



# RTPI

mediation of space · making of place

# Report and accounts

## 31 December 2013



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 2013

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 2013. 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 2014	Cath Ranson
President 2013	Peter Geraghty
President 2012	Colin Haylock (retired 31 December 2013)
Honorary Treasurer 2013 - 2014:	Graham Stallwood
Honorary Solicitor and Secretary 2013 - 2014:	Pat Thomas
Chair of the Board 2013- 2014	Andrew Taylor
Elected Trustees for 2013 - 2014:	Cullum Parker (resigned 5 June 2013) Tony Crook (appointed 9 September 2013) Martin Willey Vincent Goodstadt (re-appointed 1 January 2013)
Elected Trustees for 2012 - 2013:	David Marshall (retired 31 December 2013) Philip Williams (reappointed 1 January 2014) Wayne Reynolds (retired 31 December 2013) Janet O'Neill (retired 31 December 2013) Donald Alder (retired 31 December 2013)
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 2013 *(continued)*

### Senior staff at April 2014:

<i>Chief Executive</i>	Trudi Elliott
<i>Managing Director</i>	Sara Drake
<i>Director of Professional Standards</i>	Rosslyn Stuart

### 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 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. Andrew Taylor was elected as the first Chair of the Board under these new arrangements and took office on 1 January 2013.

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 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.

RTPI Services Limited, which is a wholly owned subsidiary of RTPI, has continuing contracts with external companies for magazine publishing and training events management and conferencing. The taxable profits of the company of

£174k (2012 £180k) 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.

### Partnership Board Review

The RTPI Partnership Board Review began in the summer of 2013 with the aim of assessing the structure, composition and operation of PBs since their introduction in 2004-5, and to report to the Education and Lifelong Learning Committee (ELLC) of the RTPI. The review used a desk study, an online survey of PB participants, and focus groups to inform the report. The report, which was published in December 2013, concluded that the PB system was in general working well, but needed some improvements rather than fundamental changes. It made 22 recommendations, which were focused on improving communications through the year, improving induction and training for PB members, and making the process of recruitment and selection of PB members open and transparent. The recommendations are currently being implemented.

### 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 significant contributions to the Institute during 2013. The contribution of an increasing number of volunteers has also been recognised through the presentation of RTPI Outstanding Service Awards in 2013.

### 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



## Annual Report of the Trustees for the year ended 31 December 2013 *(continued)*

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:

- 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.
- Bidding for the Supporting Communities in Neighbourhood Planning contract for 2013-2015, as part of the consortium led by Locality.
- Development of the Research function to support RTPI policy work.
- Continuing to shape policy and practice, and in particular the Map for England.
- Supporting the promotion of planning overseas.
- Preparation for the RTPI Centenary in 2014.
- Implementation of the next phase of development of the website and membership system.

### Achievements and performance

In 2013 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.

The Presidential theme was Proud of Planning, Proud of Planners. Pride in the profession was reflected in work throughout the year. The RTPI Awards for Planning Excellence 2012-13 and the Planning Convention were a major success with very high demand for tickets. The Presidential theme, which is being continued for 2014, is being promoted through social media and particularly Twitter and a Facebook page, Proud of Planning.

RTPI Membership continued to grow through 2013, with 1,189 new members taking numbers to 22,895 in December. RTPI recorded the election of 558 new Chartered members, either via the Assessment of Professional Competence (APC) route or through the Membership Panel, and a total of 699 new Licentiate members.

In 2013 there were 27 universities in the UK with RTPI-accredited planning courses. There were also RTPI-accredited courses at two universities in the Republic of Ireland and at the universities of Hong Kong, Cape Town and Botswana. In the 2013 round of Partnership Board

meetings, all planning schools with accredited courses were recognised as effective. The Board of Trustees resolved to make RTPI membership free for all students on accredited courses from autumn 2014; previously it was only free for final year students.

Planning Aid England (PAE) supported 180 Neighbourhood Planning Groups in connection with the Supporting Communities in Neighbourhood Planning contract 2013-2015, as part of the consortium headed by Locality. In September, PAE was represented at a parliamentary reception to celebrate the 40th anniversary of Planning Aid.

Work continued on projects to celebrate the centenary in 2014. These are grouped into three types – Futures projects, History projects and Celebrations. The Futures projects include the Ambassadors initiative, which aims to foster interest in planning among school students aged 11-18. RTPI members from across the UK are volunteering to visit schools in 2014 to give these talks.

A survey of RTPI members attracted a significant response (25% of members) and the findings will be used to develop the Institute's services and its understanding of members' requirements.

RTPI's relationship with Haymarket for the supply of Planning magazine came to an end in August and RTPI proposed to develop a new magazine and related information services which would more closely reflect the interests and professional needs of its membership. Interim services which include a monthly publication, The Planner, and weekly electronic news bulletins were provided until March 2014 when the Institute was free from contractual restrictions on its activity and launched new commercial services. Further services will be developed in 2014.

The RTPI Nations continued to engage with the devolved administrations on planning reforms in Scotland, Wales and Northern Ireland.

RTPI Scotland responded to the Scottish Government's consultations on the Third National Planning Framework and review of Scottish Planning Policy. The issues were discussed at events in each of the Scottish chapters and other workshops and conferences.

At the invitation of Welsh Ministers, RTPI Cymru commissioned an independent study into the operation of planning committees in Wales. Work was also undertaken on a series of papers to set out RTPI Cymru's thinking on the broad areas likely to be addressed in the reforms.

RTPI Northern Ireland continued to be involved in preparations for reform of local government and planning legislation. At the request of the Minister for the Environment, a summit for stakeholders was arranged to discuss issues around establishment of a single planning policy document. The findings were submitted to the Minister.

RTPI Ireland responded to the Irish Government's consultation on a review of Part V of the Planning and

## Annual Report of the Trustees for the year ended 31 December 2013 *(continued)*

Development Act 2000, which will affect provision of social housing. Research was commissioned into Ireland's research needs on planning. RTPI Ireland continued to be represented on the Myplan Project Board.

Following a review of trial arrangements, it was agreed that Director of Wales should take on responsibility for RTPI Northern Ireland to provide additional resources for Northern Ireland. Similar trial arrangements have been put in place for the Director of Scotland to provide additional resources to support RTPI Ireland.

A new project commenced to disseminate outcomes from research funded by ESPON, a major European research programme providing data, concepts and techniques which can be used in development of effective place-based policy. In the UK the RTPI has supported the programme since 2008 via its ESPON Contact Point. USESPON encourages the use of findings from the programme in policy making and runs until March 2014.

RTPI launched the new RTPI Awards for Planning Excellence which were awarded at a ceremony in June. Sir Terry Farrell chaired a panel of judges drawn from across the planning and related professions. All tickets were sold well in advance both for this valuable networking event and the Planning Convention which took place on the following day. The Planning Convention, which took as its theme *Planning for Growth* was addressed by the Secretary of State Rt. Hon. Eric Pickles MP. Well received conferences were also held in Cardiff *Building Sustainable Communities* in June and in Scotland *New Context, New Approaches* in October, and in Leeds, organised by the Young Planners Group, *Planning out of Recession*.

The RTPI Nations and regions continued to provide excellent value for money, in training and CPD events and noted a record 9,750 member attendances.

Plans were developed to introduce RTPI Learn, a new virtual learning site, in early 2014 to support member CPD.

A full policy programme included work in the priority areas: Spatial evidence/spatial policy making; Future proofing - climate change and population growth; Health/Wellbeing/Urbanisation; Planning for Growth and Enterprise, and Spatial Governance. The first in a new policy paper series was published in September 2013 and examined large scale housing developments in the UK.

RTPI Chief Executive, Trudi Elliott, was appointed a member of External Review of Government Planning Practice Guidance led by Lord Taylor of Goss Moor.

The Institute reviewed the criteria and procedures for awarding Honorary Membership, the Outstanding Service Award, the Gold Medal and the President's special award for planning achievement. The Trustees agreed that Honorary Membership should in future be awarded for the member's lifetime. As part of the celebrations for the Centenary, existing Honorary Members were offered conversion to a lifetime membership.

The Academy of Social Sciences conferred the award of Academician on seven RTPI members.

A number of new IT systems were developed. A new bulk e-mail facility was successfully used to distribute information to members. A new version of the membership system was installed, including a module for events management which, when implemented, will reduce administration involved in organising events and increase sales.

### Plans for future periods

RTPI will celebrate its centenary in 2014 and a wide programme of activity is planned across the UK and Ireland and internationally. Key projects include the Planning Futures policy work, the Future Planners project which sends volunteers into schools, and the Centenary concert which will be held at Exeter Cathedral in March.

The Institute will begin work in 2014 on preparing a new five year corporate strategy for the period 2015-2019 and proposes to engage in a comprehensive consultation exercise with members. The strategy is likely to focus on growth – in membership, services, influence and engagement – and will be supported by business plans and budgets.

### 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 £386k (2012 £454k).

Total incoming resources increased by £383k (6%) compared to 2012, due to the increases in income received from conferences and regional events. Some of the gains were offset by a decrease in income from Planning Aid. Subscription income increased by 1% compared to 2012, with membership levels remaining stable.

Resources expended increased by £664k (8%) compared to 2012, with the primary reasons being the increased costs associated with the creation of *The Planner* magazine and the increase in the contribution towards the pension deficit.

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 17). The Institute agreed to make a deficit repayment of £324k in 2013 (£232k in 2012). 2013 saw the next actuarial valuation of the scheme and the Institute has negotiated a revised contribution schedule, with the administrators of the scheme, of £235k per annum for the period from 2014 to 2016.



## Annual Report of the Trustees for the year ended 31 December 2013 *(continued)*

During 2013 the Trustees revised the RTPI Investment Policy to reduce exposure to cash. The policy gives the Board flexibility to respond tactically to market changes or shifts in RTPI strategy within the constraints of a "cautious" risk attitude. Note 9 on page 18 gives more details on RTPI's investments.

Note 1 to the financial statements on page 16 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 three funds set aside for specific purposes:

Property and maintenance £200k (2012 £200k): 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.

Information and Communications Technology Development £92k (2012 £105k); this sum has been set aside to fund the development of information systems and infrastructure.

Research £100k (2012 £100k): this sum has not been required in 2013 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 £744k (2012 £668k); 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' usual policy is to maintain free reserves at a level equivalent to 6 months' operating costs, to safeguard the continued provision of services. The Board is currently taking a prudent view regarding the pension liability and free reserves are currently £3,147k, which represents 8 months operating costs.

### 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 14 May 2014 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 2013 which comprise the Consolidated and Charity Statement of Financial Activities, the Consolidated and Charity Balance Sheets, Consolidated cash flow 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2013 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  
14 May 2014

*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 2013**

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2013 £000	Total 2012 £000
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Membership subscriptions and fees	4,342	-	-	4,342	4,292
Grants towards promotion of spatial planning and membership	-	-	120	120	205
Support for members	841	362	-	1,203	731
Planning Aid	-	-	697	697	757
Bank deposit interest	3 75	-	-	75	69
<b>Total incoming resources</b>	<b>5,258</b>	<b>362</b>	<b>817</b>	<b>6,437</b>	<b>6,054</b>
<b>Resources expended</b>					
<b>Charitable expenditure</b>					
Support for members and promotion of membership of the Institute	3,070	702	8	3,780	3,505
Promotion of spatial planning	1,225	162	118	1,505	1,203
Planning Aid	-	-	721	721	870
<b>Total charitable expenditure</b>	<b>4,295</b>	<b>864</b>	<b>847</b>	<b>6,006</b>	<b>5,578</b>
<b>Governance</b>					
Governance costs	120	-	-	120	107
<b>Total resources expended</b>	<b>4 4,415</b>	<b>864</b>	<b>847</b>	<b>6,126</b>	<b>5,685</b>
<b>Net incoming/(outgoing) resources before transfers</b>	<b>843</b>	<b>(502)</b>	<b>(30)</b>	<b>311</b>	<b>369</b>
Transfers between funds	12 (630)	579	51	-	-
<b>Net incoming/(outgoing) resources before other recognized gains and losses</b>	<b>213</b>	<b>77</b>	<b>21</b>	<b>311</b>	<b>369</b>
Gains on investment assets	96	-	-	96	3
<b>Net movement in funds</b>	<b>309</b>	<b>77</b>	<b>21</b>	<b>407</b>	<b>372</b>
Fund balances at 1 January	2,838	3,093	248	6,179	5,807
<b>Fund balances at 31 December</b>	<b>3,147</b>	<b>3,170</b>	<b>269</b>	<b>6,586</b>	<b>6,179</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 2013**

Notes	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2013 £000	Total 2012 £000
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Membership subscriptions and fees	4,342	-	-	4,342	4,292
Grants towards promotion of spatial planning and membership	-	-	120	120	205
Support for members	539	362	-	901	727
Planning Aid	-	-	697	697	757
Investment income	75	-	-	75	69
<b>Total incoming resources</b>	<b>4,956</b>	<b>362</b>	<b>817</b>	<b>6,135</b>	<b>6,050</b>
<b>Resources expended</b>					
<b>Charitable expenditure</b>					
Support for members and promotion of membership of the Institute	2,771	702	8	3,481	3,503
Promotion of spatial planning	1,225	162	118	1,505	1,203
Planning Aid	-	-	721	721	870
<b>Total charitable expenditure</b>	<b>3,996</b>	<b>864</b>	<b>847</b>	<b>5,707</b>	<b>5,576</b>
<b>Governance</b>					
Governance costs	117	-	-	117	105
<b>Total resources expended</b>	<b>4,113</b>	<b>864</b>	<b>847</b>	<b>5,824</b>	<b>5,681</b>
<b>Net incoming/(outgoing) resources before transfers</b>	<b>843</b>	<b>(502)</b>	<b>(30)</b>	<b>311</b>	<b>369</b>
Transfers between funds	(630)	579	51	-	-
<b>Net incoming/(outgoing) resources before other recognized gains and losses</b>	<b>213</b>	<b>77</b>	<b>21</b>	<b>311</b>	<b>369</b>
Gains on investment assets	96	-	-	96	3
<b>Net movement in funds</b>	<b>309</b>	<b>77</b>	<b>21</b>	<b>407</b>	<b>372</b>
Fund balances at 1 January	2,828	3,093	248	6,169	5,797
<b>Fund balances at 31 December</b>	<b>3,137</b>	<b>3,170</b>	<b>269</b>	<b>6,576</b>	<b>6,169</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 2013**

	Notes	Charity		Consolidated	
		2013 £000	2012 £000	2013 £000	2012 £000
<b>Fixed Assets</b>					
Tangible fixed assets	8	1,815	1,864	1,815	1,864
Investments	9	1,441	845	1,441	845
		<u>3,256</u>	<u>2,709</u>	<u>3,256</u>	<u>2,709</u>
<b>Current Assets</b>					
Debtors	10	515	584	327	384
Short term deposits		4,037	3,931	4,037	3,931
Bank balances and cash in hand		635	632	816	856
		<u>5,187</u>	<u>5,147</u>	<u>5,180</u>	<u>5,171</u>
<b>Creditors</b>					
Amounts falling due within one year	11	1,867	1,687	1,850	1,701
<b>Net Current Assets</b>		<u>3,320</u>	<u>3,460</u>	<u>3,330</u>	<u>3,470</u>
<b>Net Assets</b>	13	<u><b>6,576</b></u>	<u><b>6,169</b></u>	<u><b>6,586</b></u>	<u><b>6,179</b></u>
<b>Funds</b>					
General		3,137	2,828	3,147	2,838
Designated	12	3,170	3,093	3,170	3,093
Restricted	12	269	248	269	248
		<u><b>6,576</b></u>	<u><b>6,169</b></u>	<u><b>6,586</b></u>	<u><b>6,179</b></u>

These financial statements were approved by the Board of Trustees and authorised for issue on 14 May 2014 and were signed on its behalf by:

Andrew Taylor - Chair of the Board.

The notes on pages 16 to 27 form part of these accounts.

## Consolidated Cash Flow Statement for the year ended 31 December 2013

	Notes	Charity		Consolidated	
		2013 £000	2012 £000	2013 £000	2012 £000
<b>Net cash inflow/(outflow) from operating activities</b>	a	538	638	495	824
Investment income received		46	-	46	2
Interest received		53	7	53	43
Capital expenditure and financial investments	b	(528)	(42)	(528)	(818)
<b>(Decrease)/Increase in cash</b>	c	109	603	66	51
Cash at bank and in hand 1 January		4,563	4,463	4,787	4,736
Cash at bank and in hand 31 December		<b>4,672</b>	<b>5,066</b>	<b>4,853</b>	<b>4,787</b>

### Notes To The Cash Flow Statement

	Charity		Consolidated	
	2013 £000	2012 £000	2013 £000	2012 £000
<b>a Reconciliation of net incoming/(outgoing) resources to net cash inflow from operating activities</b>				
Net incoming resources before transfers	311	369	311	369
Depreciation	77	74	77	74
Investment income	(46)	(2)	(46)	(2)
Bank interest	(53)	(66)	(53)	(67)
Decrease/ (Increase) in debtors	69	216	57	439
Increase in creditors	180	47	149	11
<b>Net cash inflow/(outflow) from operating activities</b>	<b>538</b>	<b>638</b>	<b>495</b>	<b>824</b>

	Charity		Consolidated	
	2013 £000	2012 £000	2013 £000	2012 £000
<b>b Capital expenditure and financial investments</b>				
Payments to acquire tangible fixed assets	(28)	(18)	(28)	(18)
Additions to fixed asset investments	(500)	(800)	(500)	(800)
	<b>(528)</b>	<b>(818)</b>	<b>(528)</b>	<b>(818)</b>

		Charity	Consolidated
		£000	£000
<b>c Analysis of changes in cash</b>			
Balances as at 1 January	Short term deposits	3,931	3,931
	Bank balances and cash in hand	632	856
		<b>4,563</b>	<b>4,787</b>
Cash flow	Short term deposits	106	106
	Bank balances and cash in hand	3	(40)
		<b>109</b>	<b>66</b>
Balances as at 31 December	Short term deposits	4,037	4,037
	Bank balances and cash in hand	635	816
		<b>4,672</b>	<b>4,853</b>



**Notes to the Financial Statements for the year ended 31 December 2013**

**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 2013 and 2012.
- 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 2013 and 2012.
- 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 2013 and 2012, 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
- i 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.

- j 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%

- 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 2013 (continued)

<b>3 Investment income</b>	2013	2012
	£000	£000
Interest receivable on short term deposits	53	67
Investment income receivable	22	2
<b>Total investment income</b>	<b>75</b>	<b>69</b>

<b>4 Total resources expended</b>	People related costs £000	Other costs £000	Total 2013 £000	Total 2012 £000
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**Charitable expenditure**

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

Direct costs	1,222	1,362	2,584	2,289
Allocation of overheads	746	450	1,196	1,216
	<u>1,968</u>	<u>1,812</u>	<u>3,780</u>	<u>3,505</u>

**Promotion of spatial planning**

Direct costs	609	383	992	730
Allocation of overheads	320	193	513	473
	<u>929</u>	<u>576</u>	<u>1,505</u>	<u>1,203</u>

**Planning Aid**

Direct costs	520	183	703	847
Allocation of overheads	-	18	18	23
	<u>520</u>	<u>201</u>	<u>721</u>	<u>870</u>

**Total charitable expenditure**

	<u>3,417</u>	<u>2,589</u>	<u>6,006</u>	<u>5,578</u>
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**Governance**

Direct costs	46	74	120	107
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**Total resources expended**

	<u>3,463</u>	<u>2,663</u>	<u>6,126</u>	<u>5,685</u>
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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:	2013	2012
	£000	£000
Premises related costs	244	211
Office services	378	468
Legal and professional fees	20	52
Irrecoverable VAT	19	33
Other services provided	-	8
<b>Allocated overheads - total</b>	<b>661</b>	<b>772</b>

**Notes to the Financial Statements for the year ended 31 December 2013** *(continued)***5 Staff emoluments**

	2013	2012
	£000	£000
Wages and salaries (including redundancy costs)	2,462	2,440
Pension costs	251	231
Social security costs	249	248
	<u>2,962</u>	<u>2,919</u>
Average number of staff employed	2013	2012
Support for members and promotion of membership of the Institute	47	45
Promotion of spatial planning	18	18
Planning Aid	18	15
Governance	1	1
	<u>84</u>	<u>79</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
	2013	2012
£60,000 to £69,999	-	1
£70,000 to £79,999	1	1
£80,000 to £99,999	-	1
£100,000 to £109,999	1	-
£120,000 to £129,999	<u>1</u>	<u>1</u>

Pension contributions made during the year for these employees were £40k (2012 £40k).

- 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 five years service prior to 2004. The total employer contribution for the year totalled £193k (2012 £168k).
- 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 2013, using the projected unit method;
  - Investment returns 3.0% per annum;
  - Salary scale increase excluding increments 3.8% per annum;
  - Value of assets at date of last valuation - £2,370M; overall actuarial valuation deficit £371M
  - Proportion of members' accrued benefits covered by the actuarial value of the assets - 86.4%;
  - Employer contributions in 2013 £58k (2012 £65k);
  - Contribution rates from April 2013 - employee between 6.5% and 8.5%, employer 18.7%. Previously the employee contribution rate had been between 6.5% and 7.2% and the employer rate 17.3%.
  - An additional deficit payment of £324k was made in 2013 (£232k in 2012) relating to 2012/13. The payment for 2013/14 will be £235k.

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 2013** *(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 £24k including payments to travel agents (2012 £27k 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 2013 to three Trustees totalling £2k (2012 one Trustee, £1k).

**7 Remuneration of Auditor**

The audit fees for the Institute are £7k (2012 £6k) and the subsidiary company £3k (2012 £2k) totalling £10k (2012 £8k) for the group. In addition, the Auditor provided tax, accountancy and financial support and consultancy totalling £4k (2012 £2k).

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

	41 Botolph Lane Freehold land £000	Refurbishment & plant £000	Office Equipment & Furniture £000	Total £000
<b>Cost</b>				
At 1 January 2013	300	2,410	503	3,213
Additions	-	-	28	28
At 31 December 2013	<u>300</u>	<u>2,410</u>	<u>531</u>	<u>3,241</u>
<b>Depreciation</b>				
At 1 January 2013	-	(869)	(480)	(1,349)
Charge for the year	-	(60)	(17)	(77)
At 31 December 2013	<u>-</u>	<u>(929)</u>	<u>(497)</u>	<u>(1,426)</u>
<b>Net book value</b>				
At 31 December 2013	<u>300</u>	<u>1,481</u>	<u>34</u>	<u>1,815</u>
At 31 December 2012	<u>300</u>	<u>1,541</u>	<u>23</u>	<u>1,864</u>

**9 Investments (consolidated accounts)**

	2013 £000	2012 £000
Market value of investments at 1 January	845	42
Acquisitions at cost	500	800
Gains on investments	96	3
Market value of investments at 31 December (consolidated accounts)	<u>1,441</u>	<u>845</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 2013** *(continued)***10 Debtors**

	Charity		Consolidated	
	2013	2012	2013	2012
	£000	£000	£000	£000
Prepayments	43	45	43	45
Amount due from RTPI Services Limited	280	220	-	-
Other taxes	-	19	-	19
Other debtors	192	300	284	320
	<u>515</u>	<u>584</u>	<u>327</u>	<u>384</u>

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

	Charity		Consolidated	
	2013	2012	2013	2012
	£000	£000	£000	£000
Receipts in advance	1,056	1,092	1,058	1,092
Other taxes and social security costs	92	72	92	72
Other creditors and accruals	719	523	700	537
	<u>1,867</u>	<u>1,687</u>	<u>1,850</u>	<u>1,701</u>

**12 Funds**

	As at	Incoming	Resources	Transfers	As at
	1 January	resources	expended		31 December
	2013				2013
	£000	£000	£000	£000	£000
<b>Designated Funds</b>					
Regions	156	362	(527)	228	219
Tangible fixed assets	1,864	-	-	(49)	1,815
Property and maintenance	200	-	-	-	200
Research	100	-	-	-	100
ICT Development	105	-	(13)	-	92
Defined benefit pension	668	-	(324)	400	744
	<u>3,093</u>	<u>362</u>	<u>(864)</u>	<u>579</u>	<u>3,170</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 2014 and 2015, 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 £324k was paid during the year. A further £400k has been designated by the Trustees in the year ended 31 December 2013.



## Notes to the Financial Statements for the year ended 31 December 2013 *(continued)*

### 12 Funds *(continued)*

	As at 1 January 2013 £000	Incoming resources £000	Resources expended £000	Transfers £000	As at 31 December 2013 £000
<b>Restricted Funds</b>					
George Pepler International	54	-	-	-	54
ESPON	-	39	(39)	-	-
USESPOON	-	72	(75)	3	-
Virtual Learning Environment	-	-	(8)	8	-
Lichfield Memorial Lecture	21	1	(3)	-	19
Peter Suttie Award	-	8	(1)	-	7
<b>Planning Aid</b>					
DCLG grant and Donations	125	167	(175)	-	117
Locality	-	530	(506)	-	24
Planning Aid service	-	-	(40)	40	-
West Midlands Planning Aid service	41	-	-	-	41
Gypsy and Traveller Training	4	-	-	-	4
Yorkshire Regional Assembly	3	-	-	-	3
Planning Aid - total	173	697	(721)	40	189
	<u>248</u>	<u>817</u>	<u>(847)</u>	<u>51</u>	<u>269</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. The ESPON 2013 programme started at the end of 2007 and continues until June 2014. 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.

##### USESPOON

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 2014. The project is a knowledge exchange project about using ESPON research in integrated policies for urban and rural development.

##### Peter Suttie

This award is organised by the Scottish Young Planners' Network and supported by RTPI Scotland, Heads of Planning Scotland and the Aberdeenshire Council. It is awarded to young planners to undertake a comparative study into planning issues. It was first awarded in July 2013.

##### 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.

##### 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. The first lecture was held in October 2011.

**Notes to the Financial Statements for the year ended 31 December 2013** *(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 2013 total reported income from DCLG was £167k (2012 £755k). In December 2012 DCLG issued invitations to tender for delivery of the SCNP programme for 2013/14 and 2014/15, which the RTPI tendered for as part of the Locality contract.

**DCLG Tender: SCNP - Locality**

In 2013, RTPI/PAE won a competitive tender from DCLG to deliver the Supporting Communities in Neighbourhood Planning, a two-year programme of support to communities in England. RTPI/PAE is sub-contracted to Locality until 2015. During this time, RTPI/PAE will assist over 250 community groups at different stages of the Neighbourhood Planning process.

**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 2013, 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 2013** *(continued)*

**13 Analysis of group net assets between funds**

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total £000
Tangible fixed assets	-	1,815	-	1,815
Listed investments	1,419	-	22	1,441
Current assets	3,578	1,355	247	5,180
Current liabilities	(1,850)	-	-	(1,850)
Net assets	<u>3,147</u>	<u>3,170</u>	<u>269</u>	<u>6,586</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

	2013 £000	2012 £000
Turnover	509	215
Cost of Sales	(278)	-
Gross Profit	<u>231</u>	<u>215</u>
Interest received	-	-
Administration	(57)	(35)
Operating Profit	<u>174</u>	<u>180</u>
Gift Aid to parent undertaking	(174)	(180)
Profit for the year, before and after taxation	<u>-</u>	<u>-</u>

Balance sheet of RTPI Services Limited as at 31 December

	2013 £000	2012 £000
Current Assets		
Debtors	177	19
Cash and bank balances	<u>181</u>	<u>225</u>
	358	244
Creditors (amounts falling due within one year)	(347)	(233)
	<u>11</u>	<u>11</u>
Shareholders funds	<u>11</u>	<u>11</u>

**15 Operating leases**

Amount charged in year

	2013 £000	2012 £000
Leasehold property	24	32
Equipment	<u>19</u>	<u>23</u>
Total	<u>43</u>	<u>55</u>

Annual Commitment

	Property 2013 £000	Equipment 2013 £000	Property 2012 £000	Equipment 2012 £000
Operating leases expiring within one year	5	-	23	14
Operating leases expiring between 2 and 5 years	<u>17</u>	<u>11</u>	<u>-</u>	<u>2</u>



## The Royal Town Planning Institute

### Annual General Meeting 2014

To be held at The Chesterfield Mayfair, 35 Charles Street, Mayfair, London W1J 5EB  
At 2.00pm on Wednesday 22 October 2014

#### AGENDA

- 1 **To receive and approve the minutes of the 2013 Annual General Meeting.**
- 2 **To receive the Annual Report and Accounts** for the year ending 31 December 2013 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 2013 Annual General Meeting

The full minutes of the 2013 Annual General Meeting will be tabled, but members may wish to note the following summary of their contents.

The 2013 AGM was held at The Chesterfield Mayfair, 35 Charles Street, Mayfair, London W1J 5EB on Wednesday 16 October 2013 beginning at 2.00 pm. The President, Peter Geraghty, took the chair and the meeting was attended by 46 Corporate Members (including retired members).

The meeting received and approved the minutes of the 2012 AGM, received the report of the Trustees on their activities during 2011 together with the audited year end accounts for 2012 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. Following the completion of the transition to the revised and simplified fee structure in 2011-14, the Board has agreed an increase of the 'core' rate to... The rates for all membership classes are set out in the attached annex.

## ANNEX

### 2015 Subscription Rates

	2014		2015	
	UK/Ire £	Non UK/Ire £	UK/Ire £	Non UK/Ire £
Fellow	275	178	290	189
Chartered Member:				
Less than 5 years since election as at 1 January 2011	275	178	290	189
Between 5 and 15 years since election as at 1 January 2011	275	178	290	189
More than 15 years since election as at 1 January 2011	275	178	290	189
Legal Member	275	182	290	189
Retired Member	50	50	53	53
Legal Associate	245	159	260	169
Associate and International Associate	137	137	145	145
Technical Member	137	137	145	145
Affiliate	82	82	87	87
Licentiate				
Less than 3 years since election	55	55	58	58
More than 3 years since election	137	137	145	145
Students				
Less than 3 years since membership	90		90	
More than 3 years since membership	170	107	170	107
Final Year Students attending RTPI accredited course <i>from September 2014 all students on accredited courses</i>	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.  
For membership categories: Fellow, Chartered, Legal, Legal Associate non UK rates are 65% of UK rate.

**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

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