



**The Surrey Branch of the Campaign to Protect
Rural England
(known as CPRE Surrey)**

(A Company limited by guarantee)

Trustees' Annual Report & Financial Statements

for the year ended 31 December 2016

**Company no: 4551761
Charity no: 1106245**

The Surrey Branch of the Campaign to Protect Rural England

(known as CPRE Surrey) - Company reg no. 04551761. Registered Charity no. 1106245.

Directors, officers and advisers

President

Vacant

Vice-Presidents

Commander T K Evans RN
Tim Harrold
Gordon Lee-Steere DL

Directors and Trustees

Kristina Kenworthy - Chair (Appointed 1 July 2016)
Tim Murphy -Vice Chair (Appointed 1 July 2016) -and Epsom and Ewell District
Gillian Hein - Vice Chair - and Reigate and Banstead District
Geoffrey Scotton - Treasurer (Resigned 9 December 2016)
Keith Tothill - Elmbridge District
Anthony Isaacs MBE - Waverley District
Richard Bass - Mole Valley District (Resigned 24 April 2016)
Sarah Clayton - Epsom and Ewell District
Catherine Sayer -Tandridge District
Michael Sydney - Tandridge District (Appointed 1 July 2016)
Max Rosenberg (Appointed 1 July 2016)
Malcolm Williamson
Walter Edgar - Honorary Treasurer (Appointed 9 December 2016)
John Chesters (Appointed 9 December 2016)
Peter Edwards - Honorary Secretary (Resigned 3 January 2017)

Branch Director

Andy Smith

Company registration no.

4551761

Registered charity no.

1106245

Headquarters & Registered Office

Room 2, The Institute, 67 High Street, Leatherhead,
Surrey KT22 8AH

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill,
West Malling, Kent ME19 4JQ

Website

www.cpresurrey.org.uk

The Surrey Branch of the Campaign to Protect Rural England

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Trustees' annual report for the year ended 31 December 2016 (incorporating the Directors' Report)

The Trustees are pleased to present their report with the financial statements of the charity for the year ended 31 December 2016.

Governing Document

The Surrey Branch of the Campaign to Protect Rural England is a company limited by guarantee and governed by its Memorandum and Articles dated 2 October 2002. It is also registered as a charity with the Charity Commission.

Structure, Governance & Management

The structure of CPRE Surrey calls for 11 District Committees whose areas of responsibility correspond with the Local Authorities within the County. Each District committee is represented on the CPRE Surrey Planning and Campaign Committee (P&CC) which meets up to six times per annum. At the Annual General Meeting each year officers and trustees are elected to form the Board of CPRE Surrey which meets three times per annum. For years up to 2009 recruitment of new Trustees was normally made from the P&CC, but in subsequent years directors have also been co-opted who were not members of the P&CC. Details of trustees and officers are shown on page 1. Induction and training of new trustees is provided by CPRE National Office and by attendance at appropriate conferences.

Public Benefit

The charity's trustees have complied with their duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

Objectives

CPRE Surrey exists to promote the beauty, tranquillity and diversity of rural England by encouraging the sustainable use of land and other natural resources in town and country. It is actively involved in the land use planning process and in consultation on national, county, and district policy formulation and implementation in this context. CPRE Surrey is represented on the Board of the Surrey Hills Area of Outstanding Natural Beauty (AONB), we appear at a number of public enquiries each year and comment on planning applications in all districts. We campaign strongly for the protection and enhancement of the countryside throughout the county, and for the improvement of environmental quality. We publish a newsletter several times per year giving details of our activities and campaigns. Our newsletters are distributed to our members and supporters, and also to members of Local Authorities (County, District/ Borough, and Parish Councillors) throughout Surrey.

Activities & Performance in 2016

Much of 2016 was taken up with preparing responses to consultations on revised draft Local Plans in several Surrey districts, and analysing and responding to the Strategic Housing Market Assessments in West Surrey (Guildford, Waverley and Woking) and North East Surrey (including Epsom & Ewell, Elmbridge and Mole Valley). The Surrey Branch also played an active part in joint campaigns with CPRE National Office, other CPRE branches and the London Green Belt Council to highlight the importance and vulnerability of the Green Belt, including major reports into the scale of potential Green Belt loss under the SHMA and Local Plan process.

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Activities & Performance in 2016 (continued)

Some of the detailed research work necessitated the employment of planning consultants and others. The Branch commissioned a major piece of consultancy work by Richard Bate on the West Surrey SHMA, contributed funds to our Waverley district group to support a challenge to the draft Waverley Local Plan, and grant-aided a local residents' group, Tandridge CPRE Division to enable them to employ specialist legal and planning advice for their review of the Tandridge housing figures. The Surrey Branch's rapidly growing workload, due to the Local Plan process, and the need to hire in external consultants for specific projects, has greatly increased our campaign expenditure over the past year.

Since the Branch AGM in July, Board Meetings have been looking at how we might re-organise the Branch and make the Board leaner and more focused on corporate governance and meeting the requirements of the Charity Commission, and less about planning policy and campaigning which should lie with the Planning & Campaigns Committee and the Branch Office team, The Board also needed to find a replacement for Geoff Scotton as Hon.Treasurer, as Geoff had stated his wish to retire by the end of the year. Peter Edwards, Hon. Secretary, was able to place advertisements on the right websites and we were fortunate to find the services of Walter Edgar to act as our new Hon.Treasurer. We also decided that the office needed to be boosted so as to be able to respond more effectively to the growing demands of our district committees, and indeed those districts currently without committees, for help with co-ordinating campaigns, publicity, recruitment and fundraising, and also acting on behalf of members on Local Plans and especially egregious planning applications. The Board resolved in December 2016 to employ Andy Smith, our part-time (freelance) Branch Director, on a regular 4-day-per-week contract, as a salaried member of staff. We are also seeking an Administrative Assistant to the Branch Director, on a volunteer basis initially but with a view to it becoming a remunerative post in due course if that is deemed appropriate.

Our membership declined by 5.67% during 2016 and is now about 2,013. This equates to the reduction in funds received from the National Office. Our "Save the Surrey Countryside" appeal brought in significant financial contributions from our members

Activities 2017

On 3rd January 2017, Peter Edwards resigned as Hon.Secretary and as a Board member. He will be greatly missed as he did a superb job for the Branch for many years, for which we are all extremely grateful. We hope that someone will be identified who can take up this role in due course.

There are no current plans for any major expenditure on legal challenges, and to the extent that any are forthcoming it will be up to each district committee to initiate the fundraising efforts which will be supported by the Branch, with the recommendation of the Planning & Campaigns Committee and the approval of the Board. All applications from local groups for support from central Branch funds will be looked at on a case-by-case basis.

Financial review

CPRE Surrey had a surplus in 2016 of £9,263 on its unrestricted activities. This was £2,937 less than the surplus achieved in 2015. Donations totalling over £16,000 were received in response to the continuing Save Surrey's Countryside Campaign appeal. In addition, legacies of £23,000 were bequeathed; and the share of subscription and appeal income receivable from CPRE National Office decreased by 4.4%. Total unrestricted income rose by 22% compared with 2015.

Total costs increased by 27% compared with 2015, principally as a result of a report of the West Surrey Strategic Management Housing Assessment (WSSMHA).

No restricted funds were received in 2016. The Chair of Waverley District advised that the balance of restricted funds could be incorporated into general reserves. This was transacted in 2016. There was no other movement in restricted funds during the year.

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Trustees' annual report for the year ended 31 December 2016 (incorporating the Directors' Report)

Investment and reserves policy

The reserves of the Charity are shown on the Balance Sheet on page 8. Our reserves policy (which is kept under review by the trustees) is as far as possible to maintain an unrestricted fund equivalent to at least six months expenditure, and this was exceeded at the end of 2016. In the continuing difficult financial climate the trustees have authorised a budgeted loss in 2017, and recognise that it will be necessary to draw on reserves to meet the shortfall.

The trustees have the power to invest any funds not required for immediate use on deposit or invest as they see fit. £40,800 is currently on deposit with Monmouthshire Building Society in a Charities and Clubs Direct 30 Account. In addition there is a small investment in COIF Charities Investment Income Units. There is no investment adviser.

Risk management

The Trustees are responsible for identifying the major risks to which the charitable company is exposed and ensuring that steps are taken to manage these risks.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors for the purposes of company law) are responsible for the preparation of the Annual Report and the financial statements in accordance with UK Generally Accepted Accounting Practice (UK Accounting Standards and applicable law). The financial statements are required to 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, including its income and expenditure, for that period. In preparing those financial statements, the Trustees are required to:


- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- observe the methods and principles in the Charities SORP
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Kristina Kenworthy- Chair



12 May 2017

The Surrey Branch of the Campaign to Protect Rural England

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Independent Examiner's Report to the members on the accounts for the year ended 31st December 2016

I report on the financial statements of the charitable company for the year ended 31 December 2016 which are set out on pages 6 to 11.

Respective responsibilities of Trustees and Independent Examiner

The Trustees are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



Daniel M Valentine ACA
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16/5/2017

The Surrey Branch of the Campaign to Protect Rural England
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Statement of Financial Activities for the year ended 31 December 2016
 (including Income and Expenditure Account)

	Notes	Restricted Funds 2016	Unrestricted Funds 2016	Total Funds 2016	Restricted Funds 2015	Unrestricted Funds 2015	Total Funds 2015
		£	£	£	£	£	£
Income from:							
Donations and legacies							
Share of subscription income	4	-	32,772	32,772	-	34,261	34,261
Donations		-	16,346	16,346	2,500	13,933	16,433
Legacies		-	23,000	23,000	-	10,000	10,000
Other trading activities							
Fund raising events		-	1,066	1,066	-	1,463	1,463
Investments	5	-	1,033	1,033	-	1,210	1,210
Total income		-	74,217	74,217	2,500	60,867	63,367
Expenditure on:							
Raising funds							
Direct costs of fundraising		-	780	780	-	1,620	1,620
Shows and publicity		-	1,080	1,080	-	177	177
Indirect costs	6	-	3,916	3,916	-	3,870	3,870
Charitable activities	6	-	60,842	60,842	2,500	43,190	45,690
Total expenditure		-	66,618	66,618	2,500	48,857	51,357
Net gains on investments			1,664	1,664	-	200	200
Net income/(expenditure)		-	9,263	9,263	-	12,210	12,210
Transfers between funds		(4,065)	4,065	-	-	-	-
Net movement in funds		(4,065)	13,328	9,263	-	12,210	12,210
Reconciliation of funds:							
Fund balances at 31 December 2015		4,065	104,445	108,510	4,065	92,235	96,300
Fund balances at 31 December 2016		-	117,773	117,773	4,065	104,445	108,510

The notes on pages 8-11 form part of these financial statements.

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The Surrey Branch of the Campaign to Protect Rural England
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Balance Sheet at 31 December 2016

	Notes	Total Funds 2016	Total Funds 2015
		£	£
Fixed assets			
Tangible assets	7	317	276
Investments	8	<u>18,010</u>	<u>16,346</u>
		18,327	16,622
Current assets			
Debtors and prepayments	9	31,698	21,641
Cash at bank		71,463	74,419
		<u>103,161</u>	<u>96,060</u>
Creditors - amounts falling due within one year	10	<u>(3,715)</u>	<u>(4,172)</u>
Net current assets		99,446	91,888
Total net assets		<u>117,773</u>	<u>108,510</u>
Total funds	11		
Unrestricted funds			
Income reserve fund		111,678	100,014
Revaluation reserve		<u>6,095</u>	<u>4,431</u>
		117,773	104,445
Restricted funds		-	4,065
		<u>117,773</u>	<u>108,510</u>

For the year ended 31 December 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The Directors/Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

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

The financial statements were approved by the Directors/Trustees on *12 May* 2017, and signed on their behalf.

Kristina Kenworthy - Chair



The notes on pages 9-12 form part of these financial statements.

The Surrey Branch of the Campaign to Protect Rural England
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Notes to the financial statements for the year ended 31 December 2016

1. Accounting policies

(i) Basis of accounting

The accounts 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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(ii) Reconciliation with previously Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income for the year is provided with the net income under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income

Reconciliation of reported income

Net income as previously reported for the year ended 31 December 2015	12,010
Adjustment for gains/(losses) on investments now treated as a component of net income	<u>200</u>
2015 net income as restated	<u><u>12,210</u></u>

(iii) Fund accounting

The Unrestricted fund is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

(iv) Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

The Surrey share of subscription income received from the National Office of CPRE is accounted for on an accruals basis. Income from events is treated as income when the events actually occur. Dividends are credited to the revenue account as they are received. Donations and legacies are recognised when the charity has entitlement to the resource and it is probable that the resources will be received.

(v) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity is not registered for VAT and where applicable, expenditure is shown inclusive of VAT. Campaign costs have been apportioned between expenditure on charitable activities and costs of raising funds based on an estimated percentage.

(vi) Fixed assets

Fixed assets are stated at cost less aggregate depreciation. Depreciation of office equipment is provided at 25% straight line to write off its cost over its anticipated useful life.

(vii) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(viii) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

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Notes to the financial statements for the year ended 31 December 2016 (continued)

2. The company

The Surrey Branch of the Campaign to Protect Rural England (CPRE Surrey) is formed under the Companies Act and has no share capital, being a company limited by guarantee. The maximum liability of each of its members is £1.

3. Directors/trustees and employee information

Directors/trustees received no remuneration for their services (2015: £nil).

Expenses (mileage, parking, other travel, subsistence and entertaining) were reimbursed to 5 directors/trustees and totalled £910 (in 2015 5 directors/trustees received £1,267) of which 90% was attributed to expenditure on charitable activities and 10% to costs of raising funds (see note 6 below). There were no employees who received remuneration.

4. Share of subscription income

Members of CPRE who are resident in Surrey and those wishing to support Surrey are automatically members of CPRE Surrey. CPRE Surrey is funded by a variable percentage of subscriptions and linked donations which National Office pass on quarterly.

5. Investment income

	Restricted Funds 2016 £	Unrestricted Funds 2016 £	Restricted Funds 2015 £	Unrestricted Funds 2015 £
Bank deposit interest	-	433	-	585
Dividends from				
COIF Charities Investment Fund - Income Units	-	600	-	625
	<u>-</u>	<u>1,033</u>	<u>-</u>	<u>1,210</u>

6. Expenditure on charitable activities

Campaign costs				
Travel & subsistence	-	2,173	-	2,756
Office costs	-	5,258	-	4,915
Telephone, broadband & website	-	749	-	1,227
Copying	-	101	-	57
Printing, stationery & postage	-	1,504	-	1,808
Room & hall hire	-	403	-	548
Donations & subscriptions	-	3,785	2,500	4,399
Press, public relations and administration consultancy	-	24,400	-	22,488
Office equipment depreciation	-	168	-	192
Bank charges	-	7	-	36
Sundry expenses	-	612	-	278
	<u>-</u>	<u>39,160</u>	<u>2,500</u>	<u>38,704</u>
Less: allocated to expenditure on raising funds (10%):	-	(3,916)	-	(3,870)
WSSMHA fee & QC Consultancy	-	16,218	-	-
	<u>-</u>	<u>51,462</u>	<u>2,500</u>	<u>34,834</u>
Members newsletters	-	6,006	-	4,812
Direct costs of governance				
AGMs & annual report	-	687	-	1,352
Insurance & data protection	-	557	-	512
Independent examination and other fees	-	2,130	-	1,680
Total expenditure on charitable activities	<u>-</u>	<u>60,842</u>	<u>2,500</u>	<u>43,190</u>

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Notes to the financial statements for the year ended 31 December 2016 (continued)

7. Tangible assets

	Office equipment
Cost:	£
As at 1 January 2016	845
Additions	<u>210</u>
As at 31 December 2016	<u>1,055</u>
Depreciation:	
As at 1 January 2016	570
Charge for the year	<u>168</u>
As at 31 December 2016	<u>738</u>
Net book value:	
As at 31 December 2016	<u>317</u>
As at 31 December 2015	<u>276</u>

8. Investments

	2016
	£
As at 1 January 2016	16,346
Revaluation for the year	<u>1,664</u>
As at 31 December 2016	<u>18,010</u>

The company holds 1,325.22 Income Units in COIF Charities Investment Fund (held in the UK). The investment was acquired at the market value of £11,915 on 31 December 2004, when it was transferred to the company from the unincorporated charity, CPRE Surrey.

9. Debtors

	2016	2015
	£	£
Accrued share of subscription income	8,836	9,091
Accrued legacies	20,000	10,000
Prepayments (office rent, business rates, telephone and postage)	1,225	1,265
Gift aid	<u>1,637</u>	<u>1,285</u>
	<u>31,698</u>	<u>21,641</u>

10. Creditors - amounts falling due within one year

	2016	2015
	£	£
Trade creditors	1,269	1,620
Independent examiner's fee	1,800	1,500
100 Club	<u>646</u>	<u>1,052</u>
	<u>3,715</u>	<u>4,172</u>

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Notes to the financial statements for the year ended 31 December 2016 (continued)

11. Analysis of movements in funds	Funds 1 Jan 2015 £	Income £	Expenditure £	Gains on investments £	Transfers £	Funds 31 Dec 2016 £
Restricted funds						
Dunsfold Aerodrome campaign	91	-	-	-	(91)	-
Waverley District	3,974	-	-	-	(3,974)	-
	4,065	-	-	-	(4,065)	-
Unrestricted funds	104,445	74,217	(66,618)	1,664	4,065	117,773
	108,510	74,217	(66,618)	1,664	-	117,773

12. Commitments under operating leases

Office accommodation is held on a five year lease which expires on 30 June 2018.

CPRE Surrey had minimum lease payments under non-cancellable operating leases as set out below

	2016 £	2015 £
Within one year	4,256	4,256
Between 1 year and not later than 5 years	2,128	6,384
	<u>6,384</u>	<u>10,640</u>