



**RTPI**

mediation of space · making of place

# Report and accounts

## 31 December 2012



**Annual General Meeting**  
16 October 2013

Registered Charity No: 262865  
Registered Charity in Scotland No: SC037841



## Index

Page	Contents
1 – 6	Annual Report of the Trustees
7	Independent Auditor's Report
8	Consolidated Statement of Financial Activities
9	Charity Statement of Financial Activities
10	Charity and Consolidated Balance Sheets
11	Charity and Consolidated Cash Flow Statement
12 – 19	Notes to the financial statements

## Annual Report of the Trustees for the year ended 31 December 2012

The Trustees of the Royal Town Planning Institute are pleased to present their Report and Financial Statements for the Institute for the year ended 31 December 2012. The Trustees confirm that the Report and Financial Statements of the Institute comply with the current statutory requirements of the Institute's governing document and the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005).

### 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 2013	Peter Geraghty
President 2012	Colin Haylock
President 2011	Richard Summers (retired as Trustee 31 December 2012)
Vice President 2013:	Cath Ranson
Honorary Treasurer 2013:	Graham Stallwood
Honorary Solicitor and Secretary 2013:	Pat Thomas
Chair of the Board 2013- 2014	Andrew Taylor
Elected Trustees for 2013 - 2014:	Cullum Parker Martin Willey Vincent Goodstadt (re-appointed 1 January 2013)
Elected Trustees for 2012 - 2013:	David Marshall Philip Williams Wayne Reynolds Janet O'Neill Donald Alder
Appointed by Regions 2012 - 2013:	Martin Taylor
Trustee for Scotland 2013 - 2014	Ian Angus

## Annual Report of the Trustees for the year ended 31 December 2012 *(continued)*

### Senior staff at April 2013:

Chief Executive	Trudi Elliott
Managing Director	Sara Drake
Director of Professional Standards	Gavin Parker

### 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, which was further amended in October 2012, and the new governance arrangements are effective from 1 January 2013.

The Chair of the Board of Trustees is elected by the General Assembly for a term of two years, and may be re-elected for a further term of two years.

Trustees are elected by the General Assembly. Corporate Members who have held office in any capacity within the RTPI's governance structures for at least two consecutive years during the previous five are eligible to stand for election as Vice President. Once Vice President, the Trustee moves forward at the start of each subsequent year to become 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. The General Assembly will elect one Chartered member to represent the Regions and Nations (excluding Scotland), and one to represent Scotland.

The Board of Trustees may elect up to two additional Trustees for such renewable terms as the Board of Trustees may determine.

All Corporate members may stand for election. They may serve for a maximum of three terms of two years and are not subsequently eligible for re-election until they have been out of office for at least one year.

The General Assembly comprises the following representatives, all elected following a call for candidates published to all members: 28 Fellows and Members; 2 Legal Members or Legal Associates; 2 Technical Members; 6 Student Members or Licentiate; 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 £180k (2011 £141k) were transferred to the Institute under Gift Aid.

More information on the results of RTPI Services Limited is given in note 14 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.

The Trustees wish to thank all these volunteers for their contributions to the Institute during 2012.

### Objectives and activities

The objects of the Chartered Institute, as incorporated in the Supplemental Charter 2003, and amended in 2012 are to advance the science and art of planning (including 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.

### Key objectives during the year have been:

- Continuing to influence the planning reform agenda
- Supporting the profession in implementing planning reform across various planning regimes in a challenging economic environment
- Launching the *Map for England* initiative
- Reviewing RTPI's research objectives and programme
- Securing the future of Planning Aid England



## Annual Report of the Trustees for the year ended 31 December 2012 *(continued)*

- Reviewing how RTPI celebrates and recognises planning and the profession
- Preparing for the RTPI Centenary in 2014
- Securing member, and Privy Council, approval for changes to the Royal Charter and Bye laws
- Improving the take up of student membership and the conversion to Licentiate and Chartered membership
- Developing relationships with Universities to support accreditation of courses
- Launching the new membership database and RTPI website
- Preparing a suite of new membership marketing materials
- Working with other organisations, to deliver a landmark conference in London to celebrate the centenary of the International Federation for Housing and Planning

### Achievements and performance

In 2012 RTPI engaged in a very full programme and delivered enhanced services for members as it continues to serve the specific needs of planners and support them in developing their professional skills, while promoting the role and importance of planning across the world.

RTPI Membership continued to grow through 2012, with 1,141 new members taking numbers to 23,746 in December. RTPI recorded the election of 549 new Chartered members, either via the Assessment of Professional Competence (APC) route or through the Membership Panel, and a total of 817 new Licentiate members. The introduction of a new Affiliate class of members saw 252 elected.

In a challenging financial environment, the RTPI Board of Trustees strives to ensure the delivery of the best possible value for money for members. A new package of benefits and services was launched for members in January: RTPI Plus is an exclusive package of consumer discounts and benefits for Chartered Town Planners, Fellow, Legal Members, Legal Associates and retired members in those classes.

A new web site was successfully launched in June. This has been redesigned to better address the needs of members and to provide additional functionality and on line services. A new membership database was introduced in the first quarter of the year and the development of this will extend into 2013.

RTPI provided an increased number of opportunities for member learning and development and networking in 2012 across the UK, internationally and on line. These offered excellent value with almost half of all places free to members and three quarters of all places costing under £100. Key events included the PIPA Conference in Derby focusing on the delivery of local planning, the first NAPE Conference to be held in Wales and Young Planners Conferences in London and in Scotland. The President of the American Planning Association, Mitch Silver gave the

well received annual Nathaniel Lichfield Lecture on The Value of Planning in the 21st Century. The 2012 Planning Convention, in a new one-day format, was fully booked and closed with a keynote address from Minister for Decentralisation and Cities, The Rt Hon Greg Clark MP.

At the mid-point of its 2012-14 Corporate Strategy RTPI undertook a review of progress against corporate objectives and sought to give greater clarity for action during the remainder of the strategy period to December 2014 and the end of the Centenary year. The strategy is supported by a business plan and thematic cross cutting strategies for membership, education, research and international programmes.

A wide ranging governance review, which included detailed consultation with General Assembly and members through the regional committees, resulted in an application to the Privy Council in the Autumn to agree changes to the Institute's Royal Charter and Bye laws. Changes, which had the support of 94% of those members who voted in a ballot of all corporate members, were designed to maximise opportunities for member engagement in RTPI's governance structures and have also resulted in the separation of the roles of President and Chair of the Board of Trustees, with a distinct election path and term of office for both.

This was a significant year for external engagement for the RTPI with planning reforms continuing across Scotland, Wales and Northern Ireland, and a number of new ministers taking the planning portfolios. It was encouraging to see ministers from each of these governments and administrations as well as Ireland actively engaging with the RTPI President, senior staff and members. RTPI has delivered successful, high-profile events in Wales, Scotland and internationally, contributed to government thinking and brokered dialogue with employers to support members

The launch of the Map for England project in conjunction with software specialist, IDOX, secured encouraging early support within government. RTPI policy breakfasts and lunch time fringe meetings at the English party conferences were again some of the most popular events with large audiences and strong panels of speakers.

RTPI Scotland worked to lead thinking through briefings and public affairs activities with the Scottish Parliament and key stakeholders and set up the Scottish Forum for Planning. Close working relationships were established with a new planning minister and Chief Planner. There has been a renewed focus on support for members through provision of CPD opportunities.

RTPI Cymru actively engaged in providing evidence and commenting on proposals as part of the Welsh Government's evidence gathering for the Planning Reform Bill and White Paper. This work was supported with a number of events providing opportunities to engage with members across Wales including the Autumn Debates and a very successful Wales Planning Conference in June.

## Annual Report of the Trustees for the year ended 31 December 2012 *(continued)*

RTPI (Northern Ireland) started dialogue with the future councillors for Northern Ireland, anticipating the devolution of planning functions to the new councils in 2015. A sell-out conference in Stormont for Councillors was held. Conferences included a sell out event at Stormont for Councillors and an event to explore The Road to Economic Recovery, which considered how the statutory decision making process affects the economics of development, with a particular emphasis on financial viability and commercial reality. RTPI (Ireland) held a wide range of CPD events in 2012, including the popular annual Law Society Lecture and a successful annual dinner. The findings of the Mahon tribunal on corruption in the planning system confirmed that professional planners had not been involved.

The University of Cape Town moved to fully accredited status in 2012 bringing the total number of accredited and provisionally accredited planning schools to 32. RTPI staff have supported these with attendance at Partnership Boards and providing guidance on chartered membership and the APC process. Individual advice and support for member CPD has been provided and RTPI monitoring of CPD confirmed that over the two year period 2011-12 members undertook an average of 104 hours - more than twice as much as the basic requirement. Two new RTPI Learning Partners have joined the scheme this year.

In March 2012 the new Director of Professional Standards, Professor Gavin Parker, joined the Institute from the University of Reading and, following a review of the RTPI research function, Dr Michael Harris was appointed Deputy Head of Policy and Research.

Further funding from the Department of Communities and Local Government was secured in March for Planning Aid England which continued to work with more than 100 of the neighbourhood planning frontrunners on their neighbourhood plans and has also provided technical advice and training to many groups which do not have frontrunner status. A tender process for new funding arrangements for this work, with effect from 1 April 2013, was announced by DCLG in late 2012.

RTPI was successful in bidding for further funding for a second ESPON project. USESPON, which the RTPI leads, started in October 2013 and due to finish in June 2014. In May, RTPI submitted the final report of the ESPON-Interstrat project which was well received by the funding body. The RTPI also secured further funding from DCLG to run the ESPON Contact Point in the UK until June 2014.

A Centenary Steering group of officers and members was established to begin planning for the RTPI Centenary in 2014.

### 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 an

increase in general and designated reserves of £454k (2011 £518k).

Total incoming resources decreased by £651k (10%) compared to 2011, due predominantly to the termination in March 2011 of the grant from the Department of Communities and Local Government (DCLG) for the funding of Planning Aid in England. An extension to the "Supporting Communities and Neighbourhood in Planning" (SCNP) funding agreement was secured in July 2012, but Planning Aid income received in the year decreased by 42% to £757k. Subscription income increased marginally over 2011, with membership levels remaining stable, although an increase was seen in the number of members transferring to "retired" class.

Resources expended reduced by £664k (10%) compared to 2011, all attributable to Planning Aid. The Trustees recognise the on-going uncertainty around economic prospects and public expenditure levels, and continue to be concerned about maintaining a sustainable cost base, and tight control around discretionary expenditure continues to be exercised.

In February 2011 the Institute agreed a deficit repayment schedule with the administrators of the defined benefit pension scheme, following an actuarial valuation of the scheme based on revised financial assumptions (see note 5.11 on page 14). The Institute agreed to make a deficit repayment of £232k in 2012 (£149k in 2011) rising to £324k in 2013, the year of the next actuarial valuation.

During 2012 the Trustees revised the RTPI Investment Policy to permit a more balanced portfolio with reduced exposure to cash and to a single counterparty. In October 2012 £800k was placed with CCLA in a Common Investment Fund. Note 9 on page 15 gives more details on RTPI's investments.

Note 1 to the financial statements on page 12 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 four funds set aside for specific purposes:

Property and maintenance £200k (2011 £200k): this sum has been set aside to fund major repairs to property or related plant and equipment as well as potentially acquiring



## Annual Report of the Trustees for the year ended 31 December 2012 *(continued)*

new premises or facilitating the sale of existing freehold or leasehold properties.

Information and Communications Technology Development £105k (2011 £175k); this sum has been set aside to fund the development of information systems and infrastructure.

Research £100k (2011 £100k): this sum has not been required in 2012 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.

Defined benefit pension £668k (2011 £500k); this sum has been set aside by the Trustees to meet the scheduled deficit payment obligations agreed with the administrators of the West Sussex Local Government Pension Scheme, in respect of 2013 and 2014, which are not anticipated to be able to be met from the charity's income in future years. To this extent, a further £400k was designated by the Trustees during the year.

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' policy is to maintain free reserves at a level equivalent 6 months' operating costs, to safeguard the continued provision of services. The free reserves of the Institute are £2,838k (2011 £2,454k), which represents 6 months' costs.

### Plans for future periods

During 2012, the RTPI reviewed and updated the Corporate Strategy to take the Institute up to its centenary year. The Trustees re-affirmed the strategic goals, and identified the following operational priorities:

- Promoting the growth of membership, supported by a marketing strategy and employer engagement strategy, and the development of relevant member services.
- Maintaining and building the Institute's financial reserves in order to enable effective management of risk.
- Developing revenue opportunities, and supporting initiatives across the Institute, for example through sponsorship and celebration and recognition.
- Pursuit of external funding opportunities for Planning Aid (England), while embedding the core service in mainstream RTPI activities
- Development of a robust Research function to support RTPI Policy work.
- Continuing to shape policy and practice, and in particular the Map for England, and developing the new online community of interests.
- Supporting the promotion of planning overseas
- Preparation for the RTPI Centenary in 2014
- Implementation of the next development phase of the website and membership system

RTPI recognises both the hard work and commitment of its staff and the immense value added by its active members and is grateful to all those who made a contribution in 2012.

### 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 judgments 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 2011, 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 17 October 2012 and has indicated a willingness to continue in office, subject to re-appointment at the Annual General Meeting.

Approved by the Trustees on 16 May 2013 and signed on their behalf by:

Andrew Taylor - Chair of the Board

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

We have audited the financial statements of RTPI for the year ended 31 December 2012 which comprise the Consolidated and Charity Statement of Financial Activities, the Consolidated and Charity Balance Sheets, Consolidated cashflow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act and also in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement (set out on page 6), the trustees are responsible for the preparation of financial statements which give a true and fair view.

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

### Scope of the audit of the financial statements

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

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and charity's affairs as at 31 December 2012 and of the group's incoming resources and application of resources, for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

- have been prepared in accordance with the requirements of the Charities Act 2011 and the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

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

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

- the information given in the Annual Report of the Trustees is inconsistent in any material respect with the financial statements; or
- 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.

CHANTREY VELLACOTT DFK LLP  
Chartered Accountants and Statutory Auditor  
LONDON  
16 May 2013

*Chantrey Vellacott DFK LLP*

*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 2012

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2012 £000	Total 2011 £000
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Membership subscriptions and fees	4,292	-	-	4,292	4,266
Grants towards promotion of spatial planning and membership	-	-	205	205	443
Support for members	427	304	-	731	624
Planning Aid	-	-	757	757	1,304
Bank deposit interest	3 69	-	-	69	68
<b>Total incoming resources</b>	<b>4,788</b>	<b>304</b>	<b>962</b>	<b>6,054</b>	<b>6,705</b>
<b>Resources expended</b>					
<b>Charitable expenditure</b>					
Support for members and promotion of membership of the Institute	2,741	739	25	3,505	3,332
Promotion of spatial planning	864	84	255	1,203	1,354
Planning Aid	-	-	870	870	1,533
<b>Total charitable expenditure</b>	<b>3,605</b>	<b>823</b>	<b>1,150</b>	<b>5,578</b>	<b>6,219</b>
<b>Governance</b>					
Governance costs	107	-	-	107	130
<b>Total resources expended</b>	<b>4 3,712</b>	<b>823</b>	<b>1,150</b>	<b>5,685</b>	<b>6,349</b>
<b>Net incoming/(outgoing) resources before transfers</b>	<b>1,076</b>	<b>(519)</b>	<b>(188)</b>	<b>369</b>	<b>356</b>
Transfers between funds	12 (695)	589	106	-	-
<b>Net incoming/(outgoing) resources before other recognized gains and losses</b>	<b>381</b>	<b>70</b>	<b>(82)</b>	<b>369</b>	<b>356</b>
Gains on investment assets	3	-	-	3	-
<b>Net movement in funds</b>	<b>384</b>	<b>70</b>	<b>(82)</b>	<b>372</b>	<b>356</b>
Fund balances at 1 January	2,454	3,023	330	5,807	5,451
<b>Fund balances at 31 December</b>	<b>2,838</b>	<b>3,093</b>	<b>248</b>	<b>6,179</b>	<b>5,807</b>

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 12 to 19 form part of these accounts.



**Charity Statement of Financial Activities for the year ended 31 December 2012**

Notes	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2012 £000	Total 2011 £000
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Membership subscriptions and fees	4,292	-	-	4,292	4,266
Grants towards promotion of spatial planning and membership	-	-	205	205	443
Support for members	423	304	-	727	624
Planning Aid	-	-	757	757	1,304
Investment income	69	-	-	69	68
<b>Total incoming resources</b>	<b>4,784</b>	<b>304</b>	<b>962</b>	<b>6,050</b>	<b>6,705</b>
<b>Resources expended</b>					
<b>Charitable expenditure</b>					
Support for members and promotion of membership of the Institute	2,739	739	25	3,503	3,332
Promotion of spatial planning	864	84	255	1,203	1,354
Planning Aid	-	-	870	870	1,533
<b>Total charitable expenditure</b>	<b>3,603</b>	<b>823</b>	<b>1,150</b>	<b>5,576</b>	<b>6,219</b>
<b>Governance</b>					
Governance costs	105	-	-	105	130
<b>Total resources expended</b>	<b>3,708</b>	<b>823</b>	<b>1,150</b>	<b>5,681</b>	<b>6,349</b>
<b>Net incoming/(outgoing) resources before transfers</b>	<b>1,076</b>	<b>(519)</b>	<b>(188)</b>	<b>369</b>	<b>356</b>
Transfers between funds	(695)	589	106	-	-
<b>Net incoming/(outgoing) resources before other recognized gains and losses</b>	<b>381</b>	<b>70</b>	<b>(82)</b>	<b>369</b>	<b>356</b>
Gains on investment assets	3	-	-	3	-
<b>Net movement in funds</b>	<b>384</b>	<b>70</b>	<b>(82)</b>	<b>372</b>	<b>356</b>
Fund balances at 1 January	2,444	3,023	330	5,797	5,441
<b>Fund balances at 31 December</b>	<b>2,828</b>	<b>3,093</b>	<b>248</b>	<b>6,169</b>	<b>5,797</b>

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

**Charity and Consolidated Balance Sheets as at 31 December 2012**

	Notes	Charity		Consolidated	
		2012 £000	2011 £000	2012 £000	2011 £000
<b>Fixed Assets</b>					
Tangible fixed assets	8	1,864	1,920	1,864	1,920
Investments	9	845	43	845	42
		<u>2,709</u>	<u>1,963</u>	<u>2,709</u>	<u>1,962</u>
<b>Current Assets</b>					
Debtors	10	584	776	384	799
Short term deposits		3,931	4,017	3,931	4,017
Bank balances and cash in hand		632	681	856	719
		<u>5,147</u>	<u>5,474</u>	<u>5,171</u>	<u>5,535</u>
<b>Creditors</b>					
Amounts falling due within one year	11	1,687	1,640	1,701	1,690
<b>Net Current Assets</b>		<u>3,460</u>	<u>3,834</u>	<u>3,470</u>	<u>3,845</u>
<b>Net Assets</b>	13	<u>6,169</u>	<u>5,797</u>	<u>6,179</u>	<u>5,807</u>
<b>Funds</b>					
<b>General</b>		2,828	2,444	2,838	2,454
<b>Designated</b>	12	3,093	3,023	3,093	3,023
<b>Restricted</b>	12	248	330	248	330
		<u>6,169</u>	<u>5,797</u>	<u>6,179</u>	<u>5,807</u>

These financial statements were approved by the Board of Trustees and authorised for issue on 16 May 2013 and were signed on its behalf by:

Andrew Taylor - Chair of the Board.

The notes on pages 12 to 19 form part of these accounts.

## Consolidated Cash Flow Statement for the year ended 31 December 2012

	Notes	Charity		Consolidated	
		2012 £000	2011 £000	2012 £000	2011 £000
<b>Net cash inflow/(outflow) from operating activities</b>	a	638	270	824	148
Investment income received		2	-	2	-
Interest received		43	7	43	7
Capital expenditure and financial investments	b	(818)	(42)	(818)	(42)
<b>(Decrease)/Increase in cash</b>	c	(135)	235	51	113
Cash at bank and in hand 1 January		4,698	4,463	4,736	4,623
Cash at bank and in hand 31 December		<b>4,563</b>	<b>4,698</b>	<b>4,787</b>	<b>4,736</b>

### Notes To The Cash Flow Statement

	Charity		Consolidated	
	2012 £000	2011 £000	2012 £000	2011 £000
<b>a Reconciliation of net incoming/(outgoing) resources to net cash inflow from operating activities</b>				
Net incoming resources before transfers	369	356	369	356
Depreciation	74	62	74	62
Investment income	(2)	-	(2)	-
Bank interest	(66)	(68)	(67)	(68)
Decrease/ (Increase) in debtors	216	(173)	439	(286)
Increase in creditors	47	93	11	84
<b>Net cash inflow/(outflow) from operating activities</b>	<b>638</b>	<b>270</b>	<b>824</b>	<b>148</b>

	Charity		Consolidated	
	2012 £000	2011 £000	2012 £000	2011 £000
<b>b Capital expenditure and financial investments</b>				
Payments to acquire tangible fixed assets	(18)	(2)	(18)	(2)
Additions to fixed asset investments	(800)	(40)	(800)	(40)
	<b>(818)</b>	<b>(42)</b>	<b>(818)</b>	<b>(42)</b>

		Charity	Consolidated
		£000	£000
<b>c Analysis of changes in cash</b>			
Balances as at 1 January	Short term deposits	4,017	4,017
	Bank balances and cash in hand	681	719
		<b>4,698</b>	<b>4,736</b>
Cash flow	Short term deposits	(86)	(86)
	Bank balances and cash in hand	(49)	137
		<b>(135)</b>	<b>51</b>
Balances as at 31 December	Short term deposits	3,931	3,931
	Bank balances and cash in hand	632	856
		<b>4,563</b>	<b>4,787</b>



## Notes to the Financial Statements for the year ended 31 December 2012

### 1 Structure and basis of consolidation

- a The financial statements of The Royal Town Planning Institute ("The 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 2011, the Charities and Trustee Investment (Scotland) Act, 2005 and applicable accounting standards. The financial statements 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 financial statements 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 to third parties in return for royalty payments.
- d Scottish Town Planning Institute (Company No 145741 registered in Scotland) is a wholly owned subsidiary of RTPI Services Limited. This company is limited by guarantee and was dormant for 2012 and 2011.
- e RTPI Services ITA Limited (Company No 5018796 registered in England) is a wholly owned subsidiary of RTPI Services Limited. This company is limited by shares and was dormant in 2012 and 2011.
- 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 financial statements of The Town and Country Planning Summer School have not been consolidated as the control of the charitable company is separate from that of the Institute.
- 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 was dormant in 2012 and 2011, 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 financial statements 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 financial statements of Planning Aid Trust have not been consolidated as management of the Trust is independent of the Institute.

### 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 Tangible 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 is therefore potentially exempt from taxation of its income and gains to the extent that they fall within the scope of section 505 of the Income and Corporation Taxes Act 1998 and section 256 of the Taxation of Chargeable Gains Act 1992. No charge has arisen during the year.

- 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 5.

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 (DCLG), 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 Governance Office, 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 2012 *(continued)*

<b>3 Investment income</b>	2012	2011
	£000	£000
Interest receivable on short term deposits	67	68
Investment income receivable	2	-
<b>Total investment income</b>	<b>69</b>	<b>68</b>

<b>4 Total resources expended</b>	People related costs £000	Other costs £000	Total 2012 £000	Total 2011 £000
-----------------------------------	---------------------------------	------------------------	-----------------------	-----------------------

### Charitable expenditure

#### Support for members and promotion of membership of the Institute

Direct costs	1,325	964	2,289	2,330
Allocation of overheads	677	539	1,216	1,002
	<u>2,002</u>	<u>1,503</u>	<u>3,505</u>	<u>3,332</u>

#### Promotion of spatial planning

Direct costs	460	270	730	868
Allocation of overheads	263	210	473	486
	<u>723</u>	<u>480</u>	<u>1,203</u>	<u>1,354</u>

#### Planning Aid

Direct costs	568	279	847	1,398
Allocation of overheads	-	23	23	135
	<u>568</u>	<u>302</u>	<u>870</u>	<u>1,533</u>

#### Total charitable expenditure

	<u>3,293</u>	<u>2,285</u>	<u>5,578</u>	<u>6,219</u>
--	--------------	--------------	--------------	--------------

### Governance

Direct costs	<u>35</u>	<u>72</u>	<u>107</u>	<u>130</u>
--------------	-----------	-----------	------------	------------

#### Total resources expended

	<u>3,328</u>	<u>2,357</u>	<u>5,685</u>	<u>6,349</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 "other" 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:	2012	2011
	£000	£000
Premises related costs	211	157
Office services	468	474
Legal and professional fees	52	45
Irrecoverable VAT	33	16
Other services provided	8	10
<b>Allocated overheads - total</b>	<b>772</b>	<b>702</b>

**Notes to the Financial Statements for the year ended 31 December 2012** *(continued)***5 Staff emoluments**

	2012	2011
	£000	£000
Wages and salaries (including redundancy costs)	2,440	2,814
Pension costs	231	331
Social security costs	248	285
	<u>2,919</u>	<u>3,430</u>
Average number of staff employed	2012	2011
Support for members and promotion of membership of the Institute	45	44
Promotion of spatial planning	18	17
Planning Aid	15	28
Governance	1	1
	<u>79</u>	<u>90</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	Number of employees
	2012	2011
£60,000 to £69,999	1	-
£70,000 to £79,999	1	2
£80,000 to £99,999	1	-
£100,000 to £109,999	-	1
£120,000 to £129,999	<u>1</u>	<u>-</u>

Pension contributions made during the year for these employees were £40k (2011 £34k).

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 £168k (2011 £205k).

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 2010, using the projected unit method;
- Investment returns 4.5% per annum;
- Salary scale increase excluding increments 5.3% per annum;
- Value of assets at date of last valuation - £1,759M; overall actuarial valuation deficit £288.2M
- Proportion of members' accrued benefits covered by the actuarial value of the assets - 86%;
- Employer contributions in 2012 £65k (2011 £97k);
- Contribution rates from April 2011 - employee between 6.5% and 7.2%, employer 17.3%. Previously the employee contribution rate had been between 5.9% and 7.5% and the employer rate 16.5%.
- An additional deficit payment of £232k was made in 2012 (£149k in 2011) relating to 2012/13, increasing to £324k in 2013/14.

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

**Notes to the Financial Statements for the year ended 31 December 2012** *(continued)*

**6 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 £27k including payments to travel agents (2011 £35k including payments to travel agents) in respect of expenses actually incurred.

b The Royal Charter and Bye laws do allow APC assessors who are Trustees to be paid for time incurred on examinations. Payments were made in 2012 to 1 Trustee totalling £1k (2011 1 Trustee, £1k).

**7 Remuneration of Auditor**

The audit fees for the Institute are £6k (2011 £10k) and the subsidiary company £2k (2011 £5k) totalling £8k (2011 £15k) for the group. In addition, the Auditor provided tax, accountancy and financial support and consultancy totalling £2k (2011 £2k).

**8 Tangible fixed assets – charity and group**

	41 Botolph Lane Freehold land £000	Refurbishment & plant & plant £000	Office Equipment & Furniture £000	Total £000
<b>Cost</b>				
At 1 January 2012	300	2,410	485	3,195
Additions	-	-	18	18
Disposals	-	-	-	-
At 31 December 2012	<u>300</u>	<u>2,410</u>	<u>503</u>	<u>3,213</u>
<b>Depreciation</b>				
At 1 January 2012	-	(808)	(467)	(1,275)
Charge for the year	-	(61)	(13)	(74)
Disposals	-	-	-	-
At 31 December 2012	<u>-</u>	<u>(869)</u>	<u>(480)</u>	<u>(1,349)</u>
<b>Net book value</b>				
At 31 December 2012	<u>300</u>	<u>1,541</u>	<u>23</u>	<u>1,864</u>
At 31 December 2011	<u>300</u>	<u>1,602</u>	<u>18</u>	<u>1,920</u>

**9 Investments (consolidated accounts)**

	2012 £000	2011 £000
Market value of investments at 1 January	42	2
Acquisitions at cost	800	40
Disposals at market value	-	-
Gains on investments	3	-
Market value of investments at 31 December (consolidated accounts)	<u>845</u>	<u>42</u>

In addition to the above, the charity's balance sheet includes an investment of £1k in RTPI Services Ltd (see note 14).

**Notes to the Financial Statements for the year ended 31 December 2012** *(continued)***10 Debtors**

	Charity		Consolidated	
	2012	2011	2012	2011
	£000	£000	£000	£000
Prepayments	45	46	45	46
Amount due from RTPI Services Limited	220	50	-	-
Other taxes	19	9	19	28
Other debtors	300	671	320	725
	<u>584</u>	<u>776</u>	<u>384</u>	<u>799</u>

**11 Creditors – amounts falling due within one year**

	Charity		Consolidated	
	2012	2011	2012	2011
	£000	£000	£000	£000
Receipts in advance	1,092	1,073	1,092	1,073
Other taxes and social security costs	72	76	72	76
Other creditors and accruals	523	491	537	541
	<u>1,687</u>	<u>1,640</u>	<u>1,701</u>	<u>1,690</u>

**12 Funds**

	As at	Incoming	Resources	Transfers	As at
	1 January	resources	expended		31 December
	2012				2012
	£000	£000	£000	£000	£000
<b>Designated Funds</b>					
Regions	128	304	(521)	245	156
Tangible fixed assets	1,920	-	-	(56)	1,864
Property and maintenance	200	-	-	-	200
Research	100	-	-	-	100
ICT Development	175	-	(70)	-	105
Defined benefit pension	500	-	(232)	400	668
	<u>3,023</u>	<u>304</u>	<u>(823)</u>	<u>589</u>	<u>3,093</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, which represents assets in use for charitable purposes.

**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 facilitating the purchase of property to support 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.

**Information and Communications Technology Development (ICT Development)**

The Trustees have created a designated fund to enable the Institute to invest in developing its systems capability, and to ensure that the information and communications infrastructure remain up to date and fit for purpose.

**Defined benefit pension**

The Trustees have established a designated fund in order to meet the scheduled deficit payment obligations in respect of 2013 and 2014, which are not anticipated to be able to be met from future years' income of the charity, and as agreed with the administrators of the West Sussex Local Government Pension Scheme. In accordance with the deficit repayment schedule, an amount of £232k was paid during the year. A further £400k has been designated by the Trustees in the year ended 31 December 2012.



## Notes to the Financial Statements for the year ended 31 December 2012 *(continued)*

### 12 Funds *(continued)*

	As at 1 January 2012 £000	Incoming resources £000	Resources expended £000	Transfers £000	As at 31 December 2012 £000
<b>Restricted Funds</b>					
George Pepler International	55	(1)	-	-	54
ESPON	-	73	(73)	-	-
ESPON Interstrat	-	174	(183)	9	-
Nuffield	42	(42)	-	-	-
Virtual Learning Environment	16	-	(25)	9	-
Lichfield Memorial Lecture	19	1	1	-	21
<b>Planning Aid</b>					
DCLG grant and Donations	150	757	(782)	-	125
Planning Aid service	-	-	(88)	88	-
West Midlands Planning Aid service	41	-	-	-	41
Gypsy and Traveller Training	4	-	-	-	4
Yorkshire Regional Assembly	3	-	-	-	3
Planning Aid - total	198	757	(870)	88	173
	<u>330</u>	<u>962</u>	<u>(1,150)</u>	<u>106</u>	<u>248</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.

##### ESPON Interstrat

RTPI is the lead partner in a project part financed by the European Regional Development Fund (ERDF) under the ESPON 2013 programme. The grant fully funds the project, which will run until June 2012. The project is a knowledge transfer project about using ESPON research in integrated policies for urban and rural development. The project was completed in 2012.

##### 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. In 2012, the funds were returned at the funder's request.

##### Virtual Learning Environment

In 2010, the Institute received a grant from the Department of Communities and Local Government of £100k for the development of an online portal - "RTPI Learn" - to deliver a number of continuing professional development (CPD) e-learning courses. Further content was developed in 2012, along with the development of a technical interface with the membership system. Future development and support will be met from the General Fund.

##### Lichfield Memorial Lecture

In 2011, the Institute received a grant from Dalia Lichfield to fund a series of annual lectures in memorial of Professor Nathaniel Lichfield, entitled "Perspectives on Planning". The first lecture was held in October 2011.

**Notes to the Financial Statements for the year ended 31 December 2012** *(continued)***12 Funds (continued)****Restricted Funds (continued)****Planning Aid****DCLG Grant to support Planning Aid activities**

In April 2012 DCLG agreed to extend Planning Aid's grant funding under the "Supporting Communities in Neighbourhood Planning" (SCNP) programme, with a grant of up to £800k for 2012/13. During 2012 total reported income from DCLG was £755k (2011 £1,304k) including accrued income of £164k. In December 2012 DCLG issued invitations to tender for delivery of the SCNP programme for 2013/14 and 2014/15, and the Institute is actively engaging with other partners in bidding for this funding.

**Planning Aid service**

DCLG funding under SCNP does not extend to the Planning Aid advice service. In 2012 the service was funded through a transfer from the General Fund, and the Institute is exploring means by which this service can be funded in future.

**West Midlands Planning Aid service**

Donations received prior to 2011 specifically for the furtherance of the Planning Aid programme in the West Midlands total £41k, and the Trustees have determined that these funds are restricted for that purpose.

**Gypsy and Traveller Training**

This project was funded by the CLG Gypsy and Travellers Unit and discussions are planned to take place regarding use of the remaining funds with CLG.

**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 2012, but funds are being held against future training activities in the context of current and emerging legislation.

Notes to the Financial Statements for the year ended 31 December 2012 (continued)

13 Analysis of group net assets between funds

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total £000
Tangible fixed assets	-	1,864	-	1,864
Listed investments	823	-	22	845
Current assets	3,664	1,229	278	5,171
Current liabilities	(1,649)	-	(52)	(1,701)
Net assets	<u>2,838</u>	<u>3,093</u>	<u>248</u>	<u>6,179</u>

14 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

	2012 £000	2011 £000
Turnover	215	175
Cost of Sales	-	9
Gross Profit	<u>215</u>	<u>184</u>
Interest received	-	-
Administration	<u>(35)</u>	<u>(43)</u>
Operating Profit	180	141
Gift Aid to parent undertaking	<u>(180)</u>	<u>(141)</u>
Profit for the year, before and after taxation	<u>-</u>	<u>-</u>

Balance sheet of RTPI Services Limited as at 31 December

	2012 £000	2011 £000
Current Assets		
Debtors	19	131
Cash and bank balances	<u>225</u>	<u>38</u>
	224	169
Creditors (amounts falling due within one year)	<u>(233)</u>	<u>(158)</u>
	11	11
Shareholders funds	<u>11</u>	<u>11</u>

15 Operating leases

Amount charged in year

	2012 £000	2011 £000
Leasehold property	32	166
Equipment	<u>23</u>	<u>17</u>
Total	<u>55</u>	<u>183</u>

Annual Commitment

	Property 2012 £000	Equipment 2012 £000	Property 2011 £000	Equipment 2011 £000
Operating leases expiring within one year	23	14	11	-
Operating leases expiring between 2 and 5 years	<u>-</u>	<u>2</u>	<u>17</u>	<u>18</u>



## The Royal Town Planning Institute

### Annual General Meeting 2013

To be held at The Chesterfield Mayfair, 35 Charles Street, Mayfair, London W1J 5EB

At 2.00pm on Wednesday 16 October 2013

#### AGENDA

- 1 To receive and approve the minutes of the 2012 Annual General Meeting.**
- 2 To receive the Annual Report and Accounts** for the year ending 31 December 2012 and the Auditor's report thereon.
- 3 To appoint the auditors.** Proposed that Chantrey Vellacott DFK LLP be re-appointed as auditors.
- 4 Members' subscriptions**  
The subscription rates payable by the various classes of membership are set out in the Annex to the explanatory note.
- 5 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 2012 Annual General Meeting

The full minutes of the 2012 Annual General Meeting will be tabled, but members may wish to note the following summary of their contents.

The 2012 AGM was held at Doubletree by Hilton London-Victoria, 2 Bridge Place, London SW1V 1QA on Wednesday 17 October 2012 beginning at 2.00 pm. The President, Colin Haylock, took the chair and the meeting was attended by 42 Corporate Members (including retired members).

The meeting received and approved the minutes of the 2011 AGM, received and approved the minutes of the Extraordinary General Meeting held on 4 July 2012, received the report of the Trustees on their activities during 2011 together with the audited year end accounts for 2011 and re-appointed the auditors.

###### Item 3: Appointment of Auditors

Following a full tender for audit services during 2012, Chantrey Vellacott were appointed as auditor. The Annual General Meeting is invited to reappoint Chantrey Vellacott as auditors.

###### Item 4: Members' subscriptions

Under the Byelaws, the Board of Trustees is responsible for setting the member subscription rates, in consultation with the General Assembly. In 2011, a revised and simplified fee structure was approved, which included a transitional plan for the classes most affected, and the Board have agreed to complete the transitional phase for 2014, with the exception that the proposed increase to the subscription rate for Legal Associates should be deferred, pending the review of arrangements for this membership class.

The rates for all membership classes are set out in the attached annex.

## ANNEX

### 2014 Subscription Rates

	2013		2014	
	UK/Ire £	Non UK/Ire £	UK/Ire £	Non UK/Ire £
Fellow	280	182	275	178
Chartered Member:				
Less than 5 years since election as at 1 January 2011	245	159	275	178
Between 5 and 15 years since election as at 1 January 2011	270	175	275	178
More than 15 years since election as at 1 January 2011	280	182	275	178
Legal Member	280	182	275	178
Retired Member	50	50	50	50
Legal Associate	245	159	245	159
Associate and International Associate	127	127	137	137
Technical Member	127	127	137	137
Affiliate	80	80	82	82
Licentiate				
Less than 3 years since election	50	50	55	55
More than 3 years since election	115	115	137	137
Students				
Less than 3 years since membership	90	57	90	57
More than 3 years since membership	170	107	170	107
Final Year Students attending RTPI accredited course	Free	Free	Free	Free
Honorary Member	Free	Free	Free	Free

**Note:** UK/Ire includes the United Kingdom and Northern Ireland, Republic of Ireland, the Isle of Man and the Channel Islands

#### Concessionary subscription rates

RTPI will continue to offer support for members by means of a straightforward framework of concessionary rates which are sensitive to income rather than class of membership. This is linked to the National Minimum Wage and the minimum subscription fee payable will be £50



**RTPI**

mediation of space · making of place

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