



RTPI

mediation of space · making of place

Report and Accounts

31 December 2009

**Annual General Meeting
13 October 2010**

Registered Charity No: 262865

Registered Charity in Scotland No: SC037841

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Annual Report of the Trustees for the year ended 31 December 2009

The Trustees of the Royal Town Planning Institute are pleased to present their Report for the year ended 31 December 2009.

Reference and Administrative details

Royal Town Planning Institute (RTPI) is a charity, registered in England and Wales (Charity number: 262865).

RTPI is also registered in Scotland (Charity number: SC 037841).

*The principal and registered office of the Institute is:
41 Botolph Lane, London EC3R 8DL*

Trustees

President 2010	Ann Skippers
President 2009:	Martin Willey
President 2008:	Janet O'Neill
Senior Vice President 2010:	Richard Summers
Junior Vice President 2010:	Colin Haylock
Honorary Treasurer:	Vincent Goodstadt
Honorary Solicitor and Secretary:	Peter Wilbraham
Elected Trustees for 2010 – 2011:	Michael Hayes (re-appointed 1 January 2010) Donald Alder (appointed 1 January 2010) Sara Eustace (appointed 1 January 2010) Leonora Rozee (appointed 1 January 2010)
Elected Trustees for 2009 – 2010:	Janice Morphet Mark Southgate Andrew Taylor
Co-opted by the Board 2009:	Peter Geraghty (retired 31 December 2009) Charles Collins (retired 31 December 2009)
Appointed by Regions 2009:	John Esselmont (appointed 12 October 2009)
Appointed by Regions 2008 – 2009:	Chris Berry (retired 30 July 2009)
Co-opted by the Board 2008 and 2009:	John Harvey (retired 31 December 2009)

Annual Report of the Trustees for the year ended 31 December 2009 *(continued)*

Senior staff at April 2010:

Managing Director	Sara Drake
Director of Professional Services	Sue Percy

Other relevant organisations:

The Institute's bankers are:	HSBC Bank plc, 117 Great Portland Street, London W1
The Institute's auditor is:	Chantrey Vellacott DFK LLP, Russell Square House, 10 - 12 Russell Square, London WC1B 5LF
The Institute's solicitors are:	Bates Wells and Braithwaite, 2 - 6 Cannon Street, London EC4M 6YH

Structure, Governance and Management

RTPI is a body politic and corporate established in 1914 and granted a Royal Charter in 1959 as amended by a Supplemental Charter granted in 1971 and by orders in Council from 1982 to 2001. The Royal Charter was comprehensively updated by a Supplemental Charter granted in 2003.

Trustees are elected by the General Assembly, Regions and Corporate Members. Corporate Members with at least two years' membership of the General Assembly are eligible to stand for election as Junior Vice President, elected by Corporate Members. Once Junior Vice President, the Trustee moves forward at the start of each subsequent year to become Senior Vice President, President and Immediate Past President. Members of the General Assembly elect three Trustees each year to serve for a two year period and also a young planner from those nominated by the young planners for a two year period each alternate year. All Corporate Members may stand for election and retiring Trustees can re-stand subject to a time limit of no more than six consecutive years. Those members appointed to the General Assembly by the Regional Management Boards appoint one of their number to serve a two year term as a Trustee.

The General Assembly comprises the following representatives, all elected following a call for candidates published to all members: 28 Fellow and Members; 2 Legal Members or Legal Associates; 2 Technical Members; 6 Student Members or Licentiates; one representative from each Region in England, 2 from RTPI Cymru (Wales), 2 from the Branch in Ireland, 2 from RTPI in Scotland. In addition the Trustees appoint 2 Honorary Members and a representative of the Associations.

RTPI Services Limited, which is a wholly owned subsidiary of RTPI, has continuing contracts with: Haymarket for the receipt of commission on advertising revenue from the RTPI magazine "Planning" and Kaplan Hawksmere for commission on running the RTPI Conferences seminar series and the Planning Convention.

The taxable profits of the company of £120k (2008 £512k) were transferred to the Institute under Gift Aid.

More information on the results of RTPI Services Limited is given in note 13 of the notes to the financial statements.

Risk review

The Trustees have identified and kept under review the major risks to which the Royal Town Planning Institute is exposed and continue to improve the management controls and systems to manage those risks. The risks are reviewed by the staff of the Institute and the Trustees on an ongoing basis and the risk register updated accordingly.

Volunteers

The Institute has carried out its activities through volunteers in Planning Aid, voluntary activities of members in Regions, Networks, Associations, chapters, panels and committees and its paid staff.

The Trustees wish to thank all these volunteers for their contributions to the Institute during 2009.

Robert Upton

Robert Upton, Secretary-General, left the RTPI in September 2009 to take up a new appointment as Deputy Chair of the Infrastructure Planning Commission (IPC). Robert led the RTPI for 13 years, through a period of significant change and growth. The Trustees wish to place on record their thanks to Robert for his outstanding service to the Institute.

Objectives and Activities

The objects of the Chartered Institute, as incorporated in the Supplemental Charter 2003, are to advance the science and art of planning (town and country and spatial planning) for the benefit of the public.

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the Institute's aims and objectives and when planning future activities.

Annual Report of the Trustees for the year ended 31 December 2009 *(continued)*

Key objectives during the year have been:

Promote membership of the Institute and spatial planning

- Providing a range of high quality, value for money services to members locally, regionally, nationally and internationally
- Increasing our research base and influencing policy for effective spatial planning
- Providing continuous learning opportunities for members and accrediting courses at Planning Schools
- Improving our communications

Improve governance and management

- Consolidate restructuring
- Review governance structures

Manage the effects of recession

- Balance budget with decreasing income from commercial revenues and training events

Planning Aid:

- Manage the rapid growth of Planning Aid and working to secure future funding
- Extend the provision of free advice to support people otherwise not engaged with the planning system.

Achievements and performance

Some of the major activities and successes of the Institute in 2009 were:

Promoting membership of the Institute and spatial planning

- Increased membership levels to over 22,500
- Elected 770 new chartered members and 700 Licentiates, and increased Associate Membership to more than 150
- Launched a colour journal in Wales "Cynllunio" and obtained funding to change the "Scottish Planner" next year;
- A successful year for the Award schemes, with a record number of entrants to the RTPI Planning Awards.
- Granted full accreditation to two Planning Schools and provisionally accredited two others
- Increased communications activity, raising profile of planners and the profession with government and key stakeholders
- Launched the RTPI's 7 Commitments on a climate change action plan at the Planning Convention and created living action plans
- Organised highly successful conferences, including the Planning Convention attracting 700 participants, the Young Planners and PIPA conferences, and the Planning Awards
- Increased dialogue and discussion with key stakeholders, think tanks and the main political parties, with a full and successful programme of activities at the party conferences, including a standing room only fringe event
- Increased Network membership levels to over 8,000
- Responded to over 60 major government policy consultations in England and others in Scotland, Wales and Northern Ireland
- Produced joint responses with the Chartered Institute of Housing, the Institute of Environmental Management and the Institute of Historic Building Conservation

- Worked closely with CLG to help implement the Planning Act 2008 and influenced both the Local Democracy, Economic Development and Construction Bill during its parliamentary passages
- Full programme of activity and events in Scotland, including launch of a new careers guide, active engagement of the Scottish government, production of a new draft strategic plan, with its annual conference attracting a record number of attendees
- RTPI Northern Ireland doubled its membership and responded and sought to influence the major reforms set for the planning service
- RTPI Wales engaged with the high level review of the planning system and worked with the Welsh Assembly Government and the Design Commission for Wales to deliver a new package of training tools to address climate change
- Influencing of the new Planning Bill in the Republic of Ireland
- Worked with CLG on a pilot project developing a National Competency Framework for Planners

Improving governance and management.

- Implemented an internal restructuring programme, establishing a "flatter" organisation, and improved support structures
- Introduced online payments system for members' subscriptions
- Roll out of terminal server network system to all staff

Managing the effects of recession

- Programme of expenditure monitoring and cost control minimised the depletion of reserves despite a significant decline in commercial income
- Worked closely with our partners to address downturn in commercial revenues and the reduced demand for training events
- Developed recession support guidance for members

Planning Aid:

- Recruited 1000th Planning Aid volunteer
- Helped more than 31,100 people and nearly 1,100 community groups and residents forums
- Supported the launch of the first seven national policy statements through a dedicated web site that had 60,000 hits and over 5,000 downloads of its summary sheet
- 3rd tranche of CLG funding agreed in early 2010 to extend the range of Planning Aid services

Financial review

The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (issued March 2005). The statement of financial activities shows a decrease in general and designated reserves of £129k (2008 increase £304k).

Total incoming resources increased by £609k (7%) in comparison to 2008, driven primarily by Planning Aid, reflecting the increase in year on year funding from the Department of Communities and Local Government as part of the three year plan announced by the Secretary of State in 2008. Subscription income increased by £262k (6%) but this was offset by a decline in income from commercial activities, and in particular commission on advertising

Annual Report of the Trustees for the year ended 31 December 2009 *(continued)*

revenue from "Planning" magazine, reported under "Support for members" in the Statement of Financial Activities.

Resources expended increased by £1m (12%) over 2008, primarily due to the increase in Planning Aid costs associated with delivering to more wide-reaching programme.

Note 1 to the financial statements on page 11 gives more information on the relationships between the companies and trusts with which the Institute is connected.

Reserves policy

The Trustees have reviewed the reserves of the Institute.

The Trustees have agreed that any accumulated reserves of the Regions should be designated. The Regions provide the local membership support, learning opportunities and engagement with Regional planning policy of the Institute.

The majority of reserves are invested in fixed assets, mainly in the freehold property in London used for the charitable activities of the Institute. A separate designated reserve has been created equal to the net book value of fixed assets not financed by restricted funds or other designated reserves.

Also included in designated reserves are two funds set aside for specific purposes: Property and maintenance £400k (2008 £400k): this sum has been set aside to fund major repairs to property or related plant and equipment as well as potentially acquiring new premises or facilitating the sale of existing freehold or leasehold properties.

Research £100k (2008 £100k): this sum has not been required in 2009 for research projects requiring matched funding as such funding has been available within the general fund. The Trustees have decided to retain this separate fund to give them the flexibility for future research projects as they arise.

Restricted funds are those received for specific purposes - the most significant being the provision of free and independent planning advice through the service known as Planning Aid.

The Trustees wish to create free reserves equal to 6 months' staff costs; to safeguard the continued provision of services. The free reserves of the Institute are £1,734k (2008 £1,760k), which represents 4.3 months' staff costs. The Trustees intend to work towards the replenishment of free reserves to policy levels and then maintain that level.

Plans for future periods

The Trustees have agreed a new Corporate Strategy for 2010-14. Seven key objectives have been identified and will be reviewed each year. They are:

1. Empowering communities
2. Developing and shaping policy and practice
3. Developing knowledge and raising standards
4. Delivering services for and supporting members
5. Prioritising membership and attracting new members
6. Effective governance
7. Efficient and effective business practices

All actions, proposals, programmes, resource costs and initiatives in support of these goals will need to meet seven cross-cutting tests. These are:

1. One Institute
2. International
3. Equality and diversity
4. Resources
5. Reputation and leadership
6. Sustainability
7. Robustness

Statement of Trustees' responsibilities

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

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

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and the group and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Charity's constitution. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Chantrey Vellacott DFK LLP was re-appointed auditor at the Annual General Meeting held on 14 October 2009 and has indicated a willingness to continue in office, subject to re-appointment at the Annual General Meeting.

Approved by the Trustees on 7 July 2010 and signed on their behalf by:



Ann Skippers – President

Independent Auditor's Report to the Trustees of The Royal Town Planning Institute (RTPI)

We have audited the financial statements of RTPI and its subsidiaries for the year ended 31 December 2009 which comprise the Consolidated Statement of Financial Activities, the Charity and Consolidated Balance Sheets, the Consolidated Cash Flow Statement and related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's Trustees as a body, in accordance with section 44 of the Charities Act 1993 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. We are eligible to act as an auditor in terms of section 1212 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of Trustees and Auditor

The Trustees' responsibilities for preparing the Annual Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditor under section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act and we have also been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give

a true and fair view and are properly prepared in accordance with the Charities Act 1993, the Charities and Trustees Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you if, in our opinion, the information given in the Annual Report of the Trustees is not consistent with the financial statements, if the charity has not kept sufficient and proper accounting records, if the statement of accounts does not accord with those records, if the charity's financial statements are not in agreement with those accounting records, or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Annual Report of the Trustees, and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with the International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the circumstances of the charity and its subsidiaries, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the affairs of the charity and the group as at 31 December 2009, and of their incoming resources and application of resources, for the year then ended; and
- the financial statements have been properly prepared in accordance with the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Chantrey Vellacott DFK LLP

Chantrey Vellacott DFK LLP
Chartered Accountants and
Statutory Auditor
London
7 July 2010

Chantrey Vellacott DFK LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.



Consolidated Statement of Financial Activities for the year ended 31 December 2009

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2009 £000	Total 2008 £000
Incoming resources					
Incoming resources from generated funds					
Membership subscriptions and fees	4,374	-	-	4,374	4,112
Grants towards promotion of spatial planning and membership	-	-	147	147	289
Support for members	601	323	-	924	1,443
Planning Aid	-	-	3,999	3,999	2,779
Bank deposit interest	27	-	1	28	240
Total incoming resources	5,002	323	4,147	9,472	8,863
Resources expended					
Charitable expenditure					
Support for members and promotion of membership of the Institute	3,629	579	-	4,208	3,917
Promotion of spatial planning	1,071	-	145	1,216	1,724
Planning Aid	-	-	3,876	3,876	2,629
Total charitable expenditure	4,700	579	4,021	9,300	8,270
Governance					
Governance costs	175	-	-	175	174
Total resources expended	4,875	579	4,021	9,475	8,444
Net incoming/(outgoing) resources before transfers	127	(256)	126	(3)	419
Transfers between funds	(153)	153	-	-	-
Net incoming/(outgoing) resources for the year being net movement in funds	(26)	(103)	126	(3)	419
Fund balances at 1 January	1,760	2,822	505	5,087	4,668
Fund balances at 31 December	1,734	2,719	631	5,084	5,087

All income arises from the continuing activities of the Institute and subsidiary companies.

The Institute has no recognised gains or losses other than those dealt with in the Statement of Financial Activities.

The notes on pages 10 to 17 form part of these accounts.

Charity and Consolidated Balance Sheets as at 31 December 2009

	Notes	Charity		Consolidated	
		2009 £000	2008 £000	2009 £000	2008 £000
Fixed Assets					
Tangible fixed assets	7	2,060	2,138	2,060	2,138
Investments	8	3	3	2	2
		<u>2,063</u>	<u>2,141</u>	<u>2,062</u>	<u>2,140</u>
Current Assets					
Debtors	9	230	527	222	252
Short term deposits		4,166	3,694	4,166	3,694
Bank balances and cash in hand		345	384	410	694
		<u>4,741</u>	<u>4,605</u>	<u>4,798</u>	<u>4,640</u>
Creditors					
Amounts falling due within one year	10	<u>1,730</u>	<u>1,669</u>	<u>1,776</u>	<u>1,693</u>
Net Current Assets					
		<u>3,011</u>	<u>2,936</u>	<u>3,022</u>	<u>2,947</u>
Net Assets	12	<u>5,074</u>	<u>5,077</u>	<u>5,084</u>	<u>5,087</u>
Funds					
General		1,724	1,750	1,734	1,760
Designated	11	2,719	2,822	2,719	2,822
Restricted	11	631	505	631	505
		<u>5,074</u>	<u>5,077</u>	<u>5,084</u>	<u>5,087</u>

These financial statements were approved by the Board of Trustees and authorised for issue on 7 July 2010 and were signed on its behalf by:

Ann Skippers – President.

The notes on pages 10 to 17 form part of these accounts.



Consolidated Cash Flow Statement for the year ended 31 December 2009

	2009	2008
Note	£000	£000
Net cash inflow from operating activities	a 207	646
Capital expenditure and financial investments	b (19)	(45)
Increase in cash	c 188	601
Cash at bank and in hand 1 January	4,388	3,787
Cash at bank and in hand 31 December	<u>4,576</u>	<u>4,388</u>

Notes To The Cash Flow Statement

a Reconciliation of net incoming resources to net cash inflow from operating activities	2009		2008
	£000		£000
Net (outgoing)/incoming resources before transfers	(3)		419
Depreciation	97		90
Decrease in debtors	30		113
Increase in creditors	83		24
Net cash inflow from operating activities	<u>207</u>		<u>646</u>
b Capital expenditure and financial investments	2009		2008
	£000		£000
Payments to acquire tangible fixed assets	(19)		(45)
c Analysis of changes in cash	2008	Cash flow	2009
	£000	£000	£000
Short term deposits	3,694	472	4,166
Bank balances and cash in hand	694	(284)	410
	<u>4,388</u>	<u>188</u>	<u>4,576</u>

Notes to the Financial Statements for the year ended 31 December 2009

1 Structure and basis of consolidation

- a** The accounts of The Royal Town Planning Institute have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" (published in March 2005), the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005, and applicable accounting standards. The accounts are prepared under the Historical Cost convention with the exception of investments which are included at market value.
- b** The Royal Town Planning Institute is a non profit making body and a registered charity (No 262865), also a registered charity in Scotland (SC037841).
- c** RTPI Services Limited (Company No 2463662 registered in England) is the wholly owned subsidiary of The Royal Town Planning Institute and its accounts have been consolidated, on a line by line basis, in the Institute's accounts. The principal activities of the company (providing planning conferences, and the publication and distribution of planning books and magazines) are sub contracted in return for royalty payments.
- d** Scottish Town Planning Institute (Company No 145741 registered in Scotland) is a wholly owned subsidiary of RTPI Services Ltd. This company is limited by guarantee and did not trade in 2008 or 2009.
- e** RTPI Services ITA Limited (Company No 5018796 registered in England) is a wholly owned subsidiary of RTPI Services Ltd. This company is limited by shares and did not trade in 2008 or 2009.
- f** The Town and Country Planning Summer School is a separate charity (No 1059322) and company limited by guarantee (Company No 3242722 registered in England). The Trustees of the Institute appoint half the members. The accounts of The Town and Country Planning Summer School have not been consolidated as the control of the charitable company is separate from that of RTPI.
- g** The National Council for Housing and Planning is a separate charity (No 252002) and company limited by guarantee (Company 496385 registered in England). The Trustees of the Institute appoint the Trustees of the National Council. The charitable company did not trade in 2008 or 2009, following the merger of its business (previously trading under the name "ROOM") with the Institute in 2002.
- h** The RTPI Trust is a benevolent fund for the benefit of planners. The Trust was established by a Trust Deed dated 25 April 1994 and is a registered charity (No 1041078). Although a majority of its Trustees are Past Presidents of the Institute, the accounts have not been consolidated as the objects of the Trust are considered dissimilar and the management independent of the Institute.

- i** Planning Aid Trust, a company limited by guarantee (Company No 4259433 registered in England) is registered as a charity (No 1092185). The accounts of Planning Aid Trust have not been consolidated as management of the Trust is independent of the Institute.
- j** No separate Statement of Financial Activities or income and expenditure account has been presented for the charity alone as permitted by section 230 of the Companies Act 1985 and paragraph 397 of the 2005 Charities SORP. The charity had total incoming resources in the year of £9,296k (2008: £8,723k) and total resources expended of £9,299k (2008: £8,304k) giving net expense for the year of £3k (2008: net income £419k), being the net movement in funds.

2 Accounting policies

- a** Fund accounting
General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.
Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.
Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for specific purposes.
Further details are given in the notes to the financial statements.
- b** Fixed assets
All assets are capitalised where the useful life is expected to exceed 2 years and the cost is over £500.
Depreciation is charged on a straight line basis at a rate which will write off the cost of the assets over their useful life. The depreciation rates charged are as follows:
- | Asset class | Depreciation rate |
|------------------------------------|-------------------|
| Freehold property excluding land | 2% |
| Refurbishment of freehold property | 4% |
| Plant and machinery | 10% |
| Office equipment and furniture | 20% |
| Computer equipment | 33.33% |
| Planning Aid items under £1,000 | 100% |
- c** Taxation
The Royal Town Planning Institute is a registered charity and as such exemption applies to income arising and expended on its charitable activities. It is also registered for VAT and is subject to partial exemption rules.
- d** Operating leases are charged to the Statement of Financial Activities over the period of the lease.
- e** Investments are valued at mid-market price ruling on the balance sheet date

which gives rise to unrealised gains and losses which are included in the Statement of Financial Activities. Realised gains and losses are separately identified in the Statement of Financial Activities.

- f** Pension costs
Details of the pension schemes operated for the Institute are given in note 4.
Defined Contribution Schemes – pension costs charged in the financial statements represent contributions payable by the Institute during the year.
Defined Benefit Scheme – pension costs charged in the financial statements represent contributions payable by the Institute during the year. The rate is calculated in accordance with the recommendations of qualified actuaries.
Group Personal Pension Plan – pension costs charged in the financial statements represent contributions payable by the Institute during the year.
- g** Incoming resources
Incoming resources are included in the Statement of Financial Activities when the Institute is legally entitled to the income and the amount can be quantified with reasonable accuracy.
Member subscriptions are recognised in the calendar year to which they relate. Amounts received in advance for future periods are deferred.
Grants are recognised in the period to which they relate as specified by the funder. Where usage is restricted, such as the Planning Aid grant from the Department of Communities and Local Government (CLG), they are credited to a restricted fund.
Bank deposit interest is stated on a receivable basis.
Other income includes administration fees and other rechargeable activities undertaken by the Institute and its subsidiary companies.
- h** Resources expended
Expenditure is recognised on an accruals basis and includes irrecoverable VAT.
Charitable expenditure includes the direct costs of pursuing the objectives of the Institute together with an allocation of overheads. Governance costs include the direct costs of the office of the Secretary General and Managing Director, an appropriate allocation of central overheads (where these relate to the strategic work of the Institute) and the direct costs of compliance with statutory requirements.
- i** Regional activities
Income and expenditure related to Regional activities are included in these financial statements and brought in as designated funds and reported as such in the Statement of Financial Activities.

Notes to the Financial Statements for the year ended 31 December 2009 *(continued)*

3 Total resources expended

	People related costs £000	Other costs £000	Total 2009 £000	Total 2008 £000
Charitable expenditure				
Support for members and promotion of membership of the Institute				
Direct costs	1,501	1,444	2,945	2,707
Allocation of overheads	726	537	1,263	1,210
	<u>2,227</u>	<u>1,981</u>	<u>4,208</u>	<u>3,917</u>
Promotion of spatial planning				
Direct costs	650	132	782	1,206
Allocation of overheads	249	185	434	518
	<u>899</u>	<u>317</u>	<u>1,216</u>	<u>1,724</u>
Planning Aid				
Direct costs	2,119	1,197	3,316	2,275
Allocation of overheads	-	560	560	354
	<u>2,119</u>	<u>1,757</u>	<u>3,876</u>	<u>2,629</u>
Total charitable expenditure	<u>5,245</u>	<u>4,055</u>	<u>9,300</u>	<u>8,270</u>
Governance				
Direct costs	40	135	175	174
Total resources expended	<u>5,285</u>	<u>4,190</u>	<u>9,475</u>	<u>8,444</u>

People related costs include all the costs of recruitment, employment and training of members of staff employed by the Institute. The allocation here relates to people related costs of members of staff in central services.

Governance costs represent the audit fees, expenses of the trustees in undertaking their trustee duties, and costs associated with their meetings.

Overheads are charged to Planning Aid as determined by the funding organisations.

Overheads of the central services and registered office are allocated on the basis of staff numbers who work at the registered office.

Allocation of overheads under "other costs" above comprise:

	2009 £000	2008 £000
Premises related costs	191	254
Office services	897	870
Legal and professional fees	147	62
Irrecoverable VAT	20	26
Other services provided	27	46
Allocated overheads - total	<u>1,282</u>	<u>1,258</u>

Notes to the Financial Statements for the year ended 31 December 2009 (continued)

4 Staff emoluments

	2009 £000	2008 £000
Wages and salaries (including redundancy costs)	3,997	3,086
Pension costs	425	396
Social security costs	382	277
	<u>4,804</u>	<u>3,759</u>
Average number of staff employed	2009	2008
Support for members and promotion of membership of the Institute	50	47
Promotion of spatial planning	16	17
Planning Aid	71	45
Governance	1	5
	<u>138</u>	<u>114</u>

The number of staff whose emoluments including taxable benefits but excluding pension contributions from The Royal Town Planning Institute exceeded £60,000 was:

Earnings band	Number of employees 2009	Number of employees 2008
£60,000 to £69,999	0	2
£70,000 to £79,999	1	2
£100,000 to £109,999	2	0
£120,000 to £129,999	0	1

Pension contributions made during the year for these employees were £49k (2008 £70k).

I The Group Personal Pension Plan was created for employees recruited after 14 December 2005 or as selected by employees employed prior to that date. Contributions are invested in personal pension plans with an insurance company. Contributions to this scheme for new staff are employee 6% and employer 12% or employee 3%, employer 6%. Employees transferring into this scheme from the former defined contribution scheme contribute 6% with employer contributions at 16.5% from April 2008 (17.7% to April 2008) (not to be reduced below 12%). The Institute continues to make additional 10% contributions for those members of staff with over 5 years service prior to 2004.

The total employer contribution for the year totalled £218k (2008 £141k).

II A funded, contributory, final salary scheme. The Institute is an admitted body to the local government scheme. The level of contributions to this scheme is determined by a qualified actuary on the basis of triennial valuations based on normal actuarial principles. Under the definitions set out in the Financial Reporting Standard 17 (FRS 17) "Retirement Benefits", the scheme is a multi employer pension scheme. The Institute is unable to identify its share of the underlying (notional) assets and liabilities of the scheme. Accordingly the Institute has taken advantage of the exemption in FRS 17 and has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Institute has set out below the information available for the scheme and the implications for the Institute in terms of the anticipated contribution rate:

- Last actuarial valuation date 31 March 2007, using the projected unit method;
- Investment returns 6.1% per annum;
- Salary scale increase excluding increments 4.7% per annum;
- Value of assets at date of last valuation - £1,549.3M;
- Proportion of members' accrued benefits covered by the actuarial value of the assets - 88%;
- Employer contributions in 2009 £201k (2008 £248k);
- Contribution rates from 1 April 2008 - employee between 5.9% and 7.5%, employer 16.5%. Previously employee 6%, employer 17.7%.

Employees who joined this scheme before 31 March 2006 will continue as members for future service.

III A defined contribution scheme in the Republic of Ireland, the assets being invested with an insurance company, was established in 2007. Contribution rates from 1 April 2008 are employee 6%, employer 16.5%, previously contribution rates were employee 6% and employer 17.7%. Employer contributions in 2009 were £6k (2008 £7k).

Notes to the Financial Statements for the year ended 31 December 2009 *(continued)*

5 Transactions with Trustees and Connected Persons

a The Trustees only receive reimbursement for expenses actually incurred in attending meetings.

No payments are made in respect of time or to compensate for loss of earnings. The Trustees were reimbursed £44k including payments to travel agents (2008 £49k including payments to travel agents) in respect of expenses actually incurred.

b The Royal Charter and Bye laws do allow examiners who are Trustees to be paid for time incurred on examinations. Payments were made in 2009 to 2 Trustees totalling £1k (2008 £1k).

6 Remuneration of Auditor

The audit fees for the Institute are £11k (2008 £9k) and the subsidiary company £3k (2008 £3k) totalling £14k (2008 £12k) for the group. In addition, the Auditor provided tax, accountancy and financial support and consultancy totalling £3k (2008 £7k).

7 Tangible fixed assets – charity and group

	41 Botolph Lane Freehold land £000	Refurbishment & plant £000	Office Equipment & Furniture £000	Total £000
Cost				
At 1 January 2009	300	2,410	438	3,148
Additions	-	-	19	19
At 31 December 2009	<u>300</u>	<u>2,410</u>	<u>457</u>	<u>3,167</u>
Depreciation				
At 1 January 2009	-	(619)	(391)	(1,010)
Charge for the year	-	(64)	(33)	(97)
At 31 December 2009	<u>-</u>	<u>(683)</u>	<u>(424)</u>	<u>(1,107)</u>
Net book value				
At 31 December 2009	<u>300</u>	<u>1,727</u>	<u>33</u>	<u>2,060</u>
At 31 December 2008	<u>300</u>	<u>1,791</u>	<u>47</u>	<u>2,138</u>

8 Investments

	£000
Market value of investments at 1 January 2009	
3.5 % War Stock	2
Revaluation in the year	-
Market value of quoted investments at 31 December 2009 (consolidated accounts)	<u>2</u>
Investment in RTPI Services Limited at cost	<u>1</u>
Investments at 31 December 2009 (charity accounts)	<u>3</u>

The historical cost of the 3.5% War Stock is £1k (2008 £1k).

The Institute holds 100% of the issued share capital of RTPI Services Limited (note 13).

These shares are not quoted.

Notes to the Financial Statements for the year ended 31 December 2009 *(continued)*

9 Debtors

	Charity		Consolidated	
	2009 £000	2008 £000	2009 £000	2008 £000
Prepayments	14	14	14	16
Amount due from RTPI Services Limited	101	364	-	-
Other taxes	3	32	3	32
Other debtors	112	117	205	204
	<u>230</u>	<u>527</u>	<u>222</u>	<u>252</u>

10 Creditors – amounts falling due within one year

	Charity		Consolidated	
	2009 £000	2008 £000	2009 £000	2008 £000
Receipts in advance	1,179	1,088	1,179	1,088
Other tax and social security	106	101	106	101
Other creditors and accruals	445	480	491	504
	<u>1,730</u>	<u>1,669</u>	<u>1,776</u>	<u>1,693</u>

11 Funds

	As at 1 January 2009 £000	Incoming resources £000	Resources expended £000	Transfers £000	As at 31 December 2009 £000
Designated Funds					
Regions	184	323	(579)	231	159
Tangible fixed assets	2,138	-	-	(78)	2,060
Property and maintenance	400	-	-	-	400
Research	100	-	-	-	100
	<u>2,822</u>	<u>323</u>	<u>(579)</u>	<u>153</u>	<u>2,719</u>

Regions

The Institute transfers part of its UK subscription income to its Regions. Regions also raise funds locally. The Trustees have agreed that any accumulated reserves in respect of the Regions should be designated as Regional Funds.

Tangible fixed assets

The Trustees have decided to create a designated reserve equal to the net book value of tangible fixed assets not allocated to restricted funds or another designated fund.

Property and maintenance

This fund has been created by the Trustees in order to fund major repairs to the property or related plant and equipment in addition to being able to fund the purchase of property to facilitate the operation of the Institute's day to day activities. Additionally this fund can be used for repairs to facilitate the eventual sale of its freehold or leasehold property.

Research

The Trustees have allocated funds for bids to be made for funding research projects along with matched funding where appropriate.



Notes to the Financial Statements for the year ended 31 December 2009 (continued)

11 Funds (continued)

	As at 1 January 2009 £000	Incoming resources £000	Resources expended £000	Transfers £000	As at 31 December 2009 £000
Restricted Funds					
George Pepler International	56	1	-	-	57
ESPON	-	119	(119)	-	-
Global Planners Network	-	26	(26)	-	-
Nuffield	42	-	-	-	42
Presidential Charity	-	2	-	-	2
Planning Aid					
CLG grant and Donations	306	3,817	(3,737)	127	513
Gypsy and Traveller Training	4	-	-	-	4
PPSS project	20	25	(35)	-	10
Planning and Young People	62	8	(21)	(49)	-
Walker Riverside	20	-	-	(20)	-
Gateshead Neighbourhood	9	-	-	(9)	-
Newcastle Community Engagement	(28)	60	(10)	(22)	-
Valley of Visions	(2)	6	(4)	-	-
Yorkshire Regional Assembly	3	-	-	-	3
Planning Aid Surgeries	-	1	(1)	-	-
Planning for the Future	13	82	(68)	(27)	-
Planning Aid - total	407	3,999	(3,876)	-	530
	<u>505</u>	<u>4,147</u>	<u>(4,021)</u>	<u>-</u>	<u>631</u>

The transfers relate to the agreed funded proportion of administrative costs and unfunded expenditure on restricted projects.

The Institute has received the grants shown above, which are restricted to the purposes for which they have been received. These projects are ongoing and the income will be spent in accordance with the restrictions. Such grants are credited to a restricted fund when they are received.

The projects are:

George Pepler International Award

This biennial award is made to anyone under the age of 30 who wishes to visit another country to that of their residence for a short period in order to study some particular aspect of town and country planning. The Award was established by Sir George Pepler, one of the founder members of RTPI, and offered for the first time in 1973.

ESPON

The European Spatial Planning Observatory Network (ESPON) is a European wide research programme providing spatial information and analysis. ESPON 2013 programme started at the end of 2007 and continues until 2013. The Institute has been appointed the UK ESPON Contact Point (ECP) by CLG and funded by CLG to facilitate the UK involvement by researchers, policy-makers and practitioners in the ESPON 2013 programme.

Global Planners Network (GPN)

Jointly funded by the Lincoln Institute of Land Policy and the RTPI Trust, the data collection for an Assessment of the Capacity for Planning was completed in 2008; the data was further analysed and presented in a variety of formats until March 2009, the due date for the end of the project. A proposal was prepared for a bid for further external funding to respond to the needs identified in the research for ways of sharing knowledge and experience with planners worldwide.

Nuffield

During 2001 the Institute was awarded a grant from the Nuffield Foundation. As a result of the initial work, it was agreed not to complete that project. The funds are held pending an application for a new project in the future.

Presidential Charity

During the year, a fund was established in order to raise funds from various events with a view to supporting or sponsoring a planner from a developing country.

Notes to the Financial Statements for the year ended 31 December 2009 *(continued)*

11 Funds (continued)

Restricted Funds (continued)

Planning Aid

CLG Grant to support Planning Aid activities

The Department of Communities and Local Government (CLG) grant partially funds the present network of Planning Aid Services which engage with and respond effectively to the needs of excluded communities. During 2009 £3,797k was received towards this project from CLG (2008 £2,591k).

Gypsy and Traveller Training

This project was funded by the CLG Gypsy and Travellers Unit and continues to deliver sessions across England in relation to gypsies and travellers.

Public Participation Support Service (PPSS) project

Funded by the East Midlands Regional Assembly (EMRA) to increase the involvement of hard to reach groups in the review of the EMRA's Regional Spatial Strategy.

Planning and Young People

Partially funded by the local authority, this project includes working with schools in the North East to include planning within the curriculum and inspire young people to contribute to planning issues in their areas. This project was closed in 2009.

Walker Riverside

Funded by Newcastle City Council, this project focuses on the Walker Riverside developments and involvement of the local community in consultation over the plans for development. This project was closed in 2009.

Gateshead Neighbourhood

Funded by Gateshead Council, this project aims to achieve effective participation to ensure the community's views inform the regeneration of the Bridging Newcastle Gateshead Pathfinder Area. This project was closed in 2009.

Newcastle Community Engagement

Newcastle Council is funding this project, which is supporting the harder to reach communities in areas other than those with Area Action Plans to constructively contribute to plans for the future of their local neighbourhoods and Newcastle City. The project funding was not received until January 2009 for the initial work undertaken. This project was closed in 2009.

Valley of Visions

Funded by Kent County Council to enable communities within the Valley of Visions - encompassing the Medway Gap - to play an active part in the planning process as directly affecting their local environment. This project was closed in 2009.

Yorkshire Regional Assembly

This project provides training on the information pack on the planning system specifically to inform gypsies and travellers. No expenditure was incurred in 2009, but funds are being held against future training activities.

Planning for the Future

Integreat Yorkshire are funding this two year project which is aiming to link Black Minority Ethnic (BME) communities into the planning consultation processes in Yorkshire and Humberside. This project was closed in 2009.

Planning Aid Surgeries

The purpose of this project was to help members of the public and community groups access the planning system, and to raise awareness of the services of Planning Aid. This project was closed in 2009.



Notes to the Financial Statements for the year ended 31 December 2009 *(continued)*

12 Analysis of group net assets between funds

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total £000
Tangible fixed assets	-	2,060	-	2,060
Listed investments	-	-	2	2
Current assets	3,510	659	629	4,798
Current liabilities	(1,776)	-	-	(1,776)
Net assets	<u>1,734</u>	<u>2,719</u>	<u>631</u>	<u>5,084</u>

13 Investment in subsidiary company

The Institute holds 100% of the issued share capital of RTPI Services Limited, a company registered in England, whose primary activities are to provide conferences and publications.

Profit and loss account of RTPI Services Limited for the year ended 31 December

	2009 £000	2008 £000
Turnover	324	667
Cost of Sales	(137)	(133)
Gross Profit	<u>187</u>	<u>534</u>
Interest received	2	10
Administration	(69)	(32)
Operating Profit	<u>120</u>	<u>512</u>
Gift Aid to parent undertaking	(120)	(512)
Profit for the year, before and after taxation	<u>-</u>	<u>-</u>

Balance sheet of RTPI Services Limited as at 31 December

	2009 £000	2008 £000
Current Assets		
Debtors	112	237
Cash and bank balances	<u>65</u>	<u>310</u>
	177	547
Creditors (amounts falling due within one year)	(166)	(536)
	<u>11</u>	<u>11</u>
Shareholders funds	<u>11</u>	<u>11</u>

14 Operating leases

	2009 £000	2008 £000
Amount charged in year		
Leasehold property	170	133
Equipment	<u>27</u>	<u>26</u>
Total	<u>197</u>	<u>159</u>
Annual Commitment		
	Property £000	Equipment £000
Operating leases expiring within one year	56	-
Operating leases expiring between 2 and 5 years	<u>78</u>	<u>23</u>

The Royal Town Planning Institute

Annual General Meeting 2010

To be held at Woburn House, Tavistock Square, London WC1H 9HQ

At 2pm on Wednesday 13 October 2010

AGENDA

- 1 To receive and approve the minutes of the 2009 Annual General Meeting.
- 2 To receive the Presidents' Report 2009 – 10.
- 3 To receive the Annual Report and Accounts for the year ending 31 December 2009 and the Auditor's report thereon.
- 4 To appoint the auditor. Proposed that Chantrey Vellacott DFK LLP be re-appointed as auditor.
- 5 **Members' subscriptions**
The subscription rates payable by the various classes of membership are set out in the Annex to the explanatory note.
- 6 **Question Time**
After the conclusion of the business of the Annual General Meeting time will be allowed at the discretion of the President for members to raise any points and for informal discussions to take place on any matter relevant to the objects of the Institute.

ANNUAL GENERAL MEETING

EXPLANATORY NOTES

Item 1: Minutes of the 2009 Annual General Meeting

The full minutes of the 2009 Annual General Meeting will be tabled, but members may wish to note the following summary of their contents.

The 2009 AGM was held at Dexter House, No 2 Royal Mint Court, London EC3N 4QN on Wednesday 14 October 2009 beginning at 1.00 pm. The President, Martin Willey, took the chair and the meeting was attended by 38 Corporate Members (including retired members).

The meeting received and approved the minutes of the 2008 AGM, received the report of the Trustees on their activities during 2008 together with the audited year end accounts for 2008, and re-appointed the auditors. The meeting also agreed the proposal to leave subscription rates at the same levels as for 2009.

Item 5: Members' subscriptions

The Executive Board is responsible for setting the annual member subscription rates in consultation with the General Assembly. In the light of continuing financial constraints on the wider economy

the Board has resolved to leave rates unchanged for a further year, subject to the exceptions below*, and has agreed that a full review of the membership fee structure should be undertaken in the coming year. The review will address the extent and basis of 'free' membership for certain member classes, which represents a growing cost to the Institute and is currently subsidised by other members. The review will include consultation with members through General Assembly and the wider governance structure.

*1 The fee exemption for those who retire after thirty consecutive years of membership will be withdrawn from 1 January 2011. All members retiring after 31 December 2010 will pay the discounted retired members subscription (£35 per annum in 2011).

*2 The Institute will no longer apply the discount to subscriptions charged within countries listed on the World Bank Index of Deprivation. The Board noted that the use of this discount is low, and in 2010 offered an average discount of less than £20. Members in this category will continue to have access to the concessionary rates based on annual income.



ANNEX	2011	
	EU £	Non-EU £
Fellows and Legal Members	306	199
Members:		
For the year of first election and four subsequent years	205	134
For the fourth to the fourteenth years subsequent to the year of first election	249	161
For the fifteenth and later years subsequent to the year of first election	306	199
Retired Members	35	35
Retired Members life-time subscriptions	350	350
Associate Members (including Legal and International)	108	108
Technical Members	108	108
Students:		
Unqualified or qualified 2006 or later	88	57
Qualified prior to 2006	163	107
Licentiates	35	35
Reduced subscriptions – Corporate Members:		
Gross earnings less than £22,000 but not less than £15,000	205	134
Gross earnings less than £15,000 but not less than £7,500	113	72
Gross earnings less than £7,500 but not less than £1,000	73	47
Gross earnings less than £1,000	35	35
Students: gross earned income less than £15,000	35	35
Student attending a RTPI accredited town planning course on 1 January 2011 and not on a year out	35	35
Final year students on RTPI accredited course	Free	Free
Reduced subscriptions – Associates and Technical Members:		
Gross earnings less than £22,000 but not less than £15,000	87	87
Gross earnings less than £15,000 but not less than £7,500	58	58
Gross earnings less than £7,500 but not less than £1,000	44	44
Gross earnings less than £1,000	35	35

© Royal Town Planning Institute
41 Botolph Lane LONDON EC3R 8DL
Tel: 020 7929 9494
Fax: 020 7929 9490
E-mail: online@rtpi.org.uk
Website: www.rtpi.org.uk
Charity registration number 262865
Scottish charity registration number SC 037841