

Company no. RC000767
Charity no. 1073396

Landscape Institute
Report and Financial Statements
31 March 2012

sayer vincent

auditors and advisors

Landscape Institute

Reference and administrative details

For the year ended 31 March 2012

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 (after 7 July 2011) 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:

Jo Watkins	President to 30 June 2012, thereafter Immediate Past President
Susan Illman	President from 1 July 2012, previously President-Elect
Brian Clouston	Vice President
Penny Beckett	Honorary Treasurer
Helen Tranter	Honorary Secretary (from 30 August 2011)
Tony Edwards	
Noel Farrer	
Liz Ford	
Deborah Fowler	
Dominic McVey	
Mike Owen	
Irene Shaw	

Landscape Institute

Reference and administrative details

For the year ended 31 March 2012

Board of Trustees (to 7 July 2011) 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:

Jo Watkins	President
Neil Williamson	Immediate Past President
Brodie McAllister	Vice President
Susan Illman	Honorary Secretary
Colin Goodrum	Honorary Treasurer
Tony Edwards	
Noel Farrer	
Irene Shaw	
Liz Ford	
Deborah Fowler	
Mike Owen	
Dominic McVey	

Council after 7 July 2011

Jo Watkins	President to 30 June 2012, thereafter Immediate Past President
Susan Illman	President from 1 July 2012, previously President-Elect
Brian Clouston	Vice President
Penny Beckett	Honorary Treasurer
Helen Tranter	Honorary Secretary (from 30 August 2011)
Helen Brown	
Annie Coombs	
Merrick Denton-Thompson	
Peter Hutchinson	
Edward Hutchison	
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)	
Kirstie Mawhinney (North East)	
Nick Allin (Yorkshire & Humber)	
Clare Symons (London)	
Martin Hird (South East)	
Krishanthi Gill (North West)	
Jane Thomas (South West)	
Ian Lanchbury (Midlands)	
Chris Frost (East Midlands)	
Lee Jones (Wales)	
James Spence-Watson (Scotland)	

Landscape Institute

Reference and administrative details

For the year ended 31 March 2012

Council to 7 July 2011

Jo Watkins	President
Neil Williamson	Immediate Past President
Brodie McAllister	Vice President
Colin Goodrum	Honorary Treasurer
Susan Illman	Honorary Secretary (after 4 June 2010)
Christine Tinsley	Honorary Secretary (to 4 June 2010)
Brian Clouston	
Tony Edwards	
Elizabeth Ford	
Sue Illman	
Martin Kelly	
Ian Phillips	
John Stuart-Murray	
Annie Coombs	(Policy Committee)
Colin Moore	(Technical Committee)
Nick Harrison	(Education & Membership Committee)
Kate Dundas (Licenciate)	
Clare Michael (Licenciate)	
Amanda Browning (Student)	
Caroline Gohler (East of England)	
Adam Cook and Tim Spain (London)	
Steve Fancourt (Midlands)	
Penny Beckett (North West)	
Peter Hutchinson (Northern Ireland)	
Helen Tranter (South East)	
Lee Jones (Wales)	
Vivienne Berry (South West)	
James Spencer-Watson (Scotland)	
William Blackledge (Yorkshire & Humber)	
Chris Frost (East Midlands)	
Tim Spain (London)	

Landscape Institute

Report of the Trustees

For the year ended 31 March 2012

The trustees present their report and the audited financial statements for the year ended 31 March 2012.

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 the Landscape Institute for the year 1 April 2011-31 March 2012. 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. Pursuant to its Revised Charter, Council has appointed four external trustees, selected for relevant expertise, three of whom are not members of the Institute.

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 on the recommendation of its Appointments and Selections Committee. Since 2009 the Institute has had three trustees who are not members of the Institute but 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 the circulation of 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 last twelve months. 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 2012

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 (2011-12)

Risk

The trustees are 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.

In 2011 the Board of Trustees expanded the remit, terms of reference and composition of the former Finance Working Group, reconstituting it as the Finance and Risk Committee. The Committee now has lead responsibility for risk review and remediation as well as for scrutiny and planning of financial matters. In 2011 the Finance & Risk Committee undertook a complete review of the existing risk register for the organisation, and presented a revised and expanded version to the Board of Trustees. This was agreed in March 2012 together with a paper on the special risks associated with liabilities under the Bribery Act 2010 and mitigation measures.

Reserves

In March 2011 the Board of trustees adopted a policy of holding free reserves equal to between two and four months' expenditure. In 2012 this equates to £266,000 - £532,000. As of 31 March 2012 free reserves stood at £260,364. The rolling 12-month average figure for free reserves over the year was £263,482.

Financial Review

Our financial performance continues to be positive and in line with predictions made in our annual budget. For the financial year 2011-12:

- Overall income was 101% of budget and expenditure was 100% of budget
- We achieved a surplus before gains on investment assets of £95,261
- Total net assets rose from £840,120 (2011) to £955,381 (2012)

Landscape Institute

Report of the Trustees

For the year ended 31 March 2012

Income was greater than budgeted from membership subscriptions, registered practice fees, pathway to chartership fees and miscellaneous sources, largely event fees. Conversely, income from all commercial sources, including advertising, sponsorships, competitions and sale of publications was lower than budgeted. On the expenditure side the cost items performing better than budget were staffing, professional advisers and office running costs. Expenditure on events and associated costs was higher than budgeted because we ran many more events during the year than in recent years.

Expenditure on rent and service charges was greater than budgeted because some time after the budget had been approved by trustees, our auditors advised that it provided for a treatment of a rent-free period which was incorrect in accounting terms, and greater costs needed to be allowed in the 2011-12 year. This was purely a matter of how costs are allocated across several years and the total amount of expenditure over the lifetime of the lease is unchanged.

Achievements and Performance

In 2011-12 The Landscape Institute achieved the great majority of the objectives set out in its annual development plan. Membership has continued to grow slowly and the secretariat has been further reduced in size. We continue to develop new activities with support from our many volunteers. Since 2010 we have been calculating the value of volunteer contributions to the work of the Institute, and it continues to exceed £1m each year.

Policy and communications – activities and impact 2011-2012

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. The two committees and the staff who support them continued to deliver the main priorities:

- Promoting Registered Practices
- Running the Landscape Institute Awards
- Influencing public policy
- Building the knowledge base and providing technical support for members

Details of these priority activities are available on the Institute’s website. The particular achievements for 2011-12 the trustees would like to highlight include:

Landscape Architecture – A guide for clients

In March 2012 the Institute published its first ever guide for clients. Based on a range of current case studies, it showcases the diversity and value of the work that landscape architects undertake. The guide is being distributed to practices and clients across the country, as well as to MPs and leaders of other built environment professions. It is also to be published as the Institute’s first ever iBook. It will be the flagship promotional material for the profession for some time to come.

London Open House

In 2011 the well-established London Open House weekend extended its traditional scope beyond opening up buildings to the public. For the first time parks, public spaces and other environments were part of the offer and the Landscape Institute was therefore delighted to become a sponsoring organisation. Practices across London took part with great enthusiasm and 50 landscape projects were included in the official Guide for the 2011 weekend.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2012

Local Green Infrastructure

In October 2011 we launched a campaign, '**Local Green Infrastructure**', aimed at inspiring local decision-makers and communities to make the most of their land, and delivering a wide range of economic, health and community benefits. The campaign was launched by DEFRA Minister Richard Benyon MP and CLG Minister Bob Neill MP as part of the inauguration of the Green Infrastructure Partnership sponsored by both government departments.

Why Invest in Landscape?

The 'Why Invest?' campaign, begun in January 2011, continued throughout the year. More than 10,000 leaflets have been circulated and there is a supporting video on Youtube. There has been significant international interest in this campaign, as a result of which the Institute was asked to make presentations about it at the 2011 Assises Européennes du Paysage in Strasbourg and at the Pays.Med.Urban conference in Seville.

Making our views known to government

A key part of our work in advancing public understanding of landscape architecture is to draw on our members' expertise and apply it to questions of public policy. In doing so we aim to ensure that emerging legislation has a positive impact on the landscape. Between 2011 and 2012 we responded to more than 20 consultations from the Welsh Assembly Government, the Northern Ireland Assembly and government departments in Westminster. Principally our responses were concerned with planning and environmental law, but they also covered transportation, the creative industries, heritage and design. As well as making written submissions of evidence, we gave oral evidence to the Culture, Arts and Leisure Committee of the Northern Ireland Assembly. We also gave oral evidence to the All-Party Parliamentary Group for Excellence in the Built Environment, whose report will go to the Cabinet Office.

Procurement

Public procurement practices can make it very difficult for the profession to deliver quality, sustainable environments to local communities. In 2012 we gave evidence to the All Party Parliamentary Group for Excellence in the Built Environment, showing how existing procurement processes can work against quality and distinctiveness. We have also given evidence to the Culture, Arts and Leisure Committee of the Northern Ireland Assembly on the same topic, and were invited by RIBA to take part in the work leading to their own major report on procurement reform, published in May 2012. We will be making a submission to the European Union as part of the consultation on revisions to the procurement directive before July this year.

Spaceshaper

Spaceshaper is a practical toolkit to measure the quality of a public space before investing time and money in improving it. It involves a workshop, including a site visit, and individual questionnaires analysed by the Spaceshaper software, to gather and interpret the perceptions of people who use and manage the space. The whole process is facilitated by one of our 600 trained facilitators. Spaceshaper was developed by the Commission for Architecture and the Built Environment (CABE) and handed over to the Landscape Institute in March 2011 when CABE closed.

Garden Museum lectures

The Landscape Institute presented six lectures in autumn 2011 to complement the Garden Museum's exhibition *From the Garden City to the Green City*. The series, titled *Urban Landscapes in the Twentieth Century*, and run in collaboration with the Twentieth Century Society and the Garden Museum, examined lessons from the past century on how to manage sustainable urban landscapes. It concluded with a debate on how current thinking on green infrastructure is contributing to the realisation of an urban landscape that is both liveable and ecologically supportive.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2012

Developing an evidence base for the Green Infrastructure Partnership

In 2012 DEFRA commissioned the Landscape Institute and the Town and Country Planning Association (TCPA) to undertake a review of the state of knowledge about Green Infrastructure. The study sets out how to provide an evidence base for GI and asks how organisations can get the best out of the current knowledge available. It will underpin the future work of the Green Infrastructure Partnership in coming years.

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.

Heritage Assets

The Landscape Institute holds a significant collection of archival materials which it wishes to make available to researchers, students and other interested parties, pursuant to its commitment to public benefit, to promoting the arts and sciences of landscape architecture and to the promotion of research and education. In July 2011 the Institute established a Heritage Assets Working Group, reporting to the Board, with responsibility for proposing a sustainable solution to the future function and stewardship of its assets. This group has produced several in a series of reports which will serve to inform future decisions about how the Institute can achieve its goals.

Education & Membership – activities and impact 2011-2012

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 Policy and Technical Committees assisted by specialist working groups as appropriate.

In 2011-12 the committee and the team of staff who support it continued to deliver the main priorities of the organisation:

- Running the Pathway to Chartership and administering the Chartership Exams
- Accrediting university landscape architecture courses which meet the Institute's standards
- Promoting landscape architecture as a career through the '*I Want to be a Landscape Architect*' campaign

Details of these priority activities are available on the Institute's website. The particular achievements for 2011-12 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.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2012

Green Day

Green Day is another initiative started by CABI and handed over to the Landscape Institute in 2011. Running in June each year, it helps to make schools more sustainable. 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 there are seventy schools signed up to take part, and we intend to grow this network in coming years.

Stephen Lawrence Charitable Trust - in 2011 the Institute awarded its first ever Stephen Lawrence bursaries to encourage young people from non-traditional backgrounds to choose landscape architecture as a career. The bursary is run and managed by the Stephen Lawrence Charitable Trust.

Identifying and Sharing Key Skills

In 2011 we adopted a document, *Elements and Areas of Practice*, which provides a succinct and up-to-date definition of what those in the profession do. This was achieved following an extended consultation with members. The resulting document gives us a starting point for reviewing all of the education and training processes which lead people into the profession, ensuring that they are relevant to our changing needs. In 2012 this process has begun with a review of the Chartership examination, which is due for completion by the end of the year.

CPD Days

In 2012 we began running Continuing Professional Development (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. The first two were held in London and Sheffield, with others planned in Bristol and Glasgow. The programme of CPD days will continue to move around the country in 2013 and beyond.

Plans for the Future

The medium term plan for the Institute is to continue increasing public awareness of landscape architecture and the benefits it offers society by broadening links and partnerships with other professions and charities, maintaining and developing active programmes of events, seeking more effective ways of engaging with the press, and continuing to expand use of social media. It will also promote and disseminate the new Client Guide.

It will continue to encourage the dissemination of knowledge among members through its growing CPD programme and will encourage research and education through its links with universities, through its journal. It will also seek ways of offering greater support to members in the early stages of their career, as the economic climate makes this a particularly difficult period for many.

It will pursue the upholding of high standards in professional education and qualification by reviewing the chartership examinations to ensure they are relevant to today's changing needs, maintaining high standards in existing accredited programmes at universities, and looking for opportunities to extend accreditation to new course offerings.

It will review and update its code of conduct and disciplinary code to ensure that the standard of professionalism demanded of Institute members is consistent with that expected in other professions. It will also ensure that members of the public have the assurance of an impartial and reliable system for dealing with any complaints they may bring against an Institute member.

Landscape Institute

Report of the Trustees

For the year ended 31 March 2012

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.

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 25 September 2012 and signed on their behalf by

Sue 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 2012 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 Kingdom Generally Accepted Accounting Practice).

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 2012, 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 returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- 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.

SAYER VINCENT
8 Angel Gate
City Road
LONDON
EC1V 2SJ

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

Date: 27 September 2012

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 2012

	Note	Restricted £	Unrestricted £	2012 Total £	2011 Total £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Activities for generating funds	2	-	134,806	134,806	81,996
Investment income		-	388	388	201
<i>Incoming resources from charitable activities</i>					
Membership and education	3	15,403	1,323,297	1,338,700	1,361,814
Policy and communications		-	200,003	200,003	281,025
<i>Other incoming resources</i>	4	-	33,178	33,178	15,080
Total incoming resources		<u>15,403</u>	<u>1,691,672</u>	<u>1,707,075</u>	<u>1,740,116</u>
Resources expended					
<i>Charitable activities</i>					
Membership and education		11,754	567,848	579,602	512,693
Policy and communications		61	917,632	917,693	948,506
<i>Governance costs</i>		-	114,519	114,519	91,927
Total resources expended	5	<u>11,815</u>	<u>1,599,999</u>	<u>1,611,814</u>	<u>1,553,126</u>
Net incoming resources before other recognised gains and losses		3,588	91,673	95,261	186,990
Unrealised gains on revaluation of investment property	10	-	20,000	20,000	70,000
Net movement in funds		3,588	111,673	115,261	256,990
Reconciliation of funds					
Total funds brought forward		<u>13,003</u>	<u>827,117</u>	<u>840,120</u>	<u>583,130</u>
Total funds carried forward	15	<u><u>16,591</u></u>	<u><u>938,790</u></u>	<u><u>955,381</u></u>	<u><u>840,120</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.

Balance sheets

31 March 2012

	Note	The group		The charity	
		2012 £	2011 £	2012 £	2011 £
Fixed assets					
Tangible fixed assets	9	30,264	45,105	30,264	45,105
Investments	10,11	590,000	570,000	590,007	570,007
		620,264	615,105	620,271	615,112
Current assets					
Debtors	12	236,728	309,166	230,097	342,642
Cash at bank and in hand		647,951	346,994	533,582	167,124
		884,679	656,160	763,679	509,766
Liabilities					
Creditors: amounts due within one year	13	549,562	431,145	428,569	284,758
Net current assets		335,117	225,015	335,110	225,008
Net assets	14	955,381	840,120	955,381	840,120
Funds					
Restricted funds	15				
Funds in surplus		16,591	13,003	16,591	13,003
Unrestricted funds					
Revaluation fund		464,709	444,709	464,709	444,709
Designated funds		88,425	109,006	88,425	109,006
General funds		385,656	273,402	385,656	273,402
Total charity funds		955,381	840,120	955,381	840,120

Approved by the trustees on 25 September 2012 and signed on their behalf by

Sue Illman - President

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2012

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 2012

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	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 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 2012

2. Activities for generating funds

	Restricted £	Unrestricted £	2012 Total £	2011 Total £
Rental income	-	134,806	134,806	81,996
Total	-	134,806	134,806	81,996

3. Incoming resources from charitable activities

	Restricted £	Unrestricted £	2012 Total £	2011 Total £
Member subscriptions	-	1,037,651	1,037,651	1,060,580
Examination fees	-	102,136	102,136	108,610
Practice registrations	-	171,570	171,570	182,920
Branch fundraising	10,403	11,940	22,343	9,704
Grants	5,000	-	5,000	-
Total membership and education	15,403	1,323,297	1,338,700	1,361,814
Advertising	-	81,728	81,728	108,712
Publication sales	-	6,627	6,627	19,006
Conference and sponsorship	-	111,648	111,648	153,307
Total policy and communications	-	200,003	200,003	281,025
	15,403	1,523,300	1,538,703	1,642,839

4. Other incoming resources

	Restricted £	Unrestricted £	2012 Total £	2011 Total £
Insurance commission	-	15,126	15,126	11,747
Other income	-	18,052	18,052	3,333
	-	33,178	33,178	15,080

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2012

5. Total resources expended

	Membership and education	Policy and communications	Governance Costs	Support Costs	2012 Total	2011 Total
	£	£	£	£	£	£
Staff costs (note 7)	230,755	221,699	33,183	116,870	602,507	618,172
Branch expenditure	38,422	-	-	-	38,422	23,873
Journal and publications	-	221,679	-	-	221,679	166,183
Pathway direct costs	51,734	-	-	-	51,734	67,721
Other direct costs	22,499	27,208	-	-	49,707	17,162
Event costs	-	89,097	-	-	89,097	96,829
Audit	-	-	9,488	3,045	12,533	11,224
Legal & professional	-	-	3,992	57,642	61,634	67,883
Depreciation and loss on disposals	17,762	-	-	12,038	29,800	60,440
Committee expenses	2,241	6,737	16,935	389	26,302	22,172
Premises costs	-	-	-	220,243	220,243	219,458
Communication and office costs	28,601	56,632	13,776	86,847	185,856	132,477
Bad debt and provision for doubtful debt	-	(2,371)	-	-	(2,371)	25,678
Other costs	-	-	80	24,591	24,671	23,854
	<u>392,014</u>	<u>620,681</u>	<u>77,454</u>	<u>521,665</u>	<u>1,611,814</u>	<u>1,553,126</u>
Support Costs	<u>187,588</u>	<u>297,012</u>	<u>37,065</u>	<u>(521,665)</u>	<u>-</u>	<u>-</u>
Total resources expended	<u><u>579,602</u></u>	<u><u>917,693</u></u>	<u><u>114,519</u></u>	<u><u>-</u></u>	<u><u>1,611,814</u></u>	<u><u>1,553,126</u></u>

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2012

6. Net incoming resources for the year

This is stated after charging / crediting:

	2012	2011
	£	£
Interest payable	-	5,499
Depreciation	29,800	39,035
Trustees' expenses	8,800	9,028
Auditors' remuneration:		
▪ Audit	10,100	9,825
▪ Under/over accrual from previous year	275	(25)
▪ Other services	750	-
Operating lease rentals:		
▪ Property	132,900	117,898
▪ Other	7,144	7,640
	<u>132,900</u>	<u>117,898</u>
	<u>7,144</u>	<u>7,640</u>

Of the twelve Trustees, ten (2011: eleven) received reimbursement of expenses in respect of travel and subsistence.

Two Trustees (2011: two) received remuneration in respect of professional services provided as supervisors and examiners. See note 17.

7. Staff costs and numbers

Staff costs were as follows:

	2012	2011
	£	£
Salaries and wages	487,179	509,678
Social security costs	54,479	54,136
Pension contributions	25,164	26,151
Other staff costs	35,685	28,208
	<u>602,507</u>	<u>618,173</u>

One employee earned between £60,000 and £69,999 during the year (2011: one). Employer pension contributions for those earning more than £60,000 during the year totalled £3,916 (2011: £3,730).

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

	2012	2011
	No.	No.
Membership and education	5.4	5.0
Policy and communications	5.0	6.3
Secretariat	2.6	2.7
	<u>13.0</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.

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2012

9. Tangible fixed assets

The group	Fixtures, fittings, office equipment £	Computers £	Database and website £	Totals £
Cost				
At the start of the year	11,161	3,783	62,287	77,231
Additions	-	2,024	12,936	14,960
Disposals	-	-	-	-
At the end of the year	<u>11,161</u>	<u>5,807</u>	<u>75,223</u>	<u>92,191</u>
Depreciation				
At the start of the year	2,790	1,261	28,075	32,126
Charge for the year	2,791	1,936	25,074	29,801
Released on disposals	-	-	-	-
At the end of the year	<u>5,581</u>	<u>3,197</u>	<u>53,149</u>	<u>61,927</u>
Net book value				
At the end of the year	<u>5,580</u>	<u>2,610</u>	<u>22,074</u>	<u>30,264</u>
At the start of the year	<u>8,371</u>	<u>2,522</u>	<u>34,212</u>	<u>45,104</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.

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2012

10. Investments

	The group		The charity	
	2012 £	2011 £	2012 £	2011 £
Market value at the start of the year	570,000	500,000	570,007	500,007
Unrealised gain	20,000	70,000	20,000	70,000
Market value at the end of the year	590,000	570,000	590,007	570,007
Historic cost at the year end	125,291	125,291	125,298	125,298

Investments comprise:

	The group		The charity	
	2012 £	2011 £	2012 £	2011 £
Investment property in the UK	590,000	570,000	590,000	570,000
Investment in subsidiary undertakings incorporated in the UK	-	-	7	7
	590,000	570,000	590,007	570,007

The Trustees decided to apply for permission for change of use of the property, which has been granted. The property was revalued by the Trustees based on an estimated open market value as at 31 March 2012 after taking professional advice.

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:

	2012 £	2011 £
Turnover	313,373	363,724
Cost of sales	(146,803)	(203,753)
Gross profit	166,570	159,971
Administrative expenses	(70,249)	(106,116)
Operating profit / (loss)	96,321	53,855
Amount payable to Landscape Institute under Gift Aid	(96,321)	(6,808)
Profit / (loss) for financial year	-	47,047
The aggregate of the assets, liabilities and funds was:		
Assets	173,579	254,706
Liabilities	(173,572)	(254,699)
Funds	7	7

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2012

11. Subsidiary Undertaking (continued)

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

	2012 £	2011 £
Gross income	1,490,023	1,383,200
Results for the year	<u>95,261</u>	<u>139,940</u>

12. Debtors

	The group		The charity	
	2012 £	2011 £	2012 £	2011 £
Trade debtors	73,514	104,630	40,742	64,452
Due from group undertakings	-	-	52,578	108,313
Accrued income	38,893	82,952	38,893	82,952
Sundry debtors	32,178	32,826	5,741	6,388
Prepayments	92,143	88,758	92,143	80,537
	<u>236,728</u>	<u>309,166</u>	<u>230,097</u>	<u>342,642</u>

13. Creditors: amounts due within one year

	The group		The charity	
	2012 £	2011 £	2012 £	2011 £
Trade creditors	68,399	27,682	68,399	21,342
Deferred income	317,229	275,556	205,885	162,547
Social security and other taxes	17,905	17,948	17,905	17,948
VAT creditor	21,748	42,203	19,122	16,665
Other creditors	39,532	40,710	39,532	40,710
Accruals	84,749	27,046	77,726	25,546
	<u>549,562</u>	<u>431,145</u>	<u>428,569</u>	<u>284,758</u>

14. Analysis of group net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	30,264	-	30,264
Investments	-	-	590,000	590,000
Net current assets	16,591	58,161	260,365	335,117
Net assets at the end of the year	<u>16,591</u>	<u>88,425</u>	<u>850,365</u>	<u>955,381</u>

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2012

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	-	-	-	12,942
Future Vision Awards grant funding	61	-	(61)	-	-
Green Day grant funding	-	5,000	(5,000)	-	-
Jo Yeates Memorial Fund	-	10,403	(6,754)	-	3,649
Total restricted funds	13,003	15,403	(11,815)	-	16,591
Unrestricted funds:					
<i>Designated funds:</i>					
Fixed assets funds	45,105	-	-	(14,841)	30,264
Branch funding	63,901	-	-	(5,740)	58,161
<i>Total designated funds</i>	109,006	-	-	(20,581)	88,425
General funds	273,402	1,378,300	(1,382,947)	116,901	385,656
Revaluation fund	444,709	20,000	-	-	464,709
Trading subsidiary funds	-	313,372	(217,052)	(96,320)	-
<i>Total general funds</i>	718,111	1,711,672	(1,599,999)	20,581	850,365
Total unrestricted funds	827,117	1,711,672	(1,599,999)	-	938,790
Total funds	840,120	1,727,075	(1,611,814)	-	955,381

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 Future Vision Awards grant funding was awarded by the Home and Communities Agency for the running of the Future Vision Awards.

The Green Day grant funding was provided by CABE for the purpose of supporting the Green Day activities which were transferred to the Landscape Institute on 1 April 2011.

Landscape Institute

Notes to the financial statements

For the Year Ended 31 March 2012

15. Movements in funds (continued)

The Jo Yeates Memorial Fund was established to raise money to create a memorial garden for Jo Yeates, a Landscape 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 2012, 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.

16. Operating lease commitments

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

	2012		2,011	
	Land and buildings £	Other £	Land and buildings £	Other £
2 - 5 Years	<u>132,900</u>	<u>7,148</u>	<u>132,900</u>	<u>7,148</u>
	<u><u>132,900</u></u>	<u><u>7,148</u></u>	<u><u>132,900</u></u>	<u><u>7,148</u></u>

17. Related party transactions

Of the supervisors and examiners on the Pathway to Chartership, two (2011: two) are also Trustees. They received remuneration and reimbursed expenses for acting as supervisors and examiners totalling £1,777 (2011: £1,629).

18. Post-balance sheet event

In August 2012 the landlords at 33 Great Portland Street made an offer to allow the Institute to surrender its lease at the property some 19 months before the date allowed for under the break clause in the contract. The trustees had to consider the possible financial benefits of a negotiation with the landlord at a later time and balance these against the risks of relying on rental income from a subtenant to cover the rent and most of the service charges owed on the property, while continuing to pay the difference to the landlord.

After negotiation with the landlord, On 31 August 2012 the trustees formally concluded that it was in the best interests of the charity to dispose of the lease on the terms agreed, namely that the Institute paid the landlord £12,974 towards the cost of dilapidations and a reverse premium of £5,025 plus VAT. This disposal will be reflected in the statutory accounts for the financial year 2012-13.