about climate change, think about how it relates to the buildings and spaces around them and what they can change to make their school environment more sustainable. In 2012, 160 schools took part, and 220 are registered for 2013.

New Chartership Examinations

In 2012 we reviewed the Chartership examinations based on the Elements and Areas of Practice which were adopted in 2011. A new set of learning objectives were adopted in March 2013 and the process of changing the examination system began. The last examination session in the old format will take place in November 2013, with the new format examination beginning in May 2014.

CPD Days

In 2012 we began running CPD days up and down the country. Supplementing the existing events programmes offered by our branches, the CPD days offer members a wide range of training and information sessions about current professional practice, technical information and knowledge. Five were held in the 2012-13 year, all of them sold out.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

Plans for the Future

In 2013-14 the Institute will continue to take forward its work across a broad range of activities, in particular, on the following objectives:

- Grow membership, particularly in the fields of management and science
- Extend the scope of accreditation to new university courses
- Explore the development of an apprenticeship route into the profession
- Argue the importance of landscape-based and landscape-scale solutions at a national level with governments, public bodies and other professions
- Expand and develop our policy and advocacy work in Scotland, Wales and Northern Ireland
- Lead on a Heritage Lottery Fund application to support a nationwide celebration of the 300th anniversary of Capability Brown in 2016.
- Ensure the profession is as prepared as possible for the general adoption of BIM in 2016
- Transfer our library and archive to the Museum of English Rural Life at Reading University and establish an ongoing relationship with them for the future development of the collections

Statement of Trustee's responsibilities

The Trustees (who are also directors of Landscape Institute for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (United Kingdom Generally Accepted Accounting Practice) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group and charity will continue in operation.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2013

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

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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

Auditors

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

Approved by the Trustees on 24 September 2013 and signed on their behalf by

Susan Illman - 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 2013 which comprise the Group Statement of Financial Activities, the Group and Parent Charitable Company 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

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and 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 company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members 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 (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts. 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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the 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. 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's and the parent charitable company's affairs as at 31 March 2013, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

Independent auditors' report

To the members of

Landscape Institute

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or
- the parent charitable company financial statements are not in agreement with the accounting
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or

SAYER VINCENT

8 Angel Gate
City Road
LONDON
EC1V 2SJ

Pamela Craig, Senior Statutory Auditor
for and on behalf of Sayer Vincent, Statutory Auditors
10 October 2013

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

Landscape Institute

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

For the year ended 31 March 2013

	Note	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Activities for generating funds	2	-	53,774	53,774	134,806
Investment income		-	485	485	388
<i>Incoming resources from charitable activities</i>	3				
Membership and education		198	1,345,724	1,345,922	1,338,700
Policy and communications		5,000	246,343	251,343	200,003
<i>Other incoming resources</i>	4	-	24,346	24,346	33,178
Total incoming resources		<u>5,198</u>	<u>1,670,672</u>	<u>1,675,870</u>	<u>1,707,075</u>
Resources expended					
<i>Charitable activities</i>					
Membership and education		5,313	616,958	622,271	579,602
Policy and communications		5,000	866,151	871,151	917,693
<i>Governance costs</i>		-	142,685	142,685	114,519
Total resources expended	5	<u>10,313</u>	<u>1,625,794</u>	<u>1,636,107</u>	<u>1,611,814</u>
Net incoming resources before other recognised gains and losses		(5,115)	44,878	39,763	95,261
Unrealised gains on revaluation of investment property	10	-	-	-	20,000
Net movement in funds		(5,115)	44,878	39,763	115,261
Reconciliation of funds					
Total funds brought forward		<u>16,591</u>	<u>938,790</u>	<u>955,381</u>	<u>840,120</u>
Total funds carried forward	15	<u><u>11,476</u></u>	<u><u>983,668</u></u>	<u><u>995,144</u></u>	<u><u>955,381</u></u>

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

Landscape Institute

Balance sheets

31 March 2013

	Note	The group 2013 £	2012 £	The charity 2013 £	2012 £
Fixed assets					
Tangible fixed assets	9	31,364	30,264	31,364	30,264
Investments	10,11	590,000	590,000	590,007	590,007
		<u>621,364</u>	<u>620,264</u>	<u>621,371</u>	<u>620,271</u>
Current assets					
Debtors	12	123,466	236,728	255,896	230,097
Short term deposits		100,076	-	100,076	-
Cash at bank and in hand		665,261	647,951	412,033	533,582
		<u>888,803</u>	<u>884,679</u>	<u>768,005</u>	<u>763,679</u>
Liabilities					
Creditors: amounts due within one year	13	515,023	549,562	394,232	428,569
Net current assets		<u>373,780</u>	<u>335,117</u>	<u>373,773</u>	<u>335,110</u>
Net assets	14	<u>995,144</u>	<u>955,381</u>	<u>995,144</u>	<u>955,381</u>
Funds	15				
Restricted funds					
Funds in surplus		11,476	16,591	11,476	16,591
Unrestricted funds					
Revaluation fund		464,709	464,709	464,709	464,709
Designated funds		150,063	88,425	150,063	88,425
General funds		368,896	385,656	368,896	385,656
Total charity funds		<u>995,144</u>	<u>955,381</u>	<u>995,144</u>	<u>955,381</u>

Approved by the trustees on 24 September 2013 and signed on their behalf by

Susan Illman - President

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. 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 charitable company and its wholly-owned subsidiary Landscape Services Limited on a line by line basis. Transactions and balances between the charitable company and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of SORP 2005.

- b) Voluntary income received by way of donations and gifts to the charity 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 charity'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 charity 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	33%
Policy and Communications	61%
Governance costs	6%

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

1. Accounting policies (continued)

h) Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These being the costs of servicing 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, office equipment and library	25% reducing balance
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 Charity'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 charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

2. Activities for generating funds

	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Rental income	-	53,774	53,774	134,806
Total	-	53,774	53,774	134,806

3. Incoming resources from charitable activities

	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Member subscriptions	-	1,037,024	1,037,024	1,037,651
Examination fees	-	98,585	98,585	102,136
Practice registrations	-	169,106	169,106	171,570
Branch fundraising	198	8,961	9,159	22,343
Event tickets	-	32,048	32,048	-
Grants	-	-	-	5,000
Total membership and education	198	1,345,724	1,345,922	1,338,700
Advertising in journal	-	130,804	130,804	81,728
Publication sales	-	35,350	35,350	6,627
Conference and sponsorship	-	80,189	80,189	111,648
Grants	5,000	-	5,000	-
Total policy and communications	5,000	246,343	251,343	200,003
	5,198	1,592,067	1,597,265	1,538,703

4. Other incoming resources

	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Insurance commission	-	11,725	11,725	15,126
Other income	-	12,621	12,621	18,052
	-	24,346	24,346	33,178

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

5. Total resources expended

	Membership and education	Policy and communications	Governance Costs	Support Costs	2013 Total	2012 Total
	£	£	£	£	£	£
Staff costs (note 7)	211,267	219,335	45,375	121,861	597,838	602,507
Branch expenditure	59,929	-	-	7	59,936	38,422
Journal and publications	-	216,216	-	-	216,216	221,679
Pathway direct costs	49,326	-	-	-	49,326	51,734
Other direct costs	15,724	88,862	-	-	104,586	49,707
Event costs	41,286	42,119	-	-	83,405	89,097
Audit	-	-	10,475	1,746	12,221	12,533
Legal & professional	-	-	2,383	58,060	60,443	61,634
Depreciation and loss on disposals	17,762	-	-	5,063	22,825	29,800
Committee expenses	1,820	6,036	22,329	686	30,871	26,302
Premises costs	170	2,496	-	165,615	168,281	220,243
Communication and office costs	48,519	47,253	10,368	80,493	186,633	185,856
Bad debt and provision for doubtful debt	-	1,786	-	-	1,786	(2,371)
Other costs	-	-	11,292	30,448	41,740	24,671
	<u>445,803</u>	<u>624,103</u>	<u>102,222</u>	<u>463,979</u>	<u>1,636,107</u>	<u>1,611,814</u>
Support Costs	<u>176,468</u>	<u>247,048</u>	<u>40,463</u>	<u>(463,979)</u>	<u>-</u>	<u>-</u>
Total resources expended	<u>622,271</u>	<u>871,151</u>	<u>142,685</u>	<u>-</u>	<u>1,636,107</u>	<u>1,611,814</u>

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

6. Net incoming / (outgoing) resources for the year

This is stated after charging / crediting:

	2013 £	2012 £
Depreciation	22,488	29,800
Trustees' expenses	14,857	8,800
Auditors' remuneration:		
▪ Audit	9,750	10,100
▪ Under/over accrual from previous year	500	275
▪ Other services	225	750
Operating lease rentals:		
▪ Property	57,525	132,900
▪ Other	6,285	7,144

Of the fifteen Trustees, ten (2012: ten) received reimbursement of expenses in respect of travel and subsistence.

Two Trustees (2012: 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:

	2013 £	2012 £
Salaries and wages	492,247	487,179
Social security costs	54,871	54,479
Pension contributions	24,105	25,164
Other staff costs	26,615	35,685
	597,838	602,507

One employee earned between £60,000 and £69,999 during the year (2012: one). Employer pension contributions for those earning more than £60,000 during the year totalled £3,987 (2012: £3,916).

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

	2013 No.	2012 No.
Membership and education	5.0	5.4
Policy and communications	5.0	5.0
Secretariat	3.0	2.6
	13.0	13.0

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.

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

9. Tangible fixed assets

The group	Fixtures, fittings, office equipment £	Computers £	Database and website £	Totals £
Cost				
At the start of the year	11,161	5,807	75,223	92,191
Additions	-	-	23,925	23,925
Disposals	-	(1,012)	-	(1,012)
At the end of the year	<u>11,161</u>	<u>4,795</u>	<u>99,148</u>	115,104
Depreciation				
At the start of the year	5,581	3,197	53,149	61,927
Charge for the year	2,790	1,936	17,762	22,488
Released on disposals	-	(675)	-	(675)
At the end of the year	<u>8,371</u>	<u>4,458</u>	<u>70,911</u>	83,740
Net book value				
At the end of the year	<u>2,790</u>	<u>337</u>	<u>28,237</u>	31,364
At the start of the year	<u>5,580</u>	<u>2,610</u>	<u>22,074</u>	<u>30,264</u>

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

In addition to the assets reflected above, the Institute has a significant archive of historic documents, including in particular the Geoffrey Jellicoe collection, and the Martin Jones photo collection. A value has not been attributed to these assets as it is not considered practicable to reliably value them. The Trustees estimate the commercial value of these assets as zero.

10. Investments

	The group		The charity	
	2013	2012	2013	2012
	£	£	£	£
Market value at the start of the year	590,000	570,000	590,007	570,007
Unrealised gain	-	20,000	-	20,000
Market value at the end of the year	<u>590,000</u>	<u>590,000</u>	<u>590,007</u>	<u>590,007</u>
Historic cost at the year end	<u>125,291</u>	<u>125,291</u>	<u>125,298</u>	<u>125,298</u>
Investments comprise:				
	The group		The charity	
	2013	2012	2013	2012
	£	£	£	£
Investment property in the UK	590,000	590,000	590,000	590,000
Investment in subsidiary undertakings incorporated in the UK	-	-	7	7
	<u>590,000</u>	<u>590,000</u>	<u>590,007</u>	<u>590,007</u>

The Trustees decided to apply for permission for change of use of the property, which has been granted. The property was revalued in 2012 by the Trustees based on an estimated open market value after taking professional advice. This year the Trustees have reviewed this advice and are satisfied that the current value represents the current market value of the property.

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2013

11. Subsidiary Undertaking

The charity owns the whole of the issued ordinary share capital of Landscape Services Limited, a company registered in England. The subsidiary is used for non-primary purpose trading activities. All activities have been consolidated on a line by line basis in the statement of financial activities. Available profits are gift aided to the charity. A summary of the results of the subsidiary is shown below:

	2013 £	2012 £
Turnover	375,696	313,373
Cost of sales	<u>(216,047)</u>	<u>(146,803)</u>
Gross profit	159,649	166,570
Administrative expenses	<u>(85,522)</u>	<u>(70,249)</u>
Operating profit	74,127	96,321
Amount payable to Landscape Institute under Gift Aid	<u>(74,127)</u>	<u>(96,321)</u>
Profit for financial year	<u><u>-</u></u>	<u><u>-</u></u>
The aggregate of the assets, liabilities and funds was:		
Assets	301,693	173,579
Liabilities	<u>(301,686)</u>	<u>(173,572)</u>
Funds	<u><u>7</u></u>	<u><u>7</u></u>

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

	2013 £	2012 £
Gross income	1,374,301	1,490,023
Results for the year	<u><u>39,764</u></u>	<u><u>95,261</u></u>

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2013

12. Debtors

	The group		The charity	
	2013	2012	2013	2012
	£	£	£	£
Trade debtors	54,326	73,514	7,425	40,742
Due from group undertakings	-	-	180,895	52,578
Accrued income	4,290	38,893	4,290	38,893
Sundry debtors	6,771	32,178	6,771	5,741
Prepayments	58,079	92,143	56,515	92,143
	<u>123,466</u>	<u>236,728</u>	<u>255,896</u>	<u>230,097</u>

13. Creditors: amounts due within one year

	The group		The charity	
	2013	2012	2013	2012
	£	£	£	£
Trade creditors	71,596	68,399	70,943	68,399
Deferred income	317,994	317,229	206,834	205,885
Social security and other taxes	18,769	17,905	18,769	17,905
VAT creditor	24,910	21,748	17,627	19,122
Other creditors	32,997	39,532	32,997	39,532
Accruals	48,757	84,749	47,062	77,726
	<u>515,023</u>	<u>549,562</u>	<u>394,232</u>	<u>428,569</u>

14. Analysis of group net assets between funds

	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Tangible fixed assets	-	31,364	-	31,364
Investments	-	-	590,000	590,000
Net current assets	11,476	118,699	243,605	373,780
Net assets at the end of the year	<u>11,476</u>	<u>150,063</u>	<u>833,605</u>	<u>995,144</u>

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2013

15. Movements in funds

	At the start of the year £	Incoming resources/ unrealised gain £	Outgoing resources £	Transfers £	At the end of the year £
Restricted funds:					
Travel award	12,942	-	(1,466)	-	11,476
GLVIA grant	-	5,000	(5,000)	-	-
Jo Yeates Memorial Fund	3,649	198	(3,847)	-	-
Total restricted funds	16,591	5,198	(10,313)	-	11,476
Unrestricted funds:					
<i>Designated funds:</i>					
Fixed assets funds	30,264	-	-	1,100	31,364
Branch funding	58,161	-	-	(19,502)	38,659
Heritage assets	-	-	-	30,040	30,040
Building	-	-	-	50,000	50,000
<i>Total designated funds</i>	88,425	-	-	61,638	150,063
General funds	385,656	1,294,976	(1,324,225)	12,489	368,896
Revaluation fund	464,709	-	-	-	464,709
Trading subsidiary funds	-	375,696	(301,569)	(74,127)	-
<i>Total general funds</i>	850,365	1,670,672	(1,625,794)	(61,638)	833,605
Total unrestricted funds	938,790	1,670,672	(1,625,794)	-	983,668
Total funds	955,381	1,675,870	(1,636,107)	-	995,144

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2013

15. Movements in funds (continued)

General funds

General Funds are funds available for the purposes of the charity 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 GLVIA grant funding was awarded by Countryside Council for Wales for the purpose of contributing to the writers' fees for the author of Guidelines for Landscape and Visual Impact Assessment.

The Jo Yeates Memorial Fund was established to raise money to create a memorial garden for Jo Yeates, a Landscap Institute member who was murdered in 2010. The memorial garden is now open at the Sir Harold Hillier Gardens and Arboretum in Hampshire and the money collected by the Fund has all been disbursed.

Revaluation reserve

The revaluation reserve represents the unrealised gain in the value of the investment property (Barnard Mews). At 31 March 2013, the reserve was £464,709, reflecting the surplus between the original book value of £125,291 and the latest balance sheet revaluation of £590,000.

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 Heritage Assets designated fund was established by the Board to fund the Institute's Heritage Assets Working Group.

The Building designated fund was established by the Board to cover costs of the future development of its investment property.

16. Operating lease commitments

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

	2013		2012	
	Land and buildings £	Other £	Land and buildings £	Other £
2 - 5 Years	<u>32,400</u>	<u>3,708</u>	<u>132,900</u>	<u>7,148</u>
	<u><u>32,400</u></u>	<u><u>3,708</u></u>	<u><u>132,900</u></u>	<u><u>7,148</u></u>

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2013

17. Related party transactions

During the year, two Trustees (2012: two), Susan Illman and Irene Shaw, received remuneration in respect of professional services provided as supervisors, examiners, speakers and researchers, totalling £5,300 (2012: £1,777).