

REGISTERED COMPANY NUMBER: 06709078 (England and Wales)
REGISTERED CHARITY NUMBER: 1140770

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
Planning Officers Society

Planning Officers Society

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for the Year Ended 31 March 2022

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Report of the Trustees
for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The society's purpose is to advance the education of the public in planning law, planning policy and public sector planning practice. It fulfils this purpose through a programme of policy and project work, events and education, publication and dissemination of good practice and electronic update bulletins.

The key objectives are met by:

- Supporting local and central government to fulfil their statutory planning duties;
- Undertaking research and publishing the useful results of such research in the subjects;
- Providing advice and guidance, information and promoting best practice and high standards in planning and related services;
- Liaising and working with planning professionals, local and central government, the Royal Town Planning Institute and other related professional bodies to maintain and improve standards of planning for the public benefit.

The trustees reviewed its financial arrangements and adopted a new long-term business plan in June 2019. They have an agreed membership strategy and a communications strategy, as well as reviewing the society's risks on an annual basis.

Significant activities

Over the last 12 month period the society has undertaken work in the following areas:

- Working with other planning and built environment professionals, the government and the membership of the society to improve the efficient working of the national planning system;
- Holding regular meetings through its regions and topic networks;
- Continued to develop a society presence on the main social media sites, providing regular update information;
- Commenced work on projects identified as priorities in the adopted Business Plan.
- The society's membership continues to represent over 3,000 active planners across all areas of public sector planning.
- Testing of a dedicated members' area allowing for online registrations and electronic bookings for events and meetings.

The Society has re-commenced face to face meetings and events, although is now committed to providing a hybrid offer wherever venues allow.

Public benefit

The trustees have had due regard to guidance published by the Charity Commission on public benefit and considers the charity acts in accordance with the guidance.

FINANCIAL REVIEW

Financial position

The total income for the year was £98,415 (2021 - £96,460) which, after deducting expenditure of £58,770 (2021 - £49,382) resulted in net income of £39,645 (2021 - £47,078).

At 31 March 2022 the charity had total reserves of £254,915 (2021 - £215,270). £2,790 (2021 - £2,790) of this is held in restricted funds.

Membership subscriptions are the principal funding source.

Report of the Trustees
for the Year Ended 31 March 2022

FINANCIAL REVIEW

Reserves policy

The trustees have an agreed reserves policy, that specifies a range of levels, considered necessary to protect the operations of the charity in the event of any loss of anticipated income. These levels aim to maintain, as a reserve, a minimum of twelve months of unrestricted revenue expenditure based on committed and budgeted outgoings.

The trustees, who set the annual budget and plan expenditure in accordance with the reserves policy, are aware that because of operational changes that were unavoidable during the Covid pandemic, the reserves have now risen above the level that is acceptable for a charity.

A working party from the trustees has now been set up to produce a plan within the next three months which will seek to manage down the reserves to an acceptable level over the next financial period, providing greater support to the membership and improving services to the public.

FUTURE PLANS

The society's aims are:

- To remain the credible voice representing public sector planning and influencing government, local government and key partners;
- A stable and engaged membership representing at least 80% of LPAs;
- A champion of equality and diversity with a representative Board;
- A forward-looking Society reflective of the whole profession with a strong and recognised Brand;
- A stable financial base.

The Society will steer these actions over the next three years through:

- Supporting local authority planners as they return to work under any remaining COVID restrictions, providing guidance and best practice;
- Robustly representing and defending the local authority planning function in the light of further Government changes made to the planning system and with a view to the anticipated Planning Bill;
- Prioritising an equality and diversity strategy which will include regular monitoring of the membership base;
- Increasing capacity within the Society and focussing on the development of the next generation of leaders through mentoring and providing guidance for education outreach to schools;
- Regular monitoring of a clear work programme and priorities to focus energy and effort for maximum impact.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a private limited company, limited by guarantee, as defined by the Companies Act 2006.

The governing document is the Memorandum and Articles of Association, dated 26 September 2008 and as amended on 17 December 2010.

Organisational structure

The company is a membership organisation whose members pay an annual membership subscription.

The members elect the trustees of the charity.

The chairman and the presidential team must all be full members of the society and perform senior roles within a local planning authority in England. Any member of the society may put themselves forward for the other roles within the board of trustees.

An indemnity insurance policy is maintained by the society for the benefit of all trustees acting in that capacity.

The society has one wholly owned trading subsidiary, POS Enterprises Ltd.

Report of the Trustees
for the Year Ended 31 March 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06709078 (England and Wales)

Registered Charity number

1140770

Registered office

Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

Principal address

The Croft
81 Walton Road
Aylesbury
HP21 7SN

Trustees

S M Barton	Chair, POS SP Network	
R Bristow	Senior Vice President	- appointed 02.07.21
D V Evans	Chair, POS Enterprises	
V F Geoghegan	Immediate Past President	
P J Geraghty	Junior Vice President and Chair, DM Network	
A Hutchinson	President	
G Jones	Treasurer	
M S Kiely	Chair	
C E Morphet	Chair POS NOVUS	
G R Morris	Immediate Past President	- resigned 09.09.22
S C Platts	Immediate Past President	- resigned 02.07.21

Independent Examiner

torr waterfield
Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 25 November 2022 and signed on its behalf by:

A Hutchinson - Trustee

**Independent Examiner's Report to the Trustees of
Planning Officers Society**

Independent examiner's report to the trustees of Planning Officers Society ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Andrew Torr FCCA
for and on behalf of:
torr waterfield
Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

22 December 2022

Planning Officers Society

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds as restated £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Membership subscriptions		51,583	-	51,583	57,380
Investment income	2	46,832	-	46,832	39,080
Total		<u>98,415</u>	<u>-</u>	<u>98,415</u>	<u>96,460</u>
EXPENDITURE ON					
Charitable activities					
Information services	4	27,926	-	27,926	28,235
Public awareness services		30,844	-	30,844	21,147
Total		<u>58,770</u>	<u>-</u>	<u>58,770</u>	<u>49,382</u>
NET INCOME		39,645	-	39,645	47,078
RECONCILIATION OF FUNDS					
Total funds brought forward					
As previously reported		226,597	2,790	229,387	183,064
Prior year adjustment	9	(14,117)	-	(14,117)	(14,872)
As restated		<u>212,480</u>	<u>2,790</u>	<u>215,270</u>	<u>168,192</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>252,125</u></u>	<u><u>2,790</u></u>	<u><u>254,915</u></u>	<u><u>215,270</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Planning Officers Society (Registered number: 06709078)

Balance Sheet
31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	31.3.22 Total funds £	31.3.21 Total funds as restated £
FIXED ASSETS					
Intangible assets	10	13,200	-	13,200	-
Heritage assets	11	8,484	-	8,484	8,484
Investments	12	100	-	100	100
		<u>21,784</u>	<u>-</u>	<u>21,784</u>	<u>8,584</u>
CURRENT ASSETS					
Debtors	13	325	-	325	1,969
Cash at bank		<u>271,539</u>	<u>2,790</u>	<u>274,329</u>	<u>246,996</u>
		<u>271,864</u>	<u>2,790</u>	<u>274,654</u>	<u>248,965</u>
CREDITORS					
Amounts falling due within one year	14	(41,523)	-	(41,523)	(42,279)
NET CURRENT ASSETS		<u>230,341</u>	<u>2,790</u>	<u>233,131</u>	<u>206,686</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>252,125</u>	<u>2,790</u>	<u>254,915</u>	<u>215,270</u>
NET ASSETS		<u>252,125</u>	<u>2,790</u>	<u>254,915</u>	<u>215,270</u>
FUNDS	15				
Unrestricted funds				252,125	212,480
Restricted funds				<u>2,790</u>	<u>2,790</u>
TOTAL FUNDS				<u>254,915</u>	<u>215,270</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued

31 March 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 25 November 2022 and were signed on its behalf by:

A Hutchinson - Trustee

Planning Officers Society

Notes to the Financial Statements **for the Year Ended 31 March 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Preparation of consolidated financial statements

The financial statements contain information about Planning Officers Society as an individual company and do not contain consolidated financial information as the parent of a group. The charity is exempt under Section 399(2A) of the Companies Act 2006 from the requirements to prepare consolidated financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Supports costs are allocated equally between information services and public awareness services.

Website

The website is being amortised over an estimated useful life of 5 years. Amortisation commences when the website is available for use.

Heritage assets

Heritage assets are carried at historical cost less any subsequent depreciation or impairment.

The heritage asset is considered to have an indefinite life and is therefore not depreciated. The asset is instead reviewed at each reporting date for impairment.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Planning Officers Society

Notes to the Financial Statements - continued **for the Year Ended 31 March 2022**

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Investments

Investments in subsidiary undertakings are recognised at cost.

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective rate of interest method, less any impairment.

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Going concern

After reviewing the charity's forecasts and projections, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing the financial statements.

2. INVESTMENT INCOME

	31.3.22	31.3.21 as restated
	£	£
Gift Aid transfer from group undertaking	46,814	39,006
Deposit account interest	18	74
	<u>46,832</u>	<u>39,080</u>

Planning Officers Society

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.22	31.3.21 as restated
	Activity	£	£
Membership subscriptions	Membership subscriptions	51,583	57,380
		<u>51,583</u>	<u>57,380</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Information services	17,286	10,640	27,926
Public awareness services	20,203	10,641	30,844
	<u>37,489</u>	<u>21,281</u>	<u>58,770</u>

5. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Information services	8,759	196	1,685	10,640
Public awareness services	8,758	198	1,685	10,641
	<u>17,517</u>	<u>394</u>	<u>3,370</u>	<u>21,281</u>

Activity	Basis of allocation
Management	Costs are allocated equally to each activity
Finance	Costs are allocated equally to each activity
Governance costs	Costs are allocated equally to each activity

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21 as restated
	£	£
Independent Examiner's Fees - External Scrutiny	1,655	1,400
Independent Examiner's Fees - Other accountancy services	1,715	1,510
	<u>1,655</u>	<u>1,510</u>

Planning Officers Society

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

7. TRUSTEES' REMUNERATION AND BENEFITS

During the year members of the board of trustees have provided services to the charity's trading subsidiary, POS Enterprises Ltd. These services have been provided at commercial rates and on normal business terms. The trustees concerned were contracted by the management of POS Enterprises Ltd purely on the basis of their expertise. The trustees concerned, and amounts paid, were D V Evans £8,045 (2021 - £3,460), G Jones £29,405 (2021 - £22,894) and M Keily £3,465 (2021 - nil)

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022.

8. AVERAGE NUMBER OF EMPLOYEES

The average number of employees during the year was nil (2021 - nil).

As such, there were no employees who received total employee benefits of more than £60,000.

9. PRIOR YEAR ADJUSTMENT

The comparative period has been restated to account for a balance of deferred income. The period covered by the membership subscription is non-coterminous with the accounting period and therefore an adjustment has been made to reflect the income received in advance of the service being delivered.

Deferred income of £14,117 has been reflected as at 31 March 2021 and £14,873 has been reflected as at 1 April 2020. The prior year adjustment has increased the net income reported for the year ended 31 March 2021 by £756.

10. INTANGIBLE FIXED ASSETS

	Website £
COST	
Additions	13,200
	<hr/>
NET BOOK VALUE	
At 31 March 2022	13,200
	<hr/> <hr/>
At 31 March 2021	-
	<hr/> <hr/>

11. HERITAGE ASSETS

	Total £
MARKET VALUE	
At 1 April 2021 and 31 March 2022	8,484
	<hr/>
NET BOOK VALUE	
At 31 March 2022	8,484
	<hr/> <hr/>
At 31 March 2021	8,484
	<hr/> <hr/>

Heritage assets consist of a silver presidential chain which was purchased in May 2017 for £8,484.

Planning Officers Society

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. FIXED ASSET INVESTMENTS

Shares in
group
undertakings
£

MARKET VALUE

At 1 April 2021 and 31 March 2022

100

NET BOOK VALUE

At 31 March 2022

100

At 31 March 2021

100

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

POS Enterprises Ltd (Company number 06708161)

Registered office: Park House, 37 Clarence Street, Leicester, LE1 3RW

Nature of business: Town planning consultancy

	%	
Class of share:	holding	
Ordinary	100	

Aggregate capital and reserves

Profit for the year

31.3.22

£

102,238

58,712

31.3.21

£

90,340

46,814

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.3.22

£

325

-

325

31.3.21
as
restated

£

325

1,644

1,969

Planning Officers Society

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21 as restated
	£	£
Expense creditors	-	2,016
Amounts owed to group undertakings	3,456	6,456
Other creditors	290	290
Accruals and deferred income	37,777	33,517
	<u>41,523</u>	<u>42,279</u>

Included within accruals and deferred income is deferred income of £12,534 (2021 - £14,117) for membership subscriptions which cover a period following the year end.

15. MOVEMENT IN FUNDS

	At 1.4.21 £	Prior year adjustment £	Net movement in funds £	At 31.3.22 £
Unrestricted funds				
General fund	226,597	(14,117)	39,645	252,125
Restricted funds				
London Boroughs Fund	2,790	-	-	2,790
TOTAL FUNDS	<u>229,387</u>	<u>(14,117)</u>	<u>39,645</u>	<u>254,915</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	98,415	(58,770)	39,645
TOTAL FUNDS	<u>98,415</u>	<u>(58,770)</u>	<u>39,645</u>

Comparatives for movement in funds

	At 1.4.20 £	Prior year adjustment £	Net movement in funds £	At 31.3.21 £
Unrestricted funds				
General fund	180,274	(14,872)	47,078	212,480
Restricted funds				
London Boroughs Fund	2,790	-	-	2,790
TOTAL FUNDS	<u>183,064</u>	<u>(14,872)</u>	<u>47,078</u>	<u>215,270</u>

Planning Officers Society

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	96,460	(49,382)	47,078
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>96,460</u>	<u>(49,382)</u>	<u>47,078</u>

London Boroughs Fund

The London Boroughs Fund was transferred to the Planning Officers Society on the winding up of a former charity for the purpose of providing funding towards the costs of education of the public in planning law and policy within the London Boroughs.

16. RELATED PARTY DISCLOSURES

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

There were no related party transactions for the year ended 31 March 2022.