

**Landscape Research Group Limited  
(Limited by Guarantee)**

**Accountants' Report**

**Accountants' report to the Directors of  
Landscape Research Group Limited**

You consider that the company is exempt from an audit for the year ended 31 December 2018. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

**Hepburn & Co**

Chartered Certified Accountants

1027a Garratt Lane  
Tooting  
London SW17 0LN

**Landscape Research Group Limited  
(Limited by Guarantee)**

**Statement of Financial Activities  
Income and Expenditure account  
for the year ended 31 December 2018**

	Notes	2018 £	2017 £
<b>Income</b>			
Subscriptions - 2017	1, 2	5,544	6,032
Gift Aid Tax reclaim	3	-	-
2017 and previous	2	80	-
Donations	4	222	311
Taylor & Francis Publishing Agreement			
2018: Editorial + Events Support & Royalties	5A	105,586	107,712
-SPIB Royalties	5B	132	-
Interest receivable		84	83
Events Income			
-Landscape & Language(Dec 2018)	19		
-T&F contribution to Language Event		100	-
-Language & Justice (Dec2017)			
-Event Registration Fees		-	1,276
-Sponsorship-Caroline Humby Teck Trust		-	2,775
EU Project Hercules Research Grant	6,7		
-Research Grant	6A	-	8,899
-Period 2 Non- Restricted Funds Refund	6B		
-Personnel Costs		-	7,594
-Indirect costs		-	3,902
		<hr/> 111,748	<hr/> 138,584
<b>Less: Expenditure</b>			
Editorial Network expenses		(32,931)	(34,579)
LRG Community Development		(13,407)	(25,566)
Research and Policy Development		(9,584)	(16,365)
EU Project Hercules - restricted funds		-	(11,530)
Executive Committee expenses		(43,737)	(43,778)
		<hr/> (99,659)	<hr/> (131,818)
<b>Surplus for the year</b>	27,28,29	<hr/> 12,089	<hr/> 6,766

**Landscape Research Group Limited  
(Limited by Guarantee)**

**Balance Sheet  
as at 31 December 2018**

	Notes	2018 £	2017 £
<b>Current assets</b>			
Debtors		34,087	37,106
Main current account	6	3,897	3,983
Deposit account	6	136,815	124,731
Old Current account	6	292	791
Euro account	7	772	98
Cash at PayPal account	8	2,506	3,655
		178,369	170,364
<b>Creditors: amounts falling due within one year</b>			
		(1,590)	(5,667)
<b>Net current assets</b>		176,779	164,697
<b>Total assets less current liabilities</b>			
		176,779	164,697
<b>Accumulated Funds</b>			
<b>Non-Restricted Funds</b>			
Balance as at 1 January		164,697	152,394
Add: Overprovision for 2016 creditors	1	-	3,000
Less: Underprovision for 2016 creditors	2	-	(94)
Add: Surplus/Deficit for year 2016		12,082	9,397
		176,779	164,697
<b>Balance as at 31 December</b>			
		176,779	164,697

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under Section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

**Landscape Research Group Limited  
(Limited by Guarantee)**

**Balance Sheet  
as at 31 December 2018**

**Mr Paul Tabbush**  
Director and Treasurer

**Dr Chris Dalglish**  
Chair

Approved by the Board on

**Landscape Research Group Limited  
(Limited by Guarantee)**

**Notes to the Accounts  
for the year ended 31 December 2018**

- 1 From 1996, all membership income fees relate only to individual members. Former corporate members/subscribers now subscribe to Taylor & Francis Limited, from whom the Group receives a publishing royalty (see Note 5).
- 2 Some Subscription income via Euro Account: for purposes of Income and Expenditure Account, transactions are valued on 31 December 2018 at Euro 1.00 = £0.901 (=£1.00=Euro 1.109) This compares to 2017 account transactions valued at Euro 1.00 = £0.887 (=£1.00=Euro 1.127).
- 3 HMRC have advised that as a result of changes to legislation they require further information (specifically, clarification from the individual members gift-aiding their subscription) before they can consider the 2012 and subsequent Gift Aid claims from the Group. This issue has not yet been resolved. The 2012 to 2018 Income Accounts therefore exclude this item. In the event that HMRC approve these claims, the amount received will be treated as a 'Debtor Under-Provision' in the relevant Accounts.
- 4 Donations refers to income from previous members who have cancelled their membership, but have continued to pay subscription by uncancelled standing order and also from some Honorary Life Members who continue to pay their subscription although entitled to free membership.
- 5A The Taylor & Francis Ltd Publishing Agreement allows for payments to the Group in respect of royalties on total T & F sales (with a guaranteed minimum royalty - exceeded every year since 1997, the second year of operation of the Agreement), plus a contribution towards the Group's editorial costs and also to events costs. The Agreement was re-negotiated with effect from January 2013.
- 5B Some special issues of Landscape Research have been published by T&F as books(SPIBs),for which Royalties are payable. First royalty payments on the first two SPIBs published were due in 2018.
- 6 The Group was a member of a multi-organisation consortium undertaking the three- year European Union funded 'Project Hercules' research programme, which commenced on 1 December 2013 - see Directors' Report for 2013 to 2017. The research grant was paid in three tranches.The grant was a 'Restricted Fund' to be used only for EU-approved costs directly related to Project Hercules.  
6A.Tranche 1 of the research grant was received in 2013 and Tranche 2 in 2016. Tranche 3 (final balancing payment) was received in 2017.  
6B.The Hercules consortium accounted to EU for its expenditure in two Accounting periods. Period 1 = December 2013 to May 2015 and Period 2 = June 2015 to November 2016. The EU approved the Period 1 Accounts during 2015 and the Group's "Non-Restricted Fund" expenditure in period 1 on personnel costs and other indirect Costs were therefore credited back to the Group- see 2015 Accounts. The EU approved the Period 2 Accounts during 2017 following which it paid Tranche 3 of the research grant and the equivalent expenditure for the second half of the project was credited to the Group in 2017.
- 7 There is one restricted fund shown in the 2017 Income and Expenditure Accounts and Balance Sheet. This relates to the EU funded 'Project Hercules' research programme activity in 2017(see Note 8).  
The Project Hercules activity and its related financial transactions were concluded during 2017 and the Hercules bank account closed in August 2017. Accordingly, this item of restricted fund has not
- 8 "Landscape Research": eight issues published in 2018 under the Taylor & Francis imprimatur (six issues in 2014 and previous years).

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**Notes to the Accounts  
for the year ended 31 December 2018**

- 9 Since 2014 the Editor of "Landscape Research" has been based at Sheffield University (SU) and an Editorial Support Agreement was concluded with SU in respect of appropriate support arrangements, for which Group pays a donation to support SU's landscape research activities in token recognition of the Editor's SU-employed time spent on the journal. See 2014-2018 Directors' Reports. This remained the same in 2018 but from January 2019 the Editorship will move to University of Western Sydney (UWS).
- 10 The Group has agreed to make similar (smaller -scale) donations to support the landscape research activities of the various institutions of the other members of the Editorial Team. These have started to come into effect in 2016.
- 11 Since 2014 when the Editorship has been based at SU, the Editorial Assistant has been engaged on a self-employment basis and the Group pays her directly. See 2014 Directors' Report.
- 12 A Supplementary issue of Landscape Research published as Vol 42(9) in December 2017 was funded to help celebrate the Group's 50th Anniversary, centred around a major review paper *Fifty Years of the Landscape Research Group*. See 2017 Directors' Report.
- 13 Other production expenses (eg. Commissioned reviews) occur only sporadically.
- 14 "Landscape Research Extra" four issues ( 82-85) published in 2018.
- 15 Four events in 2018 were organised or sponsored by LRG:  
15th February 2018, London. *Sense and Sensibility: Arts and the Artist in Landscape and Environmental Research Today*.  
17th May 2018, London Research Showcase.  
6 September 2018, Ciermont-Ferrand and Mende (France), PECSRL 2018 Session on LRG - Landscape Justice and the Quality of Life: Europe and the European Beyond.  
4 December 2018, A Seminar: Language and Landscape governance and the Quest for the Unity of Knowledge: Conference and Launch for David Lowenthal's book
- 16 Work on setting up a new website to be launched in 2019, also fees for hosting and maintenance.
- 17 The Group prepared and adopted a Research Strategy in 2014, which was published in 2015. The Group further agreed to set up a budget to help implement the strategy by helping to finance appropriate research projects, which was increased to £20,000 for 2017 and £10,000 in 2018. Six projects were approved in late 2016 and five were approved in 2018. The research grant payments are phased and some payments are due in later years.
- 18 Annual Student Dissertation Award Scheme established from 2000. Since 2008, accounting treatment shows expenditure in year of judging and award. The Group did not run the scheme in 2018, while it re-considered its priorities for best supporting student research.
- 19 The Group agreed in 2014 to implement a three year Development Project, with a part-time

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**Notes to the Accounts  
for the year ended 31 December 2018**

Development Manager appointed on a self-employment basis, and the Group pays her directly. She took up the role on 1 December 2014. The post was extended on a temporary basis for a further six months until 31 May 2018 and then again in October 2018.

- 20** The Group agreed in 2018 to appoint two new members of permanent staff with effect from October 2018. The posts are Chief Executive - 0.5 FTE, Communication and Membership Manager - 0.5 FTE, One-off recruitment costs were incurred in 2018.
- 21** Appointment of part-time Administrative Assistant has been effective from 1993. Since August 2005, the Administrative Assistant has been engaged on a self-employment basis, and the Group pays her directly. She retired in December 2018.
- 22** The Group carries out a number of transactions in Euros as well as £ sterling, and these are affected by currency exchange rate fluctuations. These lead to the need for an adjustment in the Accounts, the size of which depends on the volume of transactions and the scale of variation of exchange rate fluctuations during the year.

**23 Debtors and Creditors provisions are as follows:**

**Non-Restricted Funds**

**Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Balance of royalties due from Taylor & Francis	32,260	35,356
Accrued refunds and debtors - general	1,827	1,750
Inland Revenue - Covenants Tax Reclaims 2012(note 3)	-	-
	<u>34,087</u>	<u>37,106</u>

**Creditors: amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Subscriptions received in advance	16	243
Accrued expenses and creditors	938	4,788
Accountancy and Registered office rent	636	636
	<u>1,590</u>	<u>5,667</u>

**Restricted Funds**

Not Applicable- EU Project Hercules was completed in August 2017

**24 Accounting Policies**

- (a) The accounts have been prepared under the Historical Cost Convention.  
(b) The accounts have been prepared in accordance with applicable accounting standards.

**Landscape Research Group Limited  
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**Notes to the Balance Sheet  
for the year ended 31 December 2018**

- 1 Over-provision for Creditors, 2017 accounts: none
- 2 Under-provision for Creditors, 2017 accounts: none
- 3 Over-provision for Creditors, 2016 Accounts: two creditors for which provision was made were not required to be paid.
- 4 Under-provision for Creditors, 2016 Accounts: one 2016 creditor (related to Annual Lecture expenses) submitted a late claim, and two payments to creditors required payment of bank charges which were not allowed for in the creditor's provision, so these three items were not included in the finalised 2016 accounts.
- 5 A new current account was opened in 2013 for the purpose of separately managing all transactions related to the European Union funded research programme, Project Hercules. The use of these funds is 'restricted' to Project Hercules activity, in accordance with EU rules for 'approved costs'. Project Hercules finished in November 2016. All related financial transactions were concluded in August 2017, and the Hercules Account closed 7 August 2017.

The Group's Main Current account and Deposit Account were subject to attempted frauds during 2013, so a new Main Current Account and Deposit Account were opened in 2013, and the balances transferred from the 'old' accounts. The Old Current Account is still active purely for the purpose of receiving previously instructed standing order subscription and donations receipts. The Old Deposit Account was closed in 2014.

- 6
- 7 Euro Account balance at 31-12-2018 was Euro 857.03 . For purposes of the Balance Sheet, this is valued at Euro 1.00 = £0.901 (= £1.00 = Euro 1.109), ie £772.08 (was valued at Euro 1.00 = £0.867 (=£1.00 = Euro 1.127) in 2017 Accounts)
- 8 A new Paypal account was opened in 2013 for the purpose of receiving payments online via the Group's website. In 2018 Sterling assets were converted to Euros. The balances at 31-12-2018 were £ - 0.00 and Euro - 2781.04. For purposes of Balancesheet, the Euro balance is valued at 31-12-2018 as £2,505.72 using the exchange rate as in Note 7



**Landscape Research Group Limited  
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**Statement of Financial Activities  
Income and Expenditure Account  
for the year ended 31 December 2018**  
*for the information of the directors only*

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	111,748	138,584
 Administrative expenses	 (99,659)	 (131,818)
 <b>Net surplus</b>	 <hr/> 12,089	 <hr/> 6,766
 <b>Surplus for the year</b>	 <hr/> <u>12,089</u>	 <hr/> <u>6,766</u>

**Landscape Research Group Limited**  
**(Limited by Guarantee)**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 31 December 2018**

*for the information of the directors only*

	Notes	2018 £	2017 £
<b>INCOME</b>			
Subscriptions - 2018	1, 2	5,544	6,032
- 2017 and previous	2	80	-
Gift Aid Tax Reclaim	3	-	-
Donations	4	222	311
Taylor & Francis Publishing Agreement 2018: Editorial+Events Support & Royalties	5A	105,586	107,712
SPIB Royalties	5B	132	-
Interest receivable		84	83
Events Income			
Landscape & Language (Dec2018)	19		
T&F contribution to Language Event		100	-
Landscape & Justice (Dec 2017)			
-Event Registration Fees		-	1,276
-Sponsorship- Caroline Humby Teck Trust		-	2,775
EU Project Hercules Research Grant	6,7		
-Research Grant	6A	-	8,899
-Period 1 Non-Restricted Funds' Refund	6C		
-Personnel Costs		-	7,594
-Indirect costs		-	3,902
		<u>111,748</u>	<u>138,584</u>
<b>EXPENDITURE</b>			
	7		
<b>Production of Landscape Research</b>			
<b>Landscape Research:</b>			
Editorial Support Agreement	8		
Editorial team support	9	5,004	5,004
Editorial assistant	10	8,271	8,119
Supplementary Anniversary Issue	11	19,656	19,656
Other Production	12	-	1,593
	13	-	-
<b>Editorial Team Expenses</b>		-	207
		<u>32,931</u>	<u>34,579</u>
<b>Research and Information Activity Networks</b>			
<b>Landscape Research Extra:</b>			
Printing	14	1,254	1,165
Production		2,183	2,173
Postage / stationery		1,067	838
<b>Events:</b>			
Sense and Sensibility	15	1,013	-
Research Showcase		1,159	-
PECSRL		1,235	-
Language and Landscape Governance		2,450	-
Landscape Research in Partnership		-	1,468
Protecting and Using Landscapes		-	1,306
South Pennines in the 21st Century		-	500
The Port Arthur Convict Settlement		-	2,811
Landscape & Justice		-	9,382
<b>Web and Information Activity</b>			
Website development and maintenance	16	1,048	4,621
Other		-	-

**Landscape Research Group Limited**  
**(Limited by Guarantee)**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 31 December 2018**

*for the information of the directors only*

	Notes	2018 £	2017 £
<b>International Networking:</b>			
International Officer		-	972
European Landscape Convention		824	330
European Networks		1,174	-
		<u>13,407</u>	<u>25,566</u>
<b>Research &amp; Policy Development</b>			
<b>Research Strategy Development</b>			
Preparation/update of Research Strategy		-	-
Research Strategy Group expenses		-	-
Research Strategy Publication & Promotion		-	70
<b>Research Support</b>			
	17		
phase1 payments			
J Angus Landed (cadastral maps) a pilot		-	1,875
J Coppes Melting the ice in the Heart of Man		-	1,200
K Curran Inequality of Access and Inclusivity		-	2,945
M Ghislanzoni Disappearance and Enclosure of P		-	3,655
K Pediatiti Grass Roots Empowerment for L		-	4,510
M Vallejos Land Use Changes and Land Tenure		-	1,875
phase 2 payments		2,469	-
2018 round of research grants			
E Shakespeare		1,100	-
M Pali		1,200	-
K Prud'homme		1,125	-
I Mell		3,630	-
Bank Fees on related Foreign Transfers		60	60
<b>Student Dissertation Awards Scheme</b>			
	18		
Prizes		-	-
Certificates 2016 Prizewinners (awarded 2017)		-	175
Judging and other expenses		-	-
		<u>9,584</u>	<u>16,365</u>
<b>EU Project Hercules - restricted funds</b>			
	6,7		
Hercules Project Meeting expenses		-	-
Work Package 9			
Other LRG Hercules Expenses	6E	-	-
Bank service charges		-	33
Period 1 Non-Restricted Funds' Refund	6C		
-Personnel Costs		-	7,594
-Indirect Costs		-	3,903
		<u>-</u>	<u>11,530</u>

**Landscape Research Group Limited**  
**(Limited by Guarantee)**  
**Schedule to the Income and Expenditure Account**  
**for the year ended 31 December 2018**

*for the information of the directors only*

	Notes	2018 £	2017 £
<b>Executive Committee Expenses</b>			
<b>Board/Executive Committee</b>			
AGM Expenses		-	20
Board Expenses		7,649	6,567
Board Away Day		-	-
Executive Committee Expenses		-	2,078
Bank Compliance Expenses		-	252
<b>Development Project</b>	19		
Development Manager		17,286	21,207
Development Manager Expenses		756	1,209
Other Project Expenses		-	-
<b>Staffing and Recruitment</b>	20		
Advertisement costs		2,250	-
Interviewee Expenses		424	-
Interview Panel expenses		497	-
<b>Administrative Expenses</b>			
Chief Executive		2,641	-
Chief Executive Expenses		714	-
Comms and Membership Officer		2,097	-
C&M Officer Expenses		1,389	-
Staffing PAYE and WP costs		1,031	-
Administrative Assistant	21	4,747	8,974
Secretarial		-	-
Archiving		1,216	1,359
Postage/mail redirection		362	561
Telephone		-	70
Photocopying printing		21	1
stationery and supplies		-	534
Computers, inc repairs and supplies		95	179
Rent for registered office		36	36
Company annual return fees		13	29
Bank charges		192	215
Currency difference	22	(279)	(113)
Audit and Accountancy fees		600	600
		43,737	43,778
Total expenditure		99,659	131,818
Net Surplus for the year	23,24	<u>12,089</u>	<u>6,766</u>