

Royal Charter number: RC000767  
Charity number (England & Wales): 1073396  
Charity number (Scotland): SC047057

# Landscape Institute

Report and financial statements  
For the year ended 31 March 2017

# Landscape Institute

## Contents

### For the year ended 31 March 2017

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Reference and administrative information .....	1
Trustees' annual report .....	3
Independent auditor's report .....	13
Consolidated statement of financial activities (incorporating an income and expenditure account) .....	16
Balance sheets .....	17
Consolidated statement of cash flows .....	18
Notes to the financial statements .....	19

## Landscape Institute

### Reference and administrative information

For the year ended 31 March 2017

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<b>Royal Charter number</b>	RC000767
<b>Charity number</b>	1073396 (England & Wales)
<b>Charity number</b>	SC047057 (Scotland)
<b>Registered office and operational address</b>	Charles Darwin House 107 Gray's Inn Road LONDON, WC1X 8TZ
<b>Country of registration</b>	England & Wales and Scotland
<b>Country of incorporation</b>	United Kingdom
<b>Trustees</b>	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:  Merrick Denton–Thompson President from 1 July 2016, previously President Elect Noel Farrer President until 30 June 2016, Immediate Past President until 30 June 2017 Adam White President Elect from 1 July 2017 Helen Tranter Vice President from 1 July 2017 Ian Phillips Vice President until 30 June 2017 Carolin Göhler Honorary Treasurer James Lord Honorary Secretary Bob Branson Until 17 May 2016 Mark Turnbull Until 19 May 2016 Phyllis Starkey Michelle Bolger Charles Young Kate Bailey James Smyllie Marc van Grieken From 21 January 2017 Niall Williams From 1 July 2017
<b>Advisory Council</b>	Merrick Denton–Thompson Noel Farrer Adam White From 1 July 2017 Ian Phillips Helen Tranter From 1 July 2017 Carolin Göhler James Lord

## Landscape Institute

### Reference and administrative information

For the year ended 31 March 2017

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	Candida Diamond	Until 30 June 2017
	Robert Holden	Until 30 June 2017
	Amanda McDermott	Until 30 June 2017
	Colin Moore	Until 30 June 2017
<b>Council</b>	Marc van Grieken	
	Wendy Wright	Until 30 June 2017
	Rosemary Walker	Until 30 June 2017
	Simon Brown	Until 30 June 2017
	Isaac Winchcombe	Until 30 June 2017
	Annie Coombs	From 1 July 2017
	Rebecca Knight	From 1 July 2017
	Samantha Leathers	From 1 July 2017
	Maude Pinet	From 1 July 2017
	Ian Houlston	(Policy committee)
	Bill Blackledge	(Technical committee)
	Christine House	(Education & Membership Committee)
	Catherine Bailey	(East of England)
	Adrian Clarke	(North East)
	Hanna Salomonsson	(London)
	Tim Dyer	(South East)
	Jonathan Miley	(North West)
	Christine Tudor	(South West)
	Steve Fancourt	(Midlands)
	Katharine Schofield	(East Midlands)
	Jan Taylor	(Wales)
	Rachel Tennant	(Scotland)
	David Watkiss	(Northern Ireland)
	Alan Nowell	(Yorkshire & Humber)
<b>Principal staff</b>	Philip Mulligan	Chief Executive (to July 2016)
	Daniel Cook	Chief Executive (from October 2016)
	Paul Lincoln	Executive Director Marketing and Communications
	Simon Odell	Head of Professional Standards
	Andy Wallace	Head of Finance and Governance
<b>Bankers</b>	Natwest Bank	CAF Bank Ltd
	PO Box 2162, 20 Dean St	25 Kings Hill Avenue, King Hill
	LONDON, W1A 1SX	West Malling, KENT, ME19 4JQ

**Landscape Institute**

**Reference and administrative information**

**For the year ended 31 March 2017**

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**Solicitors**

Russell Cooke  
2 Putney Hill, Putney  
LONDON, SW15 6AB

**Auditor**

Sayer Vincent LLP  
Chartered Accountants and Statutory Auditor  
Invicta House, 108-114 Golden Lane  
LONDON, EC1Y 0TL

The Board of Trustees present their annual report and the financial statements of the Landscape Institute for the year ended 31 March 2017. Reference and administrative information on pages 1 to 2 forms part of this report. The financial statements comply with current statutory requirements, the Institute's governing documents and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS102.

## Objects, purposes and aims

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 2016 to March 2017. 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.

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.

The Landscape Institute is constituted under Royal Charter dated 1 September 1997, 2008 and 2016. 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.

## Achievements and performance

The LI has had a good year in which a strong financial performance has been matched by a range of policy-led and technical achievements.

Once again, much of what was achieved was made possible by the support of our many volunteers who hold governance roles, run branches, sit on committees, mentor and examine candidates for Chartership, organise events and promote the profession. We are supported by more than 700 volunteers, and while difficult to quantify, we believe that the annual value of this voluntary contribution is between £1m and £1.5m. The Board of trustees would like to thank every member and volunteer who has contributed to the success of the year and helped the Institute in fulfilling its mission to protect and enhance the environment and to create thriving communities through the design and management of inspirational places. No other professional body brings together environmental analysis, spatial planning, site management and design. This unique mix enables members of the Landscape Institute to offer design and management solutions which are environmentally-led, sustainable, and enhance the quality of human life.

Activities for the year are reported on in the following headings, which match the way activities are reported on in the statement of financial activities.

## Membership

The Institute furthered its membership work by:

- Promoting the new members' website which includes an online directory which enables members to upload data and make payments online.
- Providing funding for membership activity at branch level.
- Providing a new website for members and a wider public to access case studies, news and resources.
- Producing regular publications for members including the quarterly Journal and policy and technical resources.
- Running design competitions for members to enter including one for a new nuclear power station site with Nugen and one with Natural England at Moccas in Herefordshire as part of the Capability Brown Festival.
- Running the annual graduation ceremony for Chartership attended by 95 graduates and addressed by Clare Brockhurst FLI.

## Education

The Institute furthered its educational work by:

- Continuing to promote the Ambassador for Landscape scheme aimed at promoting careers in landscape to school children. 225 members had signed up as ambassadors and in the first eighteen months have made 88 school visits.
- Attending the National Careers Guidance Show to broaden the organisation's reach to careers advisors and fellow professionals.
- Running a training event for Professional Review Groups – LI members who support the accreditation of landscape degree courses.
- Running a training event for Chartership supervisors and examiners.
- Running a primary school engagement project, the Playground Project supported by the Canary Wharf Group.
- Providing bursary support for landscape students to attend the LI annual conference.

- Running a programme of training for members at events, CPD Days, masterclasses and regular webinars.
- Running two cycles of professional exams with 29% more candidates, and consistently high pass rate of 78%.
- Launching a new process for experienced practitioners to gain Chartership.

### Policy and Communications

The Institute furthered its work in policy and communications by:

- Responding to a range of public policy consultations to the UK, Scottish, Northern Ireland and Wales Parliaments. Evidence was provided to: the Select Committee Inquiry into Parks; the Select Committee Inquiry into the Future of the Natural Environment; the Select Committee into National Policy on the Built Environment; the Inquiry by HM Treasury on the National Infrastructure Commission's Future Direction; and DCLG's consultation on changes to National Planning Policy.
- Representing the profession on key forums such as the Green Infrastructure Partnership, the Place Alliance, Natural England Landscape Forum, the Construction Industry Council and various forums in the devolved nations.
- Jointly curating an exhibition at the Building Centre, London Beyond the Green Belt and running a programme of public seminars in order to support the debate on this issue
- Taking the exhibition on 'Rethinking the Urban Landscape' to a range of locations across the UK including Coventry Cathedral, the Wales Assembly Parliament, Newcastle Library and the Scottish Parliament.
- Promoting landscape issues as part of London Open House and the London Architecture Festival with walks and site visits.
- Supporting the work of the Parks Alliance by providing media, digital and communications services.
- Running our largest Annual Awards ceremony hosted by TV documentary maker Simon Reeve.
- Hosting a debate on the EU referendum with the Rt Hon George Eustice MP, Minister of State for Farming, Food and the Marine Environment and Kerry McCarthy MP, Shadow Secretary of State for Environment, Food and Rural Affairs.
- Running a range of public programmes including the Jellicoe Lecture at Leeds Beckett University and the Presidents' Reception at County Hall, London.
- The Capability Brown Festival, a national celebration of the tercentenary of the birth of Lancelot 'Capability' Brown took place throughout 2016 and continued to March 2017. Its aims were to: attract new and larger audiences for Brown's work and for historic landscape design more broadly; encourage more sites with an increased capacity to engage with the public; develop new knowledge about Brown and his work; create more and better relationships between individuals and organisations with a shared interest in Brown and historic landscapes.
- The Festival was managed by the Landscape Institute on behalf of a partnership of twenty organisations including its principal funder, the Heritage Lottery Fund, the Historic Houses Association, the National Trust, English Heritage, Historic England, Natural England, the



Gardens Trust, Park & Gardens UK, Kolab, the Embroiderers' Guild, NADFAS, the National Garden Scheme, the Royal Horticultural Society, VisitBritain, VisitEngland, Historic Royal Palaces, Bridgeman Images, Blenheim Palace and the Georgian Group.

- HLF supported the Festival's development in 2014/15 and its delivery in 2015/16 and 2016/17. Cash and significant in-kind support were provided by the other Festival Partners and by the organisations and individuals that designed and delivered Festival activities across England and in Wales.
- Activities lasting from a day to a year took place at sites designed by Brown or with a strong Brownian connection. They included properties in public, private and charitable ownership, some with employees, others run on a wholly voluntary basis. In some places the Festival was the sole supporter of an activity; in others the Festival activity was part of a larger tercentenary programme. Thirty-eight organisations of different types and sizes received modest amounts of money to run activities. This guaranteed that there would be Festival activity in strategically important locations during the year.
- The Festival featured in no fewer than 1,571 pieces of media coverage.

## Technical and Professional

The LI furthered its technical and professional work in the following ways:

- Horizon-scanning technical issues that would have an impact on members by reviewing a range of technical newsletters, journals and websites.
- Publishing quarterly newsletters for Biosecurity, BIM and general technical matters all of which have led to a high level of member engagement.
- Publishing Technical Information Notes (TINs) on Neighbourhood Planning, Tranquillity and "In Bloom".
- Preparing TINs on Natural Capital Accounting, Soils, Lighting, Inclusive Design and Townscape for later publication.
- Publishing Technical Guidance Notes (TGNs) on "Proportionality".
- Facilitating a range of working groups of the technical committee to address the following issues:
  - Biosecurity
  - BIM
  - BREEAM
  - GLVIA PANEL
  - Inclusive Design
  - Proportionality
  - Photography and photo-montage
  - Urban Forestry
- Drafting updated JCLI for publication during 2017.
- Developing technical and professional content on website.
- Responding to approximately eighty technical and professional enquiries.

## Governance

During the year, the Institute held two extraordinary general meetings. In May 2016 the Membership overwhelmingly supported the Board's position that the Institute's head office should remain in London. In July 2016, the Membership supported changes to our Governing documents that will make the Institute more democratic, more inclusive and will enable us to broaden our membership, bringing greater knowledge, expertise and influence to the Institute.

The Institute fulfilled its governance obligations and developed governance processes by:

- Facilitating and supporting the meetings of the Board, Advisory Council, Standing Committees, sub-committees and working groups.
- Running a joint event for the Board and Advisory Council to inform our business plan.
- Obtaining the consent of the Privy Council's consent for our new governing documents, and beginning to broaden the profession.
- Investigating professional complaints against members.

## Financial performance

The Institute generated an operating surplus of £66,348 in the year, which was reduced to £49,756 as a result of a reduction in the value of our investments at the year-end of £16,592, our total funds increased from £1,920,200 to £1,969,956. We invested just over £1.5m during the year, split between The Cazenove Charity Multi-Asset Fund and CCLA Charities Ethical Investment Fund. The investment managers report regularly to the Board's Finance and Risk Committee in person and in writing, and the Committee is monitoring performance carefully. The Board acknowledges that the value of funds may go down as well as up in the short term, and we believe that we have invested wisely for longer term growth.

The Institute is in a healthy financial position. This was the second year of a discrete and significant 27-month, £900,000 project managing the Capability Brown Festival. The project has been a great success, exceeding expectations of funders and partners. We are now winding the project down and ensuring that it has a lasting legacy.

## Investment Policy

The Institute seeks to produce the best financial return within an acceptable level of risk. With an initial 3-5 year investment horizon a medium level of risk is acceptable. The investment objective is to generate a total return of inflation (measured by CPI) plus 4% per annum over the medium term, net of expenses. This will allow for meeting the primary objective of maintaining the real value of the funds in the long term whilst permitting some moderate expenditure on an on-going basis. The Institute adopts a total return approach to investment, generating the investment return from income and capital gains or losses. Returns from investment, which may fluctuate, may be applied to meeting either regular or exceptional expenditure, but it is not anticipated that they will represent a significant portion of the Institute's total incoming resources.

The Trustees have taken account of the Charity Commission's guidance on ethical and responsible investment. They have concluded that there are no specific industry and company activities which should be excluded from the portfolio on the grounds of any direct conflict with the LI's objectives. However, the Trustees aim to observe responsible investment principles and the charity's investment managers are expected to take into consideration the environmental, social and governance risk characteristics of existing and prospective investments. The investment managers are expected to engage with companies on social, environmental and business ethics issues and to exercise the LI's voting right. The Trustees will monitor the implementation of this policy by asking investment managers to report regularly on their engagement and voting activities.

### Reserves policy and going concern

The Board of Trustees set operating budgets each year in order to maintain sufficient free reserves to cover between three and six months of operational expenditure. We maintain this level of free reserves in order to be able to manage a significant down-turn in our income levels, and in order to be able to cover one-off expenditure deemed necessary for investment in the Institute's future. Our total reserves at the year-end were £1,969,956 of which £14,656 were restricted funds, £1,280,789 were designated funds, and £674,511 were general funds, representing just over four months of unrestricted expenditure.

### Principal risks and uncertainties

The Board has a Finance and Risk Committee that keeps organisational risks under review. A risk register is held by the organisation and the Finance and Risk Committee report annually to the Board on changes to the register and any particular risks the Board should be aware of. In the coming year the Board and Advisory Council will jointly consider the risks that we will face in the period covered by our Business Plan, and beyond.

The Institute and the profession as a whole faces risk and uncertainty due to a decline in UK students opting for landscape education at university. The Institute has prioritised putting resources into engaging the next generation, promoting careers with younger people and in providing additional support and engagement with education providers. Similarly, current professionals working in the public sector face risk and uncertainty regarding local government reorganisation and cuts to funding. The Institute has looked at ways of provided additional support for members working in the public sector.

### Plans for the future

Our business plan for the 2017-18 business year summarises the intended strategic direction for the Landscape Institute. It takes into account findings from our 2016 Member Survey and key business priorities identified by senior members, which have been continuously reviewed and updated by the Board of Trustees and Finance and Risk Committee.

***Growing and broadening our membership***

Membership numbers have remained broadly static over the last year, and we seek to increase our share of members in large and medium-sized practices and improve our offering to all core disciplines, starting with landscape management and urban design.

***Increasing our relevance***

Our 2016 Member Survey highlighted a need for a more inclusive mind-set. The LI will allocate more resources to delivering its services throughout all the regions and nations, as well as all core disciplines. Our emerging diversity and inclusion strategy will also inform the work we do in this area. We will engage with senior members of related professions, encourage members to take leadership roles, and address the issues of skills shortages in the landscape sector.

***Major LI campaigns***

Uniting our activity over the coming years will be three overarching campaigns:

- Value of landscape as infrastructure: promoting the contribution of the profession, on issues including green infrastructure, health and wellbeing and natural capital
- LI Futures: ensuring the profession has the right skills for the future, emphasising BIM and digital skills in 2017–18, increasing our focus on CPD and training and helping members develop 'soft skills' and demonstrate the value of their work
- Inspiring the next generation of landscape professionals through new digital materials and lesson packs for school students, and through developing alternative routes into the profession, such as apprenticeships

***Operational finances and investment***

In light of external developments such as Brexit, we have taken a cautious approach to our financial plans. Our plan reduces many internal costs, while allocating more direct funds to resource policy and influencing and commissioning new technical work, and to investing in new digital systems that will increase our efficiency and the quality of our services.

## Structure, governance and management

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

The Institute has up to thirteen trustees. Six are directly elected by the membership of the Institute and seven are appointed by the Institute's elected Advisory Council. Four of the appointed trustees are not members of the Institute and have been selected because of relevant expertise of benefit to the organisation and its management. All trustees, whether directly elected or appointed by Advisory Council, commit themselves to working to a role description and to acting within a code of conduct.

The induction for new trustees is undertaken by means of an induction event, shortly before they take office, particularly to inform about the responsibilities and opportunities of being a trustee and the structure and governance of the organisation. Where appropriate, familiarisation meetings are also held between the Chief Executive, senior staff and new trustees to ensure that new trustees are properly prepared for their roles. Training in understanding charity finance is routinely offered to all new trustees and training in governance or other relevant matters is provided from time to time as it may be thought beneficial.

The trustees delegate the day-to-day operations of the Institute to the chief executive officer and other principle staff set out on pages 1 and 2, and monitor performance against an agreed operational plan at intervals throughout each year.

All trustees give their time voluntarily and receive no benefits from the Institute. Any expenses reclaimed from the Institute are set out in note 6 to the accounts.

## Remuneration policy for key management personnel

Remuneration of the chief executive officer is set by the Board of Trustees, with regard to industry benchmarks, performance and financial resources. The remuneration of all other staff is set by the chief executive officer, using the same criteria.

## Statement of responsibilities of the trustees

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended 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 charity will continue in operation

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the

## **Landscape Institute**

### **Trustees' annual report**

**For the year ended 31 March 2017**

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preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## **Auditor**

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

The trustees' annual report was approved by the trustees on 25 July 2017 and signed on their behalf by

Merrick Denton Thompson  
President

## Independent auditor's report

To the members of

Landscape Institute

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### Opinion

We have audited the financial statements of Landscape Institute ('the Institute') for the year ended 31 March 2017 which comprise the consolidated statement of financial activities, the group and the Institute balance sheets, the consolidated statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the group and the Institute's affairs as at 31 March 2017 and of its group's incoming resources and application of resources, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Charities Act 2011 and of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended)

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Institute in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

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

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

## Independent auditor's report

To the members of

Landscape Institute

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### Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- The information given in the trustees' annual report is inconsistent in any material respect with the financial statements;
- Sufficient and proper accounting records have not been kept; or
- The financial statements are not in agreement with the accounting records and returns; or
- We have not received all the information and explanations we require for our audit

### Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group and the Institute or to cease operations, or have no realistic alternative but to do so.



## Independent auditor's report

To the members of

Landscape Institute

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### Auditor's responsibilities for the audit of the financial statements

This report is made solely to the Institute's trustees as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, 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 Institute's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Institute and the Institute's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

We have been appointed as auditor under section 144 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act.

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

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

31 July 2017

Sayer Vincent LLP, Statutory Auditor

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

Sayer Vincent LLP is eligible to act as 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 2017

	Note	2017			2016		
		Unrestricted £	Restricted £	Total £	Unrestricted	Restricted	Total £
<b>Income from:</b>							
Charitable activities							
Membership	2a	1,401,426	-	<b>1,401,426</b>	1,341,632	-	1,341,632
Education	2b	133,812	-	<b>133,812</b>	122,595	5,000	127,595
Policy and communications	2c	473,560	499,863	<b>973,423</b>	449,618	316,229	765,847
Technical and professional	2d	12,203	-	<b>12,203</b>	17,430	-	17,430
Investments		5,763	-	<b>5,763</b>	8,701	-	8,701
Other income	3	2,272	-	<b>2,272</b>	13,382	-	13,382
<b>Total income</b>		<b>2,029,036</b>	<b>499,863</b>	<b>2,528,899</b>	<b>1,953,358</b>	<b>321,229</b>	<b>2,274,587</b>
<b>Expenditure on:</b>							
Charitable activities							
Membership		347,412	-	<b>347,412</b>	316,340	-	316,340
Education		302,764	1,820	<b>304,584</b>	272,684	-	272,684
Policy and communications		1,175,938	499,863	<b>1,675,801</b>	1,082,004	320,979	1,402,983
Technical and professional		134,754	-	<b>134,754</b>	172,233	-	172,233
<b>Total expenditure</b>	4	<b>1,960,868</b>	<b>501,683</b>	<b>2,462,551</b>	<b>1,843,261</b>	<b>320,979</b>	<b>2,164,240</b>
<b>Net income/(expenditure) for the year before losses on investments</b>	5	<b>68,168</b>	<b>(1,820)</b>	<b>66,348</b>	<b>110,097</b>	<b>250</b>	<b>110,347</b>
<b>Net losses on investments</b>		<b>(16,592)</b>	<b>-</b>	<b>(16,592)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>51,576</b>	<b>(1,820)</b>	<b>49,756</b>	<b>110,097</b>	<b>250</b>	<b>110,347</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		<u>1,903,724</u>	<u>16,476</u>	<u><b>1,920,200</b></u>	<u>1,793,627</u>	<u>16,226</u>	<u>1,809,853</u>
<b>Total funds carried forward</b>	17	<u><b>1,955,300</b></u>	<u><b>14,656</b></u>	<u><b>1,969,956</b></u>	<u><b>1,903,724</b></u>	<u><b>16,476</b></u>	<u><b>1,920,200</b></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 17 to the financial statements.

Landscape Institute

Balance sheets

31 March 2017

	Note	The group		The Institute	
		2017	2016	2017	2016
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10	8,116	15,442	8,116	15,442
Investments	11	1,488,135	-	1,488,142	7
		<u>1,496,251</u>	<u>15,442</u>	<u>1,496,258</u>	<u>15,449</u>
<b>Current assets</b>					
Debtors	14	337,080	375,815	322,566	453,549
Short term deposits		-	1,594,290	-	1,594,290
Cash at bank and in hand		684,033	581,233	529,761	302,967
		<u>1,021,113</u>	<u>2,551,338</u>	<u>852,327</u>	<u>2,350,806</u>
<b>Liabilities</b>					
Creditors: amounts due within one year	15	547,408	646,580	378,629	446,055
<b>Net current assets</b>		<u>473,705</u>	<u>1,904,758</u>	<u>473,698</u>	<u>1,904,751</u>
<b>Net assets</b>	16	<u>1,969,956</u>	<u>1,920,200</u>	<u>1,969,956</u>	<u>1,920,200</u>
<b>Funds</b>	17				
Restricted income funds		14,656	16,476	14,656	16,476
Unrestricted income funds					
Designated funds		1,280,789	1,300,833	1,280,789	1,300,833
General funds		674,511	602,891	674,511	602,891
Total Unrestricted income funds		<u>1,955,300</u>	<u>1,903,724</u>	<u>1,955,300</u>	<u>1,903,724</u>
<b>Total funds</b>		<u>1,969,956</u>	<u>1,920,200</u>	<u>1,969,956</u>	<u>1,920,200</u>

Approved by the trustees on 25 July 2017 and signed on their behalf by

Merrick Denton Thompson – President

Landscape Institute

Consolidated statement of cash flows

For the year ended 31 March 2016

	Note	2017		2016	
		£	£	£	£
<b>Cash flows from operating activities</b>	18				
<b>Net cash provided by / (used in) operating activities</b>			<b>7,474</b>		<b>68,151</b>
<b>Cash flows from investing activities:</b>					
Dividends, interest and rents from investments		<b>5,763</b>		8,701	
Purchase of fixed assets		-		(13,787)	
Transfer from short term deposits		<b>89,563</b>		-	
Purchase of investments		-		(9,741)	
<b>Net cash provided by / (used in) investing activities</b>			<b>95,326</b>		<b>(14,827)</b>
<b>Change in cash and cash equivalents in the year</b>			<b>102,800</b>		<b>53,324</b>
Cash and cash equivalents at the beginning of the year			<b>581,233</b>		<b>527,909</b>
<b>Cash and cash equivalents at the end of the year</b>			<b>684,033</b>		<b>581,233</b>

## 1 Accounting policies

### a) Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Assets and reserves are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

These financial statements consolidate the results of the Institute and its wholly-owned subsidiary Landscape Services Limited on a line by line basis. Transactions and balances between the Institute and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two entities are disclosed in the notes to the accounts. A separate statement of financial activities, or income and expenditure account, for the Institute itself is not presented but the parent-only results are summarised in note 13 and the subsidiary results are provided in note 12.

### b) Public benefit entity

The Institute meets the definition of a public benefit entity under Charities SORP FRS 102.

### c) Going concern

The trustees consider that there are no material uncertainties about the Institute's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

### d) Income

Income is recognised when the Institute has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Institute has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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

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

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

**1 Accounting policies (continued)**

**e) Donations of gifts, services and facilities**

Donated professional services and donated facilities are recognised as income when the Institute has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the Institute of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so please refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the Institute which is the amount the Institute would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**f) Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Institute; this is normally upon notification of the interest paid or payable by the bank.

**g) Fund accounting**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

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

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

**h) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs of delivering and communicating membership, educational, policy, technical and professional services, undertaken to further the purposes of the Institute and their associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged in full to support costs.

**i) Allocation of support and governance costs**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. Support costs, being the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, and governance costs, are apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

	Support costs	Governance costs
● Membership	22%	19%
● Education	14%	12%
● Policy and communications	56%	62%
● Technical and professional	8%	7%

**j) Allocation of support and governance costs**

Governance costs are the costs associated with the governance arrangements of the Institute. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the Institute's activities.

**1 Accounting policies (continued)**

**k) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**l) Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £1,000. 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.

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

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

**m) Investments**

**(i) Listed investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities and any excess of fair value over the historic cost of the investments will be shown as a revaluation reserve in the balance sheet. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

**(ii) Investment in subsidiary**

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

**n) Short term deposits**

Short term deposits includes cash balances that are invested in accounts with a maturity date of between 3 and 12 months.

**o) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**p) Debtors**

Trade or other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discount due.

**q) Creditors and provisions**

Creditors and provisions are recognised where the Institute has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discount due.

The Institute only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

## 1 Accounting policies (continued)

## r) Pensions

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

## 2 Income from charitable activities

	Restricted £	Unrestricted £	2017 Total £	2016 Total £
Member subscriptions	-	1,216,623	1,216,623	1,166,023
Practice registration fees	-	184,803	184,803	175,609
<b>a Sub-total for membership</b>	-	1,401,426	1,401,426	1,341,632
Funding from Canary Wharf Limited	-	-	-	5,000
Examination and Pathway fees	-	122,612	122,612	112,845
Univerisity accreditation fees	-	11,200	11,200	9,750
<b>b Sub-total for education</b>	-	133,812	133,812	127,595
Income from Heritage Lottery Fund	499,863	-	499,863	316,229
Other Capability Brown Festival income	-	26,083	26,083	31,000
Events, competitions and sponsorship	-	224,590	224,590	193,836
Advertising income	-	204,377	204,377	206,690
Branch income	-	18,510	18,510	18,092
<b>c Sub-total policy and communications</b>	499,863	473,560	973,423	765,847
Publication sales and royalties	-	12,203	12,203	17,430
<b>d Sub-total for technical and professional</b>	-	12,203	12,203	17,430
<b>Total Income from charitable activities</b>	<b>499,863</b>	<b>2,021,001</b>	<b>2,520,864</b>	<b>2,252,504</b>

## 3 Other income

	Restricted £	Unrestricted £	2017 Total £	2016 Total £
Insurance commission	-	-	-	10,385
Other income	-	2,272	2,272	2,997
	-	2,272	2,272	13,382



Landscape Institute

Notes to the financial statements

For the year ended 31 March 2017

4 Analysis of expenditure

	Membership	Education	Policy and communications	Technical and professional	Governance Costs	Support Costs	2017 Total	2016 Total
	£		£		£	£	£	£
Staff costs (note 6)	154,190	101,340	509,935	51,095	76,632	186,476	<b>1,079,668</b>	917,842
Branch activities	-	-	22,637	-	-	102,512	<b>125,149</b>	123,176
Direct member communications	-	-	166,366	-	9,919	-	<b>176,285</b>	157,348
Information costs	6,006	11,254	27,200	1,839	-	72,177	<b>118,476</b>	133,651
Pathway examinations and supervision	-	61,654	-	-	-	-	<b>61,654</b>	51,347
Event and competition costs	1,121	9,081	308,641	-	44,311	2,115	<b>365,269</b>	246,394
Consultants and other direct costs	12,092	3,758	155,379	10,505	10,300	44,558	<b>236,592</b>	209,270
Legal & professional	-	-	-	8,650	35,610	4,940	<b>49,200</b>	69,896
Depreciation and loss on disposals	-	-	-	-	-	7,326	<b>7,326</b>	15,963
Committee expenses	6,279	7,589	19,848	5,913	22,038	4,453	<b>66,120</b>	73,187
Premises costs	-	-	-	-	-	116,587	<b>116,587</b>	118,971
Other costs	-	-	-	-	-	60,225	<b>60,225</b>	47,195
	<b>179,688</b>	<b>194,676</b>	<b>1,210,006</b>	<b>78,002</b>	<b>198,810</b>	<b>601,369</b>	<b>2,462,551</b>	2,164,240
Support costs	120,571	78,917	309,852	41,127	50,902	(601,369)	-	-
Governance costs	47,153	30,991	155,943	15,625	(249,712)	-	-	-
<b>Total expenditure 2017</b>	<b>347,412</b>	<b>304,584</b>	<b>1,675,801</b>	<b>134,754</b>	<b>-</b>	<b>-</b>	<b>2,462,551</b>	<b>2,164,240</b>
<b>Total expenditure 2016</b>	<b>316,340</b>	<b>272,684</b>	<b>1,402,983</b>	<b>172,233</b>	<b>-</b>	<b>-</b>	<b>2,164,240</b>	<b>-</b>

Of the total expenditure, £1,960,868 was unrestricted (2016: £1,843,261) and £501,683 was restricted (2016: £320,979)

**5 Net income/(expenditure) for the year**

This is stated after charging / crediting:

	2017 £	2016 £
Depreciation	7,326	15,963
Trustees' expenses	17,248	15,139
Auditors' remuneration:		
● Audit	10,650	10,450
Operating lease rentals:		
● Property	43,848	43,848
● Office equipment	5,957	5,957
	<u>75,532</u>	<u>101,357</u>

**6 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:

	2017 £	2016 £
Salaries and wages	854,187	752,916
Redundancy and termination costs	20,164	10,539
Social security costs	86,790	76,056
Employer's contribution to defined contribution pension schemes	42,995	26,211
Other staff related costs	75,532	52,120
	<u>1,079,668</u>	<u>917,842</u>

The following number of employees received employee benefits (excluding employer pension costs) during the year between:

	2017 No.	2016 No.
£60,000 – £69,999	2	–
£70,000 – £79,999	–	1
	<u>2</u>	<u>1</u>

The total employee benefits including employer's National Insurance, pension contributions and termination costs of the key management personnel were £338,350 (2016: £315,645).

The charity trustees were not paid for and did not receive any other benefits from employment with the Institute in the year (2016: nil).

During the year, one trustee (2016: two), Ian Phillips, received remuneration in respect of professional services provided, totalling £638 (2016: £2,340).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £17,248 (2016: £15,139) incurred by 11 trustees (2016: 13) relating to attendance at meetings of the trustees, meetings with members and external representation of the Institute.

**7 Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2017 No.	2016 No.
Membership	2.9	2.9
Education	1.9	1.8
Policy and communications	9.8	8.5
Technical and professional services	1.3	1.3
Support	3.7	3.7
Governance	1.5	1.5
	<u>21.1</u>	<u>19.7</u>

**8 Taxation**

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

**9 Related party transactions**

Other than those disclosed in note 6, there were no other related party transactions during the year.

In particular, there were no donations from related parties which were outside the normal course of business and no restricted donations from related parties.

**10 Tangible fixed assets**

The group and the charity	Fixtures, fittings, office equipment £	Computers £	Database and website £	Totals £
<b>Cost</b>				
At the start of the year	21,855	12,335	107,559	141,749
Additions in year	-	-	-	-
At the end of the year	<u>21,855</u>	<u>12,335</u>	<u>107,559</u>	<u>141,749</u>
<b>Depreciation</b>				
At the start of the year	13,834	8,842	103,631	126,307
Charge for the year	2,673	2,296	2,357	7,326
At the end of the year	<u>16,507</u>	<u>11,138</u>	<u>105,988</u>	<u>133,633</u>
<b>Net book value</b>				
At the end of the year	<u>5,348</u>	<u>1,197</u>	<u>1,571</u>	<u>8,116</u>
At the start of the year	<u>8,021</u>	<u>3,493</u>	<u>3,928</u>	<u>15,442</u>

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

All of the above assets are used for charitable purposes.

## 11 Investments

	The group		The Institute	
	2017	2016	2017	2016
	£	£	£	£
<b>Listed Investments</b>				
Fair value at the start of the year	-	-	-	-
Additions at cost	1,004,727	-	1,004,727	-
Net loss on change in fair value	(16,592)	-	(16,592)	-
	<b>988,135</b>	-	<b>988,135</b>	-
Cash held by investment broker pending investment	<b>500,000</b>	-	<b>500,000</b>	-
Fair value of listed investments at the end of the year	<b>1,488,135</b>	-	<b>1,488,135</b>	-
Investment in subsidiary undertkaing	-	-	7	7
Total investments	<b>1,488,135</b>	-	<b>1,488,142</b>	7
Historical Cost at the end of the year	<b>1,504,727</b>	-	<b>1,504,734</b>	7
Investments comprise				
	The group		The charity	
	2017	2016	2017	2016
	£	£	£	£
UK Common investment funds	988,135	-	988,135	-
Unlisted shares in UK registered companies	-	-	7	7
Cash	500,000	-	500,000	-
	<b>1,488,135</b>	-	<b>1,488,142</b>	7

## 12 Subsidiary Undertaking

The Institute owns the whole of the issued ordinary share capital of £7 in Landscape Services Limited, a company registered in England. Activities of the subsidiary include events management and sales of advertising and publications. All activities have been consolidated on a line by line basis in the statement of financial activities. Available profits are gift aided to the Institute. A summary of the results of the subsidiary is shown below:

	2017 £	2016 £
Turnover	617,872	587,459
Cost of sales	<u>(363,504)</u>	<u>(325,027)</u>
Gross profit	254,368	262,432
Administrative expenses	<u>(133,973)</u>	<u>(129,805)</u>
Operating profit	120,395	132,627
Amount payable to Landscape Institute under Gift Aid	<u>(120,395)</u>	<u>(132,627)</u>
Profit for financial year	<u><u>-</u></u>	<u><u>-</u></u>
The aggregate of the assets, liabilities and funds was:		
Assets	274,035	380,240
Liabilities	<u>(274,028)</u>	<u>(380,233)</u>
Funds	<u><u>7</u></u>	<u><u>7</u></u>

## 13 Parent charity

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

	2017 £	2016 £
Gross income	2,045,000	1,682,128
Results for the year	<u><u>49,756</u></u>	<u><u>110,347</u></u>

Landscape Institute

Notes to the financial statements

For the year ended 31 March 2017

14 Debtors

	The group		The Institute	
	2017	2016	2017	2016
	£	£	£	£
Trade debtors	121,740	122,363	11,739	29,700
Due from group undertakings	-	-	105,249	179,708
Accrued income	149,784	154,221	149,784	154,221
Sundry debtors	7,993	14,311	7,993	14,311
Prepayments	57,563	84,920	47,801	75,609
	<b>337,080</b>	<b>375,815</b>	<b>322,566</b>	<b>453,549</b>

15 Creditors: amounts due within one year

	The group		The Institute	
	2017	2016	2017	2016
	£	£	£	£
Trade creditors	55,007	142,221	46,796	111,300
Deferred income	370,297	339,448	220,204	193,533
Taxation and social security	28,305	24,277	28,305	24,277
VAT creditor	39,727	41,782	32,252	30,567
Other creditors	15,200	12,437	14,360	12,436
Accruals	38,872	86,415	36,712	73,942
	<b>547,408</b>	<b>646,580</b>	<b>378,629</b>	<b>446,055</b>

Deferred income comprises membership and registered practice fees, examination fees and project income received in advance.

16a Current year analysis of group net assets between funds

	Restricted funds	Designated funds	General funds	Total funds
Tangible fixed assets	-	8,116	-	8,116
Investments	-	1,186,793	301,342	1,488,135
Net current assets	14,656	85,880	373,169	473,705
<b>Net assets at the end of the year</b>	<b>14,656</b>	<b>1,280,789</b>	<b>674,511</b>	<b>1,969,956</b>

16b Prior year analysis of group net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	15,442	-	15,442
Net current assets	16,476	1,285,391	602,891	1,904,758
<b>Net assets at the end of the year</b>	<b>16,476</b>	<b>1,300,833</b>	<b>602,891</b>	<b>1,920,200</b>

## 17a Current year movements in funds

	At the start of the year	Incoming resources	Outgoing resources	Transfers	At the end of the year
<b>Restricted funds:</b>					
Travel award	11,476	-	(1,820)	-	9,656
Capability Brown Festival	-	499,863	(499,863)	-	-
Playground Project	5,000	-	-	-	5,000
<b>Total restricted funds</b>	<b>16,476</b>	<b>499,863</b>	<b>(501,683)</b>	<b>-</b>	<b>14,656</b>
<b>Unrestricted funds:</b>					
Fixed assets funds	15,442	-	-	(7,326)	8,116
Branch funds	89,699	18,510	(102,512)	80,183	85,880
Property Fund	1,195,692	4,333	(13,232)	-	1,186,793
<i>Total designated funds</i>	1,300,833	22,843	(115,744)	72,857	1,280,789
General funds	602,891	2,006,193	(1,861,716)	(72,857)	674,511
<i>Total general funds</i>	602,891	2,006,193	(1,861,716)	(72,857)	674,511
<b>Total unrestricted funds</b>	<b>1,903,724</b>	<b>2,029,036</b>	<b>(1,977,460)</b>	<b>-</b>	<b>1,955,300</b>
<b>Total funds</b>	<b>1,920,200</b>	<b>2,528,899</b>	<b>(2,479,143)</b>	<b>-</b>	<b>1,969,956</b>

## 17b Prior year movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
<b>Restricted funds:</b>					
Travel award	11,476	-	-	-	11,476
Capability Brown 300 Festival	-	316,229	(316,229)	-	-
Green Infrastructure fund	4,750	-	(4,750)	-	-
Playground Project	-	5,000	-	-	5,000
<b>Total restricted funds</b>	<b>16,226</b>	<b>321,229</b>	<b>(320,979)</b>	<b>-</b>	<b>16,476</b>
<b>Unrestricted funds:</b>					
Fixed assets funds	17,618	-	-	(2,176)	15,442
Branch funds	73,078	18,092	(85,748)	84,277	89,699
Property Fund	1,189,182	-	-	6,510	1,195,692
<i>Total designated funds</i>	1,279,878	18,092	(85,748)	88,611	1,300,833
General funds	513,749	1,935,266	(1,757,513)	(88,611)	602,891
<i>Total general funds</i>	513,749	1,935,266	(1,757,513)	(88,611)	602,891
<b>Total unrestricted funds</b>	<b>1,793,627</b>	<b>1,953,358</b>	<b>(1,843,261)</b>	<b>-</b>	<b>1,903,724</b>
<b>Total funds</b>	<b>1,809,853</b>	<b>2,274,587</b>	<b>(2,164,240)</b>	<b>-</b>	<b>1,920,200</b>

**General funds**

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

**17 Movement in funds – descriptions of funds****Purposes of restricted funds**

The Travel Award Memorial fund originated from a donation to provide travel awards to members, and typically make three or four awards per year.

The Capability Brown Festival was a national celebration of the tercentenary of the birth of Lancelot 'Capability' Brown and has taken place over the last two financial years. Its principal aims were to attract new and larger audiences for Brown's work and for historic landscape design more broadly. The Landscape Institute managed the festival on behalf of a partnership of twenty organisations, including the principal funder, the Heritage Lottery Fund.

The Playground Project is an educational competition where primary schools in the London Borough of Tower Hamlets are matched with a landscape architect to re-design an aspect of their playground through partaking in design-based activities. Each school's final design was entered into the competition, with a chance to win £5,000 to help implement the design. Seven schools took part in the project. The winning project is in progress and the prize fund will be paid in the new financial year. Funding was provided by the Canary Wharf Group.

**Purposes of designated funds**

The net value of fixed assets is reflected in a designated fund.

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

The Property fund comprises net proceeds of the sale of the Institute's former investment property. The Board agreed during the year to invest the fund for a period of three to five years in accordance with the Institute's Investment Policy, described in the Trustees' report.

**18 Reconciliation of net income / (expenditure) to net cash flow from operating activities**

	2017 £	2016 £
<b>Net income / (expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>49,756</b>	<b>110,347</b>
Depreciation charges	7,326	15,963
(Gains)/losses on investments	16,592	–
Dividends, interest and rent from investments	(5,763)	(8,701)
(Increase)/decrease in debtors	38,735	(227,023)
Increase/(decrease) in creditors	(99,172)	177,565
	<hr/>	<hr/>
<b>Net cash provided by / (used in) operating activities</b>	<b>7,474</b>	<b>68,151</b>
	<hr/> <hr/>	<hr/> <hr/>



**19 Operating lease commitments**

The group's and the Institute's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	2017		2016	
Less than 1 year	<b>43,848</b>	<b>5,957</b>	43,848	5,957
1 – 5 years	<b>87,696</b>	<b>5,957</b>	131,544	11,914
	<b><u>131,544</u></b>	<b><u>11,914</u></b>	<u>175,392</u>	<u>17,871</u>

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

**20 Capital Commitments**

At the balance sheet date, the group had no capital commitments (2016: nil).

**21 Contingent liabilities**

The group and the charity had no contingent liabilities at the balance sheet date or the date of approval of these financial statements.

**22 Legal status of the Institute**

The Institute is a registered charity, number 1073396 and incorporated by Royal Charter, registration number RC000767.