

**Registered charity number: 271590**

**London Topographical Society**

**Financial Statements**

**For the year ended 31 December 2023**

# London Topographical Society

## CONTENTS

	<b>Page</b>
Administrative information	1
Report of the trustees	2
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8

## London Topographical Society

### ADMINISTRATIVE INFORMATION

Trustees	Dr Penelope Hunting (Chair) Bridget Cherry Roger Cline Simon Morris Ann Ramon – resigned July 2023 Mike Wicksteed – appointed July 2023 L Worms – resigned July 2023
Charity number	271590
Registered office	103 Harestone Valley Road Caterham Surrey CR3 6HR
Independent examiner	David Wheeler FCCA Cheeld Wheeler & Co Chartered Certified Accountants Redhill Chambers 2d High Street Redhill Surrey RH1 1RJ
Bankers	Santander Bank plc

## **124<sup>th</sup> ANNUAL REPORT OF THE COUNCIL OF THE LONDON TOPOGRAPHICAL SOCIETY FOR THE YEAR ENDED 31 DECEMBER 2023**

The trustees present their report together with the independently examined financial statements for the year ended 31 December 2023.

The London Topographical Society (the Society) is a charity registered with the Charity Commission. The charity number, principal addresses and details of professional advisors are included in the administrative information on page 1.

### **Constitution, objectives and activities**

The charity was founded in 1880 and was registered with the Charity Commission on 2 July 1976.

The charity's objects are to educate the members and the public in the history, growth and topography of London, by making available its collection of historic maps, plans and views of London. It also publishes books and monographs containing original research.

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Society's aims and objectives and in planning future activities and setting the grant making policy for the year. The trustees consider that the Society's activities are for the benefit of the public generally.

### **Organisational structure and recruitment of trustees**

The charity is managed by the trustees who are appointed by existing trustees, and are selected on the basis of the particular skills that the potential trustees can offer. The board of trustees meet a minimum of three times a year.

All trustees receive an induction pack containing the charity's key documents and attend at least one meeting a year. Throughout the year, trustees receive regular updates on the activities of the charity.

### **Achievements and performance**

This year's publication was the *A – Z of Regency London 1819*, edited by Sheila O'Connell with an introduction by Paul Laxton and indexes compiled by Roger Cline. Once again, the Society is grateful for the contributions of Linda Fisher and Steve Hartley at Scorpion Creative.

The Society's total income for 2023 was £41,905 while expenditure came to £55,440. Income was mainly derived from subscriptions, publication sales and a legacy from a former member, Mrs Sheila Melluish, for £5,000.

During the year 68 new members joined the Society which had 1,310 paid up members as of 31 December 2023. There is one honorary member.

Council Member Laurence Worms resigned from the Council in July 2023. Anne Ramon resigned as the Society's Treasurer at the AGM and Mike Wicksteed, the Hon. Secretary, took over the role pending a member volunteering to take on the duties. As of 31 December 2023, there had been no volunteers.

Council meetings were held in February, April and October to discuss the Society's publications programme, membership, finances and general administration. Two extraordinary meetings were also held.

**124<sup>th</sup> ANNUAL REPORT OF THE COUNCIL OF THE LONDON  
TOPOGRAPHICAL SOCIETY FOR THE YEAR ENDED 31 DECEMBER 2023  
(cont'd)**

The first extraordinary meeting was held on 17 March 2023 to consider a request by the Historic Towns Trust (HTT) for a grant towards their proposal to publish an atlas of London before the Great Fire. It was agreed that the Society would contribute £50,000 over three years on the understanding that before payment, HTT would formally confirm that all other funding requests towards the publication had been successfully met. It is hoped that extra funding will be raised, in which case the atlas will be published in 2026 or 2027 when complimentary copies will be sent to all Society members together with the annual LTS publication.

The second extraordinary meeting was held on 19 July to confirm that the Hon. Secretary, Mike Wicksteed, would take on the treasurer duties from 21 July 2023 following the resignation as Hon. Treasurer by Anne Ramon.

The Society's *Newsletter* was published and circulated to Members in May (No. 96) and November (No. 97) with articles ranging widely over London past and present. Both are also available to read on the Society's website at <https://londontopsoc.org/newsletters/>.

Pleasingly, the Ann Saunders Essay Prize in honour of Dr Ann Saunders (1930-2019) was awarded for the first time. £1,000 was paid to David Cotton for his essay on *The Lost Highway of Holloway* which will be published in the next edition of *The Record* in 2025.

#### **Financial review**

Total income for the year amounted to £41,905 (2022 - £100,408). Expenditure amounted to £55,440 (2022 - £70,920). This results in a deficit for the year of £13,535 (2022 – surplus of £29,488). As at the year end the charity had a reserve of £228,427, (2022 – 241,962).

#### **Reserves policy**

The Society uses unrestricted reserves for its main charitable activity, namely producing publications. The main cost of this are the production costs of the publications. Restricted reserves can only be used for purpose specified by the provider of those specific funds.

The trustees' policy is to generate a level of reserves which will provide a stable base for its continuing activities while at the same time ensuring that funds are not accumulated.

#### **Risk management**

The trustees have assessed the major risks to which the charity is exposed and in particular those relating to the specific operational areas of the charity and its finances. The trustees believe that by ensuring controls exist over key financial systems and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

#### **Trustees**

The following trustees have held office during the year:

Dr P Hunting  
B Cherry  
R Cline  
S Morris

**124<sup>th</sup> ANNUAL REPORT OF THE COUNCIL OF THE LONDON  
TOPOGRAPHICAL SOCIETY FOR THE YEAR ENDED 31 DECEMBER 2023  
(cont'd)**

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Account Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial period which gives a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charitable organisation 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 Statement of Recommended Practice (Accounting and Reporting by Charities – the Charities SORP);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable organisation's transactions and disclose with reasonable accuracy at any time the financial position of the charitable organisation and to enable them to ensure that the financial statements comply with the Charities Act. 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.

Approved by the trustees on 26 April 2024 and signed on their behalf by:

M Wickstead

Hon. Secretary

## London Topographical Society

### INDEPENDENT EXAMINER'S REPORT

I report to the trustees on my examination of the accounts of London Topographical Society (“the Society”) for the year ended 31 December 2023 on pages 6 to 11.

#### **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (“the Act”).

I report in respect of my examination of the Society’s accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner’s statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a ‘true and fair’ view which is not a matter considered as part of an independent examination.

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

David Wheeler FCCA

Date: 26<sup>th</sup> April 2024

Independent examiner

Cheeld Wheeler & Co  
Chartered Certified Accountants  
Redhill Chambers  
2d High Street  
Redhill  
Surrey  
RH1 1RJ

## London Topographical Society

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds	2023 Total funds £	2022 Total funds £
<b>Income</b>				
Donations and legacies		7,109	7,109	66,651
Charitable activities		31,896	31,896	33,538
Investment income		1,708	1,708	219
Other		1,192	1,192	-
<b>Total income</b>	2	41,905	41,905	100,408
 <b>Expenditure on charitable activities</b>				
Grants to institutions	8	7,715	7,715	7,715
Direct costs		45,835	45,835	56,958
Support costs		1,890	1,890	6,247
<b>Total expenditure</b>		55,440	55,440	70,920
<b>Net (expenditure)/income and net movement in funds for the year</b>		(13,535)	(13,535)	29,488
<b>Brought forward 1 January 2023</b>		241,962	241,962	212,474
<b>Balance carried forward at 31 December 2023</b>		228,427	228,427	241,962

There are no recognised gains or losses other than those passing through the statement of financial activities, which has been prepared on the basis that all operations are continuing operations.

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



**London Topographical Society**  
**BALANCE SHEET AS AT 31 DECEMBER 2023**

	Notes	£	2023 £	£	2022 £
<b>Current assets</b>					
Stock		11,163		12,114	
Debtors		-		3,056	
Investments		-		132,489	
Cash at bank		<u>220,045</u>		<u>108,239</u>	
<b>Total current assets</b>		231,208		255,898	
<b>Creditors: amounts falling due within one year</b>	4	<u>2,781</u>		<u>13,936</u>	
<b>Net current assets</b>			<u>228,477</u>		<u>241,962</u>
<b>Net assets</b>			<u><b>228,427</b></u>		<u><b>241,962</b></u>
<b>The funds of the charity</b>					
	6				
Unrestricted funds			228,427		241,962
Restricted funds			-		-
<b>TOTAL CHARITABLE FUNDS</b>			<u><b>£228,427</b></u>		<u><b>£241,962</b></u>

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

Approved by the trustees for issue on 3 July 2024 and signed on their behalf by:

.....  
 Dr P Hunting  
 Trustee

.....  
 R Cline  
 Trustee

Charity registration number: 271590

**London Topographical Society**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. Accounting policies**

A summary of the principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

**1.1 Basis of preparation**

These financial statements have been prepared for the year ended 31 December 2023.

These financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

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 United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The accounts are presented in sterling and are rounded to the nearest pound.

**1.2 Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the trustees and management to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- Estimating the liability for accruals

**1.3 Assessment of going concern**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect of a period of one year from the date of approval of these accounts.

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

**1.4 Income**

Grants and donations receivable are accounted for as soon as their amount and receipt are reasonably certain. In the case of unsolicited donations, they are usually only accounted for when received.

All other income is recognised in the statement of financial activities, once the Society has become entitled to those funds, and it is probable that it will be received and the amount can be measured accurately.

**London Topographical Society**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1.5 Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to each category.

Costs of generating funds expenditure is detailed at note 3, and comprises the costs associated with attracting voluntary income and any fundraising events.

Charitable expenditure is detailed in note 3, and comprises those costs incurred by the charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

**1.6 Stock**

Stock is represented by the publications produced which are valued at cost less any provision to write down to realisable value.

**1.7 Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

**1.8 Creditors and provisions**

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

**1.9 Charity funds**

Unrestricted funds can be used in accordance with the Society's objects at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Society. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The Society currently has no designated or restricted funds.

**1.10 Taxation**

The Society is a registered charity and therefore is not liable to income tax or corporation tax derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**2. Income**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations	109	218
Legacies	5,000	64,433
Grants	2,000	2,000
Membership subscriptions	24,967	25,787
Publication sales	6,758	7,623
Royalty income	171	128
Interest receivable	1,708	219
Other	1,192	-
	<u>41,905</u>	<u>100,408</u>

## London Topographical Society

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2023

#### 3 Total expenditure

	Direct Costs £	Support Costs £	Total 2022 £	Total 2021 £
Charitable activities	<u>53,550</u>	<u>1,890</u>	<u>55,440</u>	<u>70,920</u>
			<b>2023</b>	<b>2022</b>
<b>Charitable activities</b>			<b>£</b>	<b>£</b>
<b>Direct costs</b>				
Grants to institutions - see note 8			7,715	7,715
Prizes			1,000	-
Production and distribution costs			37,493	49,018
Newsletter printing & despatch costs			<u>7,342</u>	<u>7,940</u>
			<u>53,550</u>	<u>64,673</u>
			<b>2023</b>	<b>2022</b>
<b>Support costs</b>				
Membership administration			403	415
Website expenses			44	539
AGM costs			543	5,293
Examiner's fee			<u>900</u>	<u>-</u>
			<u>1,890</u>	<u>6,247</u>
			<b>2023</b>	<b>2022</b>
<b>4 Creditors: amounts falling due within one year</b>			<b>2023</b>	<b>2022</b>
Subscriptions in advance			1,643	2,099
Overseas postage in advance			-	80
Creditors and accruals			<u>1,138</u>	<u>11,757</u>
			<u>2,781</u>	<u>13,936</u>

#### 5. Employees

The charity did not employ any staff during the year.

#### 6. Trustees' remuneration and expenses

The trustees give their time freely and are unpaid. Mr Cline claimed administration expenses of £237 (2022 - £442) during the year. None of the other trustees claimed any expenses.

## **London Topographical Society**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2023**

**7. Related party transactions**

There were no related party transactions during the year.

**8. Grants to institutions**

During the year the Society made the second instalment of the grant of £7,715 to the University of Sheffield which is being used towards the refurbishment of the Locating London's Past website. The total value of the grant paid was £15,430.