

The Royal Town Planning Institute

Annual Report and Accounts

Year Ending 31st December 2024

Registered Charity No: 262865

Registered Charity in Scotland No: SC037841

Introduction from the Chair and Chief Executive

In 2024, planning took centre stage amid a busy political year – and we're proud to say that RTPI members and colleagues rose to meet the challenges of the moment. This set of financial statements shows that we continue to be on a strong financial footing with increased membership subscriptions and fees reflecting our historically high member numbers, healthy reserves that meet the trustees' reserves policy and expenditure that invested in delivering for our members.

Ahead of and after the UK General Election, the RTPI was poised to provide a strong collective voice for planners, building on the strong foundations of our Planifesto campaign launched in September 2023. Thanks to that work, and the input of our members, we were well-positioned to undertake ambitious campaigning, communications and advocacy for well-resourced, effective planning functions throughout the course of 2024.

Just as Minister of State Matthew Pennycook noted in his August letter to RTPI President Lindsey Richards, planners are vital to the growth of the country – and this year, RTPI members made it clear why that is. The expertise, talent and perseverance of planners was on display as volunteers organised to improve planning resources in the regions and nations; as our networks drafted new guidance for their specialty; and as members joined roundtables to respond to planning policy. Together with your help, we are raising the profile of the profession and promoting the role of planning as a solution, not a problem. Alongside this advocacy, we're also glad to report the many ways RTPI members made use of the resources offered by the Institute to advance their planning careers and pursue their professional development, demonstrating the high standard of professionalism and achievement among our members. 2024 saw soaring numbers of first-time APC applications to Chartered membership status, a sold-out Young Planners Conference, and high attendance at our networking events and Continuing Professional Development offerings online and in-person.

As we head into 2025, we know that our members are ready to rise to the challenge of unlocking growth and leveraging the power of planning to build sustainable, vibrant communities.

Dr Victoria Hills
RTPI Chief Executive

Meeta Kaur
RTPI Board Chair

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees of the Royal Town Planning Institute ("The RTPI") are pleased to present their Report along with the group financial statements for the year ended 31 December 2024. The RTPI is a registered charity and is referred to as the 'Charity' in the headings of the financial statements. The group consists of the RTPI, its dormant trading subsidiaries plus the RTPI Trust, a separate registered charity, and is referred to as the 'Group' in the same headings.

The Trustees confirm that the Report and Financial Statements comply with the current statutory requirements of the RTPI's governing document and the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (second edition effective 1st January 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, and applicable accounting standards.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

Objectives and Activities

The objectives of the RTPI are to advance the science and art of planning (town and country and spatial planning) for the benefit of the public. The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the RTPI's aims and objectives and when planning future activities.

Vision

To be the world's leading professional planning body. Our ambition is to promote healthy, socially inclusive, economically, and environmentally sustainable places.

Mission

To advance the science and art of planning, working for the long-term common good and wellbeing of current and future generations.

What We Do

Our core objectives are:

We influence – Stand up for planning and promote good planning policy and practice.

We are here for our members – Represent, support, and promote planners and the profession.

We lead learning – Educate, train, and maintain advance professional standards.

Our corporate strategy runs from 2020 to 2030. The strategy has four priority areas or "pillars" which support our core objectives. The Four Pillars are:

- **Pillar One** – Promoting the value of membership and professionalism
- **Pillar Two** – Supporting planning services
- **Pillar Three** – Raising the profile of planning
- **Pillar Four** – Promoting equality, diversity, and inclusivity

Foundations

The four pillars are held up by ten foundations: Member Services; Nations and Regions; International Strategy; Research and Policy; Brand; Diversifying Sources of Income; Professional Volunteering; Governance; the Right Home for the RTPI; and Business Planning.

Climate Action

Our response to climate action is a holistic one therefore the actions in response to this sit across all pillars of the strategy.

Further details on our 2020-30 strategy can be found on our website.

Objectives and Activities (continued)

Activities

Support for members and promotion of membership of the RTPI

Our Membership team support members from students through to those completing their application to become Chartered and beyond. They also look after member benefits and helping members engage with the wide range of services available.

The RTPI education team looks after the entirety of the education lifecycle, from schools' engagement work, to university accreditation and apprenticeships, to the Core Continuous Professional Development (CPD) Framework.

Our teams in the English regions and the nations, support members in their local area. Offering a range of services and support tailored to local requirements.

Promotion of planning

To promote planning we have a communications and external affairs team which now includes not just our public affairs work but includes our policy work to ensure that we are delivering the most for members in influencing governments and policy.

Our practice and research team commission research and award research grants.

Our national events and training teams work with the regions and nations to deliver a wide range of events, mainly aimed at members, including a range of CPD courses, our planning awards and social and other events.

Planning Aid England (PAE)

PAE is part of the RTPI and is built on the principle that that everyone should have access to the planning system, regardless of their ability to pay. PAE has been helping individuals and communities engage with the planning system for over fifty years and our services are guided by the following principles:

Being clear and knowledgeable

We aim to explain what is and what isn't possible in relation to planning.

Being collaborative and supportive.

We aim to understand your needs and always try to address them in relation to planning.

Being volunteer-led

Our work is delivered by over 200 dedicated volunteers who are supported by our small staff team. All our volunteers are members of the RTPI and have a range of skills, interests and expertise.

Being independent

PAE is separate from both central and local government and provides completely independent and impartial professional planning advice.

Achievements and Performance

Support for Members and the Promotion of Membership and Professionalism

In 2024, the RTPI undertook significant projects to improve services, benefits, CPD offerings, digital security, and much more for our members. We saw record-high first-time applications to chartered membership and are proud to support our members throughout their professional journey as planners.

Membership

The highest ever membership figure of **27,311** was achieved at the end of 2024, despite the 7% increase in membership subscription fees due to the high inflationary environment. This represented a **0.35% growth**. There has been a consistent upward trajectory in membership numbers, with almost 20% growth over the last decade and a steady 6.77% growth since the launch of the Corporate Strategy in 2020.

The main growth areas in membership in 2024 include:

- 1.17% growth in paying members.
- 0.76% growth in Chartered members.
- Maintained the significant growth in the number of first-time Assessment of Professional Competence submissions seen in 2023. 42.6% growth in 2023 and further 1.9% growth in 2024, the highest number on record.
- Maintained the significant growth in conversion from Licentiate to Chartered seen in 2023. 40.58% growth in 2023 and further 4.81% growth in 2024, the highest number on record.
- 92.24% overall retention rate, increasing to 96.48% for paying members.
- 11% growth in the Affiliate membership class.

Engaging volunteers

Our volunteers are the lifeblood of the RTPI, and the results from this year's volunteer survey confirm how meaningful their contributions are in helping us support members and the planning profession. Through the course of the year, members helped us deliver in excess of 350 events, respond to our Planning Aid England enquiries, secured sponsors, judged our Awards for Planning Excellence (nearly 150 in total), sat on committees and steering groups, and helped us respond to government consultations. An overwhelming 98% of our volunteers would recommend the experience to others, highlighting the enriching nature of giving back to the profession.

Achievements and Performance (continued)

Championing planning during the General Election

The RTPI launched its 'General Election 2024 Hub' to explain the RTPI's role as the collective voice of planning during the 2024 UK parliamentary election campaign and to interpret and explain how each party manifesto might impact the planning profession. This included detailed manifesto analysis covering England, Scotland, Wales and Northern Ireland and public-facing 'explainers' that explore the political debates around key planning issues to appeal to non-planners.

Additionally, we adopted new campaigning and political activity guidance to ensure that the RTPI's independence is protected and respected. The policy outlines staff, trustee and volunteers' responsibilities, provides advice and offers public affairs support to ensure our advocacy follows current Charity Commission and Electoral Commission guidance.

Chief Planning Officer guidance published in Scotland

In Scotland, the requirement for every planning authority to appoint a Chief Planning Officer became a statutory duty this April, following many years of successful advocacy by the RTPI, particularly our Scotland office.

Updated Planning Enforcement Handbook

In April, the RTPI launched an updated Planning Enforcement Handbook for England, written by members of our National Association of Planning Enforcement (NAPE) network. The updates came as new enforcement regulations went into force as part of the changes to the planning system introduced by the Levelling Up and Regeneration Act.

Policy consultation responses

Throughout the year, the RTPI responded to 16 policy consultations, announcements and other developments affecting planning and communities across the UK including the Welsh Government's [Sustainable Farming Scheme consultation](#); the Flood Resilience Strategy consultation in Scotland; and the draft first revision of the National Planning Framework in Ireland.

On 24 September, the RTPI submitted a consultation response to the government's proposed changes to the National Planning Policy Framework (NPPF) in England. The response expressed support for many of the changes but cautioned of the need for a clear plan for how local authorities will be able to manage high housing targets. Members shaped the response through a series of roundtables held across our regions, sharing their input on the NPPF changes.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and Performance (continued)

On 12 December, we responded to the UK Government's announcements outlining their planning overhaul. The RTPI backed the government's decision to allocate additional resources to enhance the planning system, acknowledging the critical investment needed to meet the UK's ambition housing and climate targets, while warning of possible transitional hurdles.

Research

One report of note in the year was a [joint research report](#) by the RTPI and LandTech, highlighted a decade of missed opportunities in achieving sustainable housing. The report, Location of Development 4, revealed that new housing developments have remained car-dependent, with minimal improvement in access to essential services by walking, cycling, or public transport. Full details of current research is available on our website.

Early Career Research Grants awarded

Three projects of £10,000 submitted to the RTPI Early Career Research grant scheme were awarded funding by an assessment panel. These included projects on the digital skills expectations of planning educators, students and employers, the mobility of planning policies within areas of England with a focus on fast food outlet regulation, and a project on planning for an ageing society.

Achievements and Performance (continued)

Promotion of planning

As part of promoting planning our communications and public affairs teams continued to advocate for the planning profession. Of particular note in 2024 was our quick response to the announcement of a general election on 23 May 2024 and to the publication of the [Labour](#), [Liberal Democrat](#) and [Conservative](#) party manifestos. In the 44 days following the announcement of the General Election, our press coverage had a reach of over 320 million, almost half of our entire previous year coverage.

Our Planifesto campaign and new video assets were promoted on social media throughout the election campaign to promote the role of planning as a solution, not just as a problem. This resulted in positive engagement across our channels including 4,500 impressions on LinkedIn for an animation on housing in our Planifesto.

We commissioned research that outlined the economic value of planning. It found that 300,000 homes delivered each year could generate £70bn more value if planned well and investigated opportunities to scale up housing delivery using development corporations and other models that have proven successful in the past.

Planning is Global

The RTPI launched [Planning is Global 3](#), a publication highlights the crucial role of planning in addressing global water challenges. It was the latest in a series that promotes the role of members and the profession worldwide.

RTPI Awards for Planning Excellence

The 47th RTPI Awards for Planning Excellence took place in London on 26 November. They showcased and celebrated the best plans, projects and people and were the culmination of a year long process that includes judging and awards in the regions and nations. Our coveted awards recognise and highlight the positive contribution planning professionals make in the communities we serve around the world.

Digital access to historical archive of The Planner (1914-1993)

The RTPI released scans of the first 79 years of its journal's history for easy online access by members, students and researchers. You can browse and search the journal at our [Historical Archives page](#). The Planner promoted this new resource with [an article](#) looking at the history of the different iterations of the journal.

Achievements and Performance (continued)

Promoting equality, diversity, and inclusivity

As part of supporting members and promotion of membership of the RTPI we are actively trying to make the planning profession as diverse as the communities it represents, to act inclusively, treat everyone fairly and seek to provide a culture which delivers the best outcomes for the diverse society in which and for whom we work. We employ an Equality, Diversity and Inclusivity Manager to put this at the heart of everything we do. They oversee our CHANGE action plan, a 10 year plan to help members and employers achieve a more representative profession.

At the start of 2024 we began the second stage of our Education review that aims to broaden access to pathways into chartered membership and reach out to attract diverse talent. Put simply we wanted to remove unintended barriers for students, as well as universities and employers. Workshops have taken place with the Planning Schools Forum, and engagement and consultation with other stakeholders continued through the autumn. This stage will conclude in 2025.

Engaging young people

The second phase of the Building A Legacy and A New Community Equity Project commenced at the end of 2023. RTPI President Lindsey Richards formally launched the initiative as part of her inauguration in January 2024. Causeway Education helped the RTPI produce a new outreach strategy and implementation plan for engagement with young people, reviewed our careers promotional activity and recommended and tested effective options to engage pupils from underrepresented backgrounds.

In October, the President called on all members to dedicate two CPD hours in 2025 to visiting schools and speaking to young people about planning. To support members in this outreach, the RTPI launched updated materials and a toolkit for RTPI members to use in schools during volunteer Ambassador visits.

Achievements and Performance (continued)

Planning Aid England (PAE)

The RTPI's PAE initiative provides a range of services to empower individuals and communities to engage in the planning process. These include a free [planning guidance website](#) that provides clear, simple explanations of how the planning system in England works; a volunteer-led email advice service that offers a limited amount of free, general planning advice; and bespoke casework support for individuals and groups who meet our [eligibility criteria](#). We also work with local planning authorities to help communities in areas of high multiple deprivation engage in local planning activities – for example public consultation on a Local Plan – and influence planning strategy and decision-making locally.

In 2024 PAE's email advice service, which is delivered by a team of 11 volunteers with staff support, received and responded to over 1,400 requests for planning advice, with an average first reply time of 28 hours and a full resolution time of under two days.

PAE's planning guidance website received over 400k unique page views across the year. Content is reviewed and updated in line with legislative changes and analysis of requests to PAE's advice service. New content in 2024 included a set of articles on strategic planning, guidance on using Local Planning Authority websites to obtain information on planning applications and Local Plans, and an updated "jargon buster". Additionally, PAE staff worked with a specialist planning consultant and the national charity Friends, Families and Travellers to produce a new guide: *Planning for Gypsy and Traveller sites in England: A guide for Gypsy and Traveller communities*.

In 2024 PAE also partnered with [PLACED](#), an organisation specialising in place education and engagement, to assist Liverpool City Region Combined Authority with consultation events for their [Spatial Development Strategy](#). PAE volunteers supported a series of pop-up events organised by PLACED, providing professional planning expertise and working alongside PLACED Ambassadors to help people engage with SDS policies.

PAE joined the advisory board for the [Just neighbourhoods? Under-representation in UK community-led planning](#) research project, set up by Reading University and funded by the Nuffield Foundation until early 2026. The core purpose of the research is to better understand neighbourhoods who may not take-up community planning opportunities or are clearly under-represented in such government-initiated programmes.

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Achievements and Performance (continued)

PAE is supported by over 200 registered volunteers all of whom are members of the RTPI. Figures from the 2024 biennial PAE volunteer survey (completed by 132 volunteers), revealed that of those who had actively volunteered with PAE over the last two years, over 80% felt that volunteering had benefitted them personally and/or professionally, highlighting the value of PAE as a member benefit as well as a public service. With comments including:

- *“I have had the benefit of helping several clients with cases. Personally, this has naturally released many endorphins! However professionally, it has helped demonstrate my commitment to my profession and my community.”*
- *“It has broadened my knowledge in areas of planning that I wouldn't typically be involved with in my day-to-day work.”*
- *“I have gained invaluable experience into how consultation events are done in the plan-making process. I work in the private sector and there are limited opportunities for me to look [at this] from the Council's perspective.”*
- *“It's really been a highlight of my volunteer journey with the Institute being able to assist people engage with the planning process.”*

Plans for Future Periods

Our aims and objectives for 2025 and beyond are to continue to implement the 2020-2030 Corporate Strategy. To achieve this we will continue to deliver a range of services to our members support them on every step of their professional journeys whilst improving our systems and processes to make the RTPI more efficient and easier to engage with. In 2025 we plan to focus on upgrading our learning management system and website. We will continue to advocate for the planning profession and invest in research. We will start to implement our brand strategy.

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Reference and Administrative Details

The Royal Town Planning Institute is a charity, registered in England and Wales (Charity number: 262865). The RTPI is also registered in Scotland (Charity number: SC 037841).

The principal and registered office of the RTPI is 41 Botolph Lane, London EC3R 8DL.

2024 Trustee Board (1 January – 31 December unless otherwise stated)

Chair:	Meeta Kaur
President	Lindsey Richards (until 22 January 2025)
Honorary Solicitor and Secretary:	Richard Max
Trustee for Young Planners:	Simeon Shtebunaev
Nations Trustee:	Stefano Smith
English Regions Trustee	Andrew Taylor
Chartered Trustees:	Tony Crook (deceased 22 November 2024)
	Samer Bagaeen
	Elle Cass
	Robbie Calvert
	Nicola Linihan
Co-opted Trustees:	Alan Brown (Co-opted 10 July 2024)
	Jack Glonek

2025 Trustee Board (from 1 January 2025 unless otherwise stated)

Chair:	Meeta Kaur
President	Helen Fadipe (inaugurated 22 January 2025)
Honorary Solicitor and Secretary:	Richard Max
Trustee for Young Planners:	Simeon Shtebunaev
Nations Trustee:	Catherine McKinney
English Regions Trustee	Andrew Taylor
Chartered Trustees:	Samer Bagaeen
	Elle Cass
	Aidan Culhane
	Nicholas Gallent
	Nicola Linihan
Co-opted Trustees:	Alan Brown
	Jack Glonek

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Reference and Administrative Details (continued)

Senior Executive Team 2024:

Chief Executive	Victoria Hills
Chief Operating Officer	Richard Patrick
Director of Scotland and Ireland	Caroline Brown
Director of Wales and Northern Ireland	Mark Hand (from March 1 st)
Director of Education	Andrew Close
Director of Communications	Simon Creer
Chief Technology Officer	Anil Ramdhan

Other Relevant Organisations:

The RTPI's bankers are HSBC Bank PLC, City of London Commercial Centre, Level 6, 71 Queen Victoria Street, London, EC4V 4AY.

The RTPI's auditor is HaysMac LLP, 10 Queen Street Place, London EC4R 1AG.

The RTPI's solicitors are Blandy and Blandy, One Friar Street, Reading, RG1 1DA.

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Structure, Governance and Management

The RTPI was 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 2022. The RTPI is a charity registered in England and Wales (262865) and Scotland (SC 037841).

The RTPI is also governed by its byelaws and regulations.

The General Assembly

The General Assembly (GA) acts as a forum for debate about the development of planning policy and practice and elects members to the Trustee Board. It comprises the following representatives, all elected following a call for candidates published to all members: 28 Fellow and Chartered members; 2 Legal members or Legal Associates; 2 Associate members; 6 Student members or Licentiates; one representative from each region in England, 2 from RTPI Cymru (Wales), 1 from RTPI in Northern Ireland, 1 from RTPI in the Republic of Ireland and 2 from RTPI in Scotland.

The Trustee Board

The Chair of the Board of Trustees is elected by the GA for a single term of three years. Trustees are elected by the General Assembly for terms of three years renewable once. Co-opted Trustees are appointed by the Board of Trustees for a two-year term renewed at the Trustees discretion.

The Vice President is elected annually by members. After serving one year in that role and attending the board as an observer, they take the position of President and serve as a Trustee during their presidential year. After which they take on a final year as Immediate Past President and again attend the board as an observer.

The General Assembly elects up to five Chartered members plus one Chartered member to represent the English regions, one to represent the nations of Ireland, Scotland, Wales and Northern Ireland and one Young Planner Trustee.

The Board of Trustees includes two co-opted Trustees to provide additional skills in finance and with expertise in business transformation.

Newly elected Trustees attend an RTPI induction session to understand an overview of the current work plans and structure of the RTPI. All Trustees are offered the opportunity to attend training on Trustee duties and legal responsibilities.

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Group structure

The group comprises RTPI Services Limited, which is a wholly owned subsidiary of the RTPI, that ceased to trade with effect from 1 January 2019. Its assets and liabilities have been included in the group set of financial statements.

It also includes the RTPI Trust as the RTPI appoints its trustees. Its assets and liabilities have been included in the group set of financial statements.

Decision-making

The structure, governance and management section of the annual report outlines the formal roles of elected volunteers on the RTPI Board and the General Assembly.

The Board of Trustees have ultimate responsibility for governing the RTPI and directing how it is managed and run, the delivery and management of day-to-day activities is delegated to the Chief Executive and the Senior Executive Team as set out on page 12.

The work of the Trustees is supported by the following Committees, which report to the Board of Trustees:

Standing Committees and Panels

- Education and Lifelong Learning Committee
- International Committee
- Membership and Ethics Committee
- England Policy Committee
- Nations and Regions Panel

At least 5 members of the Standing Committees and Panel are expected to be elected General Assembly members.

Other Committees

In addition to the standing committees, the Trustees have set up the following committees to assist them in their work:

- Audit and Risk Committee
- Finance Committee
- Nomination Subcommittee
- People and Culture Committee
- Policy Practice and Research Committee

The Trustees are also assisted by other groups and panels that they choose to set up; currently these include ones covering Governance and also Education.

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Risk Review

The Trustees are responsible for identifying and regularly reviewing the major risks to which the RTPI is exposed. They are supported in this role by the work of the Audit and Risk Committee.

The Trustees monitor the management controls and actions in place to manage the risks. The risks and the related controls are reviewed by the Senior Executive Team of the RTPI who make recommendations to the Trustees to consider on an ongoing basis. A Risk Register captures the risks, mitigations and actions and is updated accordingly with this being a standing item on the Board of Trustees meeting agenda.

The principal key risks on the risk register are:

Chartered Membership Loss – key elements in the management of this risk include:

- Strategies to increase conversion to Licentiate and Chartered membership
- Promotion of the value of membership – to the public and private sectors
- Routes to membership framework
- Member focussed subscription reminder/renewal process
- Employer engagement – Learning Partnerships with employers
- An apprenticeship offer
- Postgraduate student bursary scheme converting undergraduates to planning
- Implementation of a membership growth and retention strategy

Loss of leading position in education – key elements in the management of this risk include:

- Ongoing review of education policies with key stakeholders engaged
- Effective university accreditation process and annual review
- New policy statement on Initial Planning in Education

Failure to Maintain Essential Services – key elements in the management of this risk include:

- Business Continuity Plan in place and annually reviewed
- Disaster Recovery Plan in place and annually reviewed
- All staff communication process in place for emergencies
- Cloud-based operation and upgraded backup systems
- Two factor authentication for systems access, password vault and upgraded firewalls
- Succession planning and management development programme

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Other key risks on the register include:

- Failure to keep pace with artificial intelligence technology – this is an emerging area which is being monitored closely
- Regulatory reform of the built environment sector – changing governmental priorities make this another area kept under close review
- Governance failure
- Volunteer fatigue and attrition
- Brand and reputational damage in particular the risks associated with the implementation of a new brand strategy
- Failure to comply with legislation and regulation
- Failure of budgetary control and financial reporting
- Failure to attract and retain staff with the right skills and experience

Volunteers

- Local members in the RTPI nations and regions volunteer to work on national and regional committees. These committees support the work of the RTPI's national and regional staff in the delivery of local events and the charitable work of the RTPI. Members also support the work of Planning Aid England in delivering planning advice to members of the public.
- The Trustees thank all volunteers for their contributions to and continued support of the work of the RTPI.

Pay Policy for Senior Staff

Pay award levels for all staff excluding the Chief Executive will be recommended by the Chief Executive to the People and Culture Committee. The recommendation will then be considered by the Finance Committee and submitted to the Board of Trustees. The recommendation will be informed by the following:

- Affordability, including performance against budget, pay gap data, reserve levels and projected performance for the current financial year;
- External factors such as inflation rates, annual pay growth rates and predicted pay awards;
- For other comparable organisations;
- Recruitment and retention rates;
- The Real Living Wage; and
- Benchmarking against relevant market data, and the RTPI target market position.

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Annual pay awards will normally be in the form of a percentage uplift applied across the organisation. However, there may be circumstances where it is appropriate to consider an alternative approach such as:

- Phased pay awards when a further percentage award is applied later in the year e.g. 2% in January and a further 1% in June.
- A payment of a non-consolidated set amount per employee e.g. £600 pro-rata
- Varying awards depending on the market position for individual positions
- A combination of the above approaches.

If a pay award is made, the salary ranges for each position will be uplifted by an agreed percentage.

The Chief Executive's Appraisal Panel (comprising Board members) reviews on an annual basis the performance of the Chief Executive and recommends any annual pay award. The panel takes account of the factors listed above; including the impact on the organisation's pay multiples, when recommending the level of the annual pay award for the Chief Executive.

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Financial Review

Results for the Year

Group income increased by 0.1% to £8,375k (2023: £8,370k). Subscription rates were increased by 7% in 2024 and with growth in chartered members in 2023 positively impacting revenue in 2024. With good retention rates, subscription and fee income was up 4.8% to £6,159k (2023: £5,655k). Planner Jobs the most significant source of non-subscription income had a subdued year as broader economic issues hit the recruitment market. There was a reduction in restricted income in 2024 as there were less bursary programmes.

Group expenditure increased by 1.6% to £8,929k in 2024 (2023: £8,791k). There were less restricted projects in the year which offset increased spending of unrestricted funds; specifically there was investment in the education review and digital projects in the year.

The net deficit of the year was £385k (2023: £163k).

Investment Policy and Performance

The long-term objective of the RTPI's investment performance is to achieve a return of inflation (CPI) plus 2% per annum (net of management fees) and to pursue a balanced overall long-term risk. Our ethical policy is to select investment managers that are committed to and expert in ethical investment and they are a signatory to the UN Principles of Investment. The focus is for our investment managers to identify and invest in businesses that are working towards a more sustainable future; with this strategy being based on a positive values assessment rather than negative screening. In addition, they are expected to consider such factors as carbon footprint, resource use, waste reduction and gender equality.

Gains on investments for the group was £169k (2023: £258k). The current investments are split between funds with different risk profiles and asset type. Investment income for the group was £116k (2023: £107k). This gave a total return for the group of 7% (2023: 10%).

Reserves Policy

The Trustees reserves policy methodology for the calculating the level of the general reserve required is based on an analysis of the financial risks faced by the RTPI. Based on this approach, the level of general reserves the Trustees have agreed appropriate to hold is £3.51million to £4.51 million (2023: £3.52 - 4.52 million). The Trustees consider 20% of operating income, 15% of operating costs plus £500k for unforeseen costs and up to £1 million to invest in unexpected opportunities closely reflects the risks of the RTPI. As at 31 December 2024 the general reserve is £4,500k. The RTPI is therefore within the reserves policy as at 31 December 2024.

The Trustees have agreed on a policy of maintaining a breakeven operating budget over the three-year planning period while allocating additional funds to approved projects from these

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excess reserves. The principal projects underway relate to the Brand and the Digital Transformation projects.

Total group reserves at 31 December 2024 were £10,825k (2023: £11,210).

The reserves are invested in fixed assets, listed investments and short-term deposits. The fixed assets include the freehold property in London used for the charitable activities of the RTPI. 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. The tangible fixed asset reserve stood at £3,083k at the year end (2023: £3,356k).

Full details of designated funds created by the Trustees are in note 13.

Restricted funds are those received for specific purposes, details are provided in note 13. The total value of restricted funds at the year end was £905k (2023: 920k).

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 (FRS 102);
- 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; and
- 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.

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

Provision of Information to Auditors

The Trustees in office on the date of approval of these financial statements confirm that as far as they are aware, there is no relevant audit information of which the auditors are unaware. The Trustees have taken all of the steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the Trustees on 24 July 2025 and signed on their behalf by:

Meeta Kaur

Meeta Kaur – Chair of the Board

Opinion

We have audited the financial statements of The Royal Town Planning Institute ("RTPI") for the year ended 31 December 2024 which comprise the Group and Charity Statement of Financial Activities, the Group and Charity Balance Sheet, the Group and Charity Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and of the parent charity's affairs as at 31 December 2024 and of the group's and parent charity's net movement in funds, including the income and expenditure, 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 Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011, and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder. We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report of the Trustees. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact. We have nothing to report in this regard.

THE ROYAL TOWN PLANNING INSTITUTE
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE ROYAL TOWN PLANNING
INSTITUTE (RTPI) (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or returns adequate for our audit have not been received from branches not visited by us; or
- sufficient and proper accounting records have not been kept; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 20, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the group and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to its bye-laws and charity law, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charity SORP, Charities Act 2011, income tax, payroll tax and sales tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to revenue and management bias in accounting estimates. Audit procedures performed by the engagement team included:

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
- Challenging assumptions and judgements made by management in their critical accounting estimates
- Agreeing the validity of recognised receivables on a sample basis and challenging the recoverability assumptions, further assessing for any fraud or bias

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the

THE ROYAL TOWN PLANNING INSTITUTE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE ROYAL TOWN PLANNING INSTITUTE (RTPI) (continued)

events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act, and 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 charity's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

HaysMac LLP

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HaysMac LLP
Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date 31/07/2025

HaysMac LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

THE ROYAL TOWN PLANNING INSTITUTE

GROUP STATEMENT OF FINANCIAL ACTIVITIES (including group income and expenditure accounts)

YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Fund £'000	Restricted Funds £'000	Total 2024 £'000	Unrestricted Fund £'000	Restricted Funds £'000	Total 2023 £'000
INCOME FROM:							
Donations and legacies		–	1	1	–	6	6
Charitable activities							
Membership subscriptions and fees		5,957	202	6,159	5,655	–	5,655
Grants and sponsorship towards the promotion of planning and membership		354	68	422	346	507	853
Support for members		1,555		1,555	1,634		1,634
Investments	4	193	45	238	219	3	222
Total income		8,059	316	8,375	7,854	516	8,370
EXPENDITURE ON:							
Charitable activities							
Support for members and promotion of membership of the RTPi		5,379	319	5,698	4,819	627	5,446
Promotion of planning		2,932	6	2,938	3,071	29	3,100
Planning Aid		267	26	293	235	10	245
Total expenditure	5	8,578	351	8,929	8,125	666	8,791
Net expenditure before investment gains		(519)	(35)	(554)	(271)	(150)	(421)
Net gains on investment assets		149	20	169	237	21	258
Net expenditure		(370)	(15)	(385)	(34)	(129)	(163)
Transfers between funds	13	–	–	–	–	–	–
Net movement in funds		(370)	(15)	(385)	(34)	(129)	(163)
Reconciliation of funds							
Fund balances at 1 January		10,290	920	11,210	10,324	1,049	11,373
Fund balances at 31 December		9,920	905	10,825	10,290	920	11,210

The notes on pages 30 to 47 form part of these accounts.

THE ROYAL TOWN PLANNING INSTITUTE

CHARITY STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2024

		General Fund	Designated Funds	Restricted Funds	Total 2024	Total 2023
	Notes	£'000	£'000	£'000	£'000	£'000
INCOME FROM:						
Charitable activities						
Membership subscriptions and fees		5,957	–	202	6,159	5,655
Grants and Sponsorship towards the promotion of planning and membership		354	–	68	422	873
Support for members		1,555	–	–	1,555	1,634
Investments	4	193	–	38	231	219
Total income		8,059	–	308	8,367	8,381
EXPENDITURE ON:						
Charitable activities						
Support for members and promotion of membership of the RTPi		4,743	633	292	5,668	5,414
Promotion of planning		2,888	44	6	2,938	3,100
Planning Aid		267	–	26	293	245
Total expenditure	5	7,898	677	324	8,899	8,759
Net income/(expenditure) before investment gains		161	(677)	(16)	(532)	(378)
Net gains on investment assets		149	–	–	149	237
Net income/(expenditure)		310	(677)	(16)	(383)	(141)
Transfers between funds	13	(642)	642	–	–	–
Net movement in funds		(332)	(35)	(16)	(383)	(141)
Reconciliation of funds						
Fund balances at 1 January		4,823	5,455	595	10,873	11,014
Fund balances at 31 December		4,491	5,420	579	10,490	10,873

The notes on pages 30 to 47 form part of these accounts.

THE ROYAL TOWN PLANNING INSTITUTE

CHARITY AND GROUP BALANCE SHEETS

AS AT 31 DECEMBER 2024

		Charity		Group	
		2024	2023	2024	2023
	Notes	£'000	£'000	£'000	£'000
Fixed assets:					
Tangible fixed assets	9	3,083	3,220	3,083	3,220
Intangible fixed assets	9	–	11	–	11
Investments	10	4,132	3,704	4,445	3,997
Total fixed assets		7,215	6,935	7,528	7,228
Current assets:					
Debtors	11	762	961	762	967
Short term deposits		502	1,752	502	1,752
Cash at bank and in hand		5,400	4,456	5,423	4,487
Total current assets		6,664	7,169	6,687	7,206
Liabilities:					
Creditors: Amounts falling due within one year	12	3,389	3,231	3,390	3,224
Net current assets		3,275	3,938	3,297	3,982
Total assets less current liabilities		10,490	10,873	10,825	11,210
Total Net Assets		10,490	10,873	10,825	11,210
The funds of the charity					
General		4,491	4,823	4,500	4,835
Designated	13	5,420	5,455	5,420	5,455
Restricted	13	579	595	905	920
Total charity funds		10,490	10,873	10,825	11,210

The notes on pages 30 to 47 form part of these accounts.

Approved by the Trustees on 24 July 2025 and signed on their behalf by:

Meeta Kaur

Meeta Kaur – Chair of the Board

THE ROYAL TOWN PLANNING INSTITUTE

CHARITY AND GROUP STATEMENT OF CASHFLOWS

FOR THE YEAR ENDED 31 DECEMBER 2024

		Charity		Group	
	Note	2024 £'000	2023 £'000	2024 £'000	2023 £'000
CASH FLOWS FROM OPERATING ACTIVITIES					
Net cash provided by operating activities	a	(254)	(382)	(269)	(435)
CASH FLOWS FROM INVESTING ACTIVITIES					
Dividends, interest and rents from investments		232	219	239	221
Purchase of property plant and equipment		(5)	(34)	(5)	(35)
Proceeds from sale of investments		—	—	—	308
Purchase of investments		(279)	(28)	(279)	(308)
Net cash provided by investing activities		(52)	157	(45)	186
Change in cash and cash equivalents in the year		(306)	(225)	(314)	(249)
Cash and cash equivalents at the beginning of the year		6,208	6,433	6,239	6,488
Cash and cash equivalents at the end of the year	b	5,902	6,208	5,925	6,239

NOTES TO THE CASH FLOW STATEMENT

a		Charity		Group	
		2024 £'000	2023 £'000	2024 £'000	2023 £'000
	Reconciliation of net income to net cash inflow from operating activities				
	Net income before transfers	(383)	(141)	(385)	(163)
	Depreciation charges	153	159	153	159
	Gains on investments	(149)	(237)	(169)	(258)
	Dividends, interest and rents from investments	(232)	(219)	(239)	(222)
	Decrease/(increase) in debtors	199	(378)	205	(382)
	Increase in creditors	158	434	166	431
	Net cash used in operating activities	(254)	(382)	(269)	(435)
b		Charity		Group	
		2024 £'000	2023 £'000	2024 £'000	2023 £'000
	Analysis of cash and cash equivalents				
	Cash in hand	5,400	4,456	5,423	4,487
	Notice deposits (less than 3 months)	502	1,752	502	1,752
	Total cash and cash equivalents	5,902	6,208	5,925	6,239

Cash equals net funds so no further reconciliation required.

1. Structure and Basis of Consolidation

- a) The financial statements of The Royal Town Planning Institute ("RTPI") have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), 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 public benefit entity (No 262865) as defined by FRS 102, registered as a charity in England and Wales, 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 RTPI's group set of financial statements. The company was dormant in 2024 and 2023.
- d) 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). The majority of its Trustees are Past Presidents of the RTPI who are appointed by the RTPI therefore and its financial statements have been consolidated, on a line-by-line basis, in the RTPI's group set of financial statements.
- e) 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. Its financial statements have been consolidated, on a line-by-line basis, in the RTPI's group set of financial statements.
- f) 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. Its financial statements have been consolidated, on a line-by-line basis, in the RTPI's group set of financial statements.
- 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 RTPI appoint the Trustees of the National Council therefore and its financial statements have been consolidated, on a line-by-line basis, in the RTPI's group set of financial statements.
- h) 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 in the RTPI's group set of financial statement, as governance of the Trust is independent of the RTPI.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting Policies

a) Income recognition

Income is included in the Statement of Financial Activities when receipt is probable, there is entitlement, 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.

Government grants are recognised using the performance model, as permitted by SORP. Where donations and grants are received for a specific purpose and their usage is restricted, they are credited to a restricted fund.

Bank deposit interest is stated on a receivable basis.

Investment income is recognised when receivable and the amount can be measured reliably which is usually on notification of the dividend payable.

b) Expenditure recognition and allocation between activities

Liabilities are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Expenditure is recognised on an accruals basis and includes irrecoverable VAT. Charitable expenditure includes the direct costs of pursuing the objectives of the RTPI 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 RTPI) and the direct costs of compliance with statutory requirements.

c) Regional activities

Income and expenditure related to regional activities are included in the financial statements within the general fund and reported as such in the Statement of Financial Activities.

d) Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

e) Taxation

The RTPI is a registered charity and is therefore potentially exempt from taxation of its income and gains to the extent that they are applied for charitable purposes. No charge has arisen during the year.

f) 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.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

g) Tangible Fixed assets

All assets are capitalised where the useful life is expected to exceed 2 years and the cost is over £1,000. 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 land	0%
Freehold property excluding land	2%
Refurbishment of freehold property	4%
Plant and machinery	4%-10%
Office equipment and furniture	20%
Computer equipment	33.33%

h) Intangible Assets

All software assets are capitalised where the cost is over £1,000. Depreciation is charged on a straight-line basis at a rate of 33.33%, which will write off the cost of the assets over their useful life.

i) Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently re-measured at their fair value as at the Balance Sheet date using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

j) Debtors

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

k) Cash at bank and in hand

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

l) Creditors and provisions

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

m) Pension costs

The RTPI operates a defined contribution scheme. Pension costs charged in the financial statements represent contributions payable by the RTPI during the year. We operate a salary sacrifice scheme.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

n) Critical accounting estimates and assumptions

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The RTPI makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

There are no critical estimates or judgements included in these financial statements.

o) Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised initially at transaction value and subsequently measured at their settlement value.

p) Preparation of the accounts on a going concern basis.

The Trustees are satisfied that cash flow remains strong, income continues to be stable and operating costs are effectively managed. There are no immediate concerns with regard to the future of the RTPI for the next 12 – 18 months and on this basis, the RTPI is a going concern.

3. Government Grants

Included within income from Grants and Sponsorship and Supporting Members is government grants totalling £61k (2023: £1,497k) This includes a grant from Scottish Government for bursaries £50k (2023: £nil), a grant to support Scottish Government Digital Planning £nil (2023: £153k) and a grant for bursaries from DUHLC £9k (2023: £322k) and Planning Handbook £5k. There were no unfulfilled conditions in relation to government grants at the year end.

4. Investment income

	2024 £'000	2023 £'000
Interest receivable on short term deposits	122	115
Investment income receivable	<u>109</u>	<u>104</u>
Total investment income - charity	<u>231</u>	<u>219</u>
RTPI Trust – Investment income	<u>7</u>	<u>3</u>
Total investment income - group	<u>238</u>	<u>222</u>

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

5. Analysis of Expenditure on Charitable Activities

	People related costs £'000	Other costs £'000	Total 2024 £'000	Total 2023 £'000
Charitable expenditure - Group				
Support for members and promotion of membership of the RTPi				
Direct costs	2,530	1,254	3,784	3,788
Governance Costs	72	72	144	147
Allocation of overheads	766	1,004	1,770	1,479
	3,368	2,330	5,698	5,414
Promotion of planning				
Direct costs	1,067	1,134	2,201	2,248
Governance Costs	28	27	55	77
Allocation of overheads	295	387	682	775
	1,390	1,548	2,938	3,100
Planning Aid				
Direct costs	145	15	160	135
Governance Costs	5	5	10	10
Allocation of overheads	53	70	123	100
	203	90	293	245
Total charitable expenditure	4,961	3,968	8,929	8,759

People related costs include all the costs of recruitment, employment and training of members of staff employed by the RTPi. 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, costs associated with trustee, general assembly and other governance meetings. Overheads of the central services and registered office are allocated based on FTE staff numbers.

There is no material difference between the group and charity figures.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

5. Analysis of Expenditure on Charitable Activities (continued)

Prior Year Comparatives	People related costs £'000	Other costs £'000	Total 2023 £'000
Charitable expenditure - Group			
Support for members and promotion of membership of the RTPI			
Direct costs	2,369	1,450	3,819
Governance costs	97	51	148
Allocation of overheads	618	861	1,479
	3,084	2,362	5,446
Promotion of planning			
Direct costs	1,051	1,197	2,248
Governance costs	51	26	77
Allocation of overheads	324	451	775
	1,426	1,674	3,100
Planning Aid			
Direct costs	123	12	135
Governance costs	7	3	10
Allocation of overheads	42	58	100
	172	73	245
Total charitable expenditure	4,682	4,109	8,759

Allocation of overheads under "other costs" above comprise:

	2024 £'000	2023 £'000
Premises related costs	192	187
Office services	455	474
ICT	499	367
Legal and professional fees (excluding audit)	201	169
Irrecoverable VAT	114	174
Allocated overheads – total	1,461	1,371

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

6. Analysis of Staff Costs and the Cost of Key Management Personnel

	2024 £'000	2023 £'000
Wages and salaries	3,552	3,371
Pension costs	619	590
Social security costs	378	353
	<u>4,549</u>	<u>4,314</u>
Agency staff	62	38
	<u>4,611</u>	<u>4,352</u>

Wages and Salaries includes redundancy and termination payments - £3k (2023: £nil).

Average number of staff employed	2024	2023
Support for members and promotion of membership of the RTPI	60	56
Promotion of planning	24	21
Planning Aid	5	4
Governance	1	3
	<u>90</u>	<u>84</u>

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

	No of employees	No of employees
Earnings band	2024	2023
£60,000 to £69,999	2	4
£70,000 to £79,999	2	2
£80,000 to £89,999	3	2
£90,000 to £99,999	2	—
£100,000 to £109,999	1	1
£150,000 to £159,999	—	1
£160,000 to £169,999	1	—
	<u>11</u>	<u>10</u>

Pension contributions made during the year for these employees were £100k (2023: £109k).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

6. Analysis of Staff Costs and the Cost of Key Management Personnel (continued)

The key management personnel of the parent charity and the group comprise the trustees, the Chief Executive Officer, the Chief Operating Officer, the Director of Scotland, Ireland and the English regions, the Director of Wales, Northern Ireland and Planning Aid England, the Director of Education and the Profession, the Director of Communications and the Chief Technology Officer. The total employee benefits of the key management personnel were £816k (2023: £752k).

7. Related Party Transactions

Transactions with Trustees and Connected Persons

No payments are made to Trustees in respect of their time spent on trustee activities or to compensate for loss of earnings. The Trustees only receive reimbursement for expenses actually incurred in attending meetings and representing the RTPI at events. During the year 9 trustees were reimbursed or had expenses paid on their behalf totalling £15k (2023: 8 trustees were reimbursed £14k) in respect of expenses actually incurred for travel, accommodation and subsistence plus £19k (2023: £16k) was paid on behalf of the president for travel, accommodation and subsistence for carrying out their role as president.

RTPI Trust

At the year-end £nil was due from RTPI Trust and is included within other debtors (2023: £2k) and £2.8k was due to the Trust (2023: £5k).

RTPI Services Ltd

Details of the transactions and balances with RTPI Services Ltd are shown in note 15.

There were no other related party transactions during the year (2023: none).

8. Remuneration of Auditor

The audit fees for the RTPI were £23k during 2024 (2023: £20k) and for non-audit work were £1.9k (2023: £nil).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

9. Fixed Assets – Charity and Group

Tangible Fixed Assets

	Freehold land	Freehold building & plant	Office Equipment & Furniture	Total Tangible Fixed Assets	Intangible - Software	Total fixed assets
	£'000	£'000	£'000	£'000	£'000	£'000
Cost						
At 1 January 2024	300	3,631	113	4,044	61	4,105
Additions	–	–	5	5	–	5
At 31 December 2024	300	3,631	118	4,049	61	4,110
Depreciation						
At 1 January 2024	–	(798)	(26)	(824)	(50)	(874)
Charge for the year	–	(118)	(24)	(142)	(11)	(153)
At 31 December 2024	–	(916)	(50)	(966)	(61)	(1,027)
Net Book Value						
At 31 December 2024	300	2,715	68	3,083	–	3,083
At 31 December 2023	300	2,833	87	3,220	11	3,231

10. Investments

	2024 £'000	2023 £'000
Group		
Market value of listed investments at 1 January	3,997	3,739
Acquisitions at cost	279	308
Disposals at market value	-	(308)
Gains on investments	169	258
Market value of investments at 31 December	4,445	3,997
Charity		
Market value of listed investments at 1 January	3,704	3,439
Acquisitions at cost	279	28
Gains on investments	149	237
Market value of investments at 31 December	4,132	3,704

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

11. Debtors

	Charity		Group	
	2024	2023	2024	2023
	£'000	£'000	£'000	£'000
Prepayments	309	223	309	223
VAT	10	22	10	22
Other debtors	443	716	443	722
	<u>762</u>	<u>961</u>	<u>762</u>	<u>967</u>

12. Creditors: Amounts Falling Due Within One Year

	Charity		Group	
	2024	2023	2024	2023
	£'000	£'000	£'000	£'000
Receipts in advance	2,818	2,489	2,818	2,489
Other taxes and social security costs	100	1	100	1
Other creditors and accruals	466	733	472	734
Amounts due to subsidiary	5	8	–	–
	<u>3,389</u>	<u>3,231</u>	<u>3,390</u>	<u>3,224</u>

Receipts in advance represent member payments received in advance for 2025 membership and monies received for events being held in 2025 all of which are expected to be recognised as income in 2025.

	£'000
Charity and Group	
Receipts in advance bfw	2,489
Amounts recognised in the year	(2,489)
Income deferred in the year	<u>2,818</u>
Receipts in advance cfw	<u>2,818</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

13. Outline Summary of Fund Movements

Designated Funds	Fund balances brought forward 1 January 2024 £'000	Expenditure £'000	Transfers £'000	Fund balances carried forward 31 December 2024 £'000
Charity and group				
Fixed assets	3,079	(153)	157	3,083
Property and maintenance	1,034	1	—	1,035
Research	144	(29)	55	170
Regions	254	(37)	(19)	198
Corporate Strategy Implementation Plan	64	(23)	(17)	24
Digital Transformation	453	(192)	235	496
HR and compliance	67	(17)	(20)	30
Brand strategy	20	(16)	221	225
Education policy review	340	(184)	—	156
Governance Review	—	(27)	30	3
	5,455	(677)	642	5,420

Designated Funds	Fund balances brought forward 1 January 2023 £'000	Expenditure £'000	Transfers £'000	Fund balances carried forward 31 December 2023 £'000
Charity and group				
Fixed assets	3,356	(311)	34	3,079
Property and maintenance	34	—	1,000	1,034
Research	190	(46)	—	144
Education Research	—	—	—	—
Regions	245	9	—	254
Corporate Strategy Implementation Plan	78	(152)	138	64
Digital Transformation	442	(108)	119	453
HR and compliance	67	—	—	67
Brand strategy	36	(16)	—	20
Education policy review	—	—	340	340
	4,448	(624)	1,631	5,455

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

13. Outline Summary of Fund Movements (continued)

Fixed assets

The Trustees have decided to create a designated reserve equal to the net book value of fixed assets not allocated to restricted funds or another designated fund, which represents assets in use for charitable purposes.

Property and maintenance

The trustees have set aside monies for future repairs and maintenance and is based on the cost of replacing current plant as and when it has reached the end of its useful life.

Research

During 2022, the Trustees allocated funds for the RTPi research programme for 2022-2024. The purpose of the Research Fund is to manage the delivery of the RTPi's research programme and matched funding where appropriate.

Regions

These reserves were accumulated under the previous regional funding arrangements, which ended in January 2018.

Corporate Strategy Implementation Plan

This fund was set up to realise the content of the Corporate Strategy 2020-2030.

Digital Transformation

This fund represents the next phase in the RTPi's investment in its online presence and IT systems. £192k was added to the fund in 2024 and £235k of the allocated fund was spent.

HR and compliance

This fund represents monies set aside by the trustees to spend on future HR and compliance work.

Brand strategy

This fund represents monies set aside by the trustees to implement the new brand strategy.

Education policy review

This fund represents monies set aside by the trustees to review the education policy.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

13. Outline Summary of Fund Movements (continued)

Restricted Funds	Fund balances brought forward	Income	Expenditure	Gains/ (losses)	Fund balances carried forward
	1 January 2024				31 December 2024
	£'000	£'000	£'000	£'000	£'000
Degree Apprenticeships	–	202	(198)	–	4
Prof A Hall Legacy	139	11	(3)	–	147
Practitioner Research Fund	118	10	–	–	128
Scottish Government					
Digital Planning 2022-23	70	–	(21)	–	49
George Pepler International	52	5	–	–	57
Julie Cowan Memorial					
Trust	37	3	(1)	–	39
Scottish Government					
Bursaries	15	52	(50)	–	17
Lichfield Memorial Lecture	8	–	–	–	8
Peter Suttie Award	7	1	–	–	8
Other	37	15	(25)	–	27
Planning Aid					
Grants and Donations	80	9	(23)	–	66
West Midlands Planning					
Aid	25	–	–	–	25
Gypsy and Traveller					
Training	4	–	(3)	–	1
Regional Assembly	3	–	–	–	3
Charity	595	308	(324)	–	579
Michael Welbank Fund	43	2	(4)	–	41
RTPI Trust General Fund	282	6	(23)	20	285
Group	920	316	(351)	20	905

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

13. Outline Summary of Fund Movements (continued)

Prior year comparatives

Restricted Funds	Fund balances brought forward 1 January 2023 £'000	Income £'000	Expenditure £'000	Gains/ (losses) £'000	Fund balances carried forward 31 December 2023 £'000
Prof A Hall Legacy	141	—	(2)	—	139
Practitioner Research Fund	128	—	(10)	—	118
Scottish Government Digital Planning 2022-23	134	153	(217)	—	70
George Pepler International	52	—	—	—	52
Julie Cowan Memorial Trust	38	—	(1)	—	37
Scottish Government Bursary Fund	15	—	—	—	15
Lichfield Memorial Lecture	13	—	(5)	—	8
Peter Suttie Award	7	—	—	—	7
Future Planners' Bursary Fund	1	—	—	—	1
National Planning Framework 4 Engagement	17	—	(17)	—	—
Scottish Government Digital Planning 2021	6	—	(6)	—	—
Other	6	374	(344)	—	36
Planning Aid					
Grants and Donations	110	—	(30)	—	80
West Midlands Planning Aid	25	—	—	—	25
Gypsy and Traveller Training	4	—	—	—	4
Regional Assembly	3	—	—	—	3
Charity	700	527	(632)	—	595
Michael Welbank Fund	49	—	(6)	—	43
RTPI Trust General Fund	300	9	(48)	21	282
Group	1,049	536	(686)	21	920

The RTPI has received the income shown above, which is restricted to the purposes for which it has been received. The projects are:

Degree Apprenticeship

The RTPI received fees for providing the end point assessment for the level 7 planning apprenticeship. The fees can only be spent on providing the assessment.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

13. Outline Summary of Fund Movements (continued)

George Pepler International Award

This biennial award is made to anyone their first 10 years of post-qualification planning experience 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 the RTPI, and offered for the first time in 1973.

Lichfield Memorial Lecture

In 2011, the RTPI 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.

Peter Suttie Award

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.

MHCLG Future Planners Funds

Bursary awards from this fund are restricted to Planning students at English Universities.

RTPI Future Planners Bursaries (Scotland)

The Scottish Government have provided funding for bursary awards at Scottish Universities.

Practitioner Research Fund

A restricted fund set up in 2017 to manage the funds established by the closure of the Town and Country Planning Summer School (TCPSS). The fund will be used to make a biennial research award.

Planning Aid Grants and Donations

This fund includes the balance of DCLG grants and donations for Planning Aid activities received prior to April 2013.

West Midlands Planning Aid Service

Donations received in the West Midlands specifically for the furtherance of the Planning Aid programme. A review of the monies held in the restricted and the appropriate use of the remaining funds is ongoing.

Scottish Government Digital Planning

Funds were granted in 2020 and 2021 for research projects into the digital transformation of the Scottish planning system and further funding was awarded in 2023.

Professor A Hall Legacy

This legacy was received in 2022 without a broad restriction on its use so the Trustees agreed to use it to fund an annual lecture in Wales and for education.

Julie Cowan Memorial Trust

This fund was donated to the RTPI in 2021 in memory of Julie Cowen to be used to provide an annual bursary for the Young Planner of the Year.

Gypsy and Traveller Training

Funds are being held for training activities in the context of current and emerging legislation.

Michael Welbank

Funds received for a student scholarship programme to commemorate Michael's work in the profession.

RTPI Trust General Fund

The general reserves of the RTPI Trust.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

14. Analysis of Group Net Assets Between Funds

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total 2024 £'000
Fixed assets	–	3,083	–	3,083
Listed investments	4,110	–	335	4,445
Current assets	3,780	2,337	570	6,687
Current liabilities	<u>(3,390)</u>	<u>–</u>	<u>–</u>	<u>(3,390)</u>
Net assets	<u>4,500</u>	<u>5,420</u>	<u>905</u>	<u>10,825</u>

Prior Year Comparatives

	General Fund £'000	Designated Funds £'000	Restricted Funds £'000	Total 2023 £'000
Fixed assets	–	3,231	–	3,231
Listed investments	3,682	–	315	3,997
Current assets	4,348	2,253	605	7,206
Current liabilities	<u>(3,195)</u>	<u>(29)</u>	<u>–</u>	<u>(3,224)</u>
Net assets	<u>4,835</u>	<u>5,455</u>	<u>920</u>	<u>11,210</u>

15. Investment in Subsidiaries

RTPI Services Limited

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

The registered address and place of business is 41 Botolph Lane, London EC3R 8DL. The company ceased to trade on 1 January 2019.

At 31 December 2024 RSL had debtors of £2k (2023: £2k) and cash at bank of £9k (2023: £9k). Called up share capital was £1k (2023: £1k) and the profit and loss account balance was £10k (2023: £10k) giving total shareholders' funds of £11k (2023: £11k). There was no trading activity in the year (2023: none).

RTPI Trust

The RTPI Trust is a separately registered charity. It's purpose is to provide of support and financial assistance to members of the RTPI, commission planning research and any other charitable support related to town planning.

The registered address and place of business is 41 Botolph Lane, London EC3R 8DL.

THE ROYAL TOWN PLANNING INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

At 31 December 2024 the Trust had investments of £314k (2023: £293k), debtors of £3k (2023: £9k) and cash at bank of £14k (2023: £22k) and creditors of £6k (2023: £1k); total funds were £325k (2023: £323k). Income was £11k (2023: £6k), expenditure was £29k and investment gains were £20k (2023: £21k).

Others

All other consolidated entities were dormant in 2023 and 2024 and had £nil balances.

16. Operating Leases

Charity and Group	2024	2023
Amount charged in the year	£'000	£'000
Leasehold property	30	31
Equipment	14	2
Total	<u>44</u>	<u>33</u>

	Property	Equipment	Property	Equipment
Total commitment	2024	2024	2023	2023
	£'000	£'000	£'000	£'000
Operating leases expiring within one year	13	8	30	9
Operating leases expiring between 2 and 5 years	<u>—</u>	<u>8</u>	<u>13</u>	<u>17</u>
	<u>13</u>	<u>16</u>	<u>43</u>	<u>26</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

17. Comparative Charity Statement of Financial Activities

YEAR ENDED 31 DECEMBER 2023

		General Fund	Designated Funds	Restricted Funds	Total 2023
	Notes	£'000	£'000	£'000	£'000
INCOME FROM:					
Charitable activities					
Membership subscriptions and fees		5,655	—	—	5,655
Grants and Sponsorship towards the promotion of planning and membership		346	—	527	873
Support for members		1,634	—	—	1,634
Planning Aid		—	—	—	—
Investments	4	219	—	—	219
Total income		7,854	—	527	8,381
EXPENDITURE ON:					
Charitable activities					
Support for members and promotion of membership of the RTPI		4,338	483	593	5,414
Promotion of planning		2,930	141	29	3,100
Planning Aid		235	—	10	245
Total expenditure	5	7,503	624	632	8,759
Net income/(expenditure) before investment gains		351	(624)	(105)	(378)
Net gains on investment assets		237	—	—	237
Net income/(expenditure)		588	(624)	(105)	(141)
Transfers between funds	13	(1,631)	1,631	—	—
Net movement in funds		(1,043)	1,007	(105)	(141)
Reconciliation of funds					
Fund balances at 1 January		5,866	4,448	700	11,014
Fund balances at 31 December		4,823	5,455	595	10,873