



British Student Taekwondo Federation

**Trustee Annual Report for the period:
01 July 2022 - 30 June 2023**

A Charitable Incorporated Organisation
Charity Number: 1169895

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1. Administrative Information for the reporting period

The Board presents its Trustees' Annual Report for the period of 01st July 2022 - 30th June 2023.

Reference and administrative information

Charity name:	British Student Taekwondo Federation
Charity registration number:	1169895 (England & Wales)
Charity structure:	Charitable Incorporated Organisation (CIO)
Registered Office and operational address:	48 Kingfisher Walk, Ash, Aldershot, Hampshire, GU12 6RF

Elected trustees

Mr Duncan Ross

Mr Kevin Madden

Ms Marianna Hurst

Mr Fabian Burkhardt

Non-executive director(s)

Mr Richard Ulliyott

Honorary patrons

Mr Graham Jones

Mr Trevor Page

2. The Trust's Report

Objectives and activities

Introduction

The BSTF is a national student sport federation founded in 1986 and becoming a registered charity in October 2016. Governed by its elected board of trustees the charity organises, promotes and delivers various support services and a popular range of student sport events and open training programmes. The charity provides the framework for open, multi-discipline competition between all university clubs, enabling all university taekwondo practitioners to train and compete together.

Objects & Objectives

The charity's objects are: **The advancement for the public benefit of physical education among students in universities and colleges by the provision of services and promotion of the martial art and amateur sport of taekwondo.**

The charity's objects are achieved by the provision of services, including the delivery of sports training events and competitions, by acting as an umbrella body, and by providing advocacy and advice.

The charity's operations contribute to the public good by the promotion of sport, of healthy recreation and healthy lifestyles, through the provision of physical education, by providing volunteering opportunities, and by the education and training of athletes, coaches and umpires.

Public benefit statement

Following review of activities over the reporting period our trustees confirm the charity has complied with the duty in the Charities Act 2011 to have regard to guidance published by the Charity Commission on the operation of the charity for the Public Benefit.

Main activities

The charity's principle activities include the provision of our principle multi-discipline competition programme the university [Student National Taekwondo Championships Series](#). Since 2018 this event series has been delivered in partnership with [British Universities Colleges and Sport](#) (BUCS) [a registered charitable company and National Governing Body for university sport in the UK] as part of the full BUCS programme of events. Our charity also provides various events and services, including but not limited to: European Universities Sports Association (EUSA) Championships and Games [qualification tournaments](#) and team management of the composite British universities squads attending European Universities Taekwondo Championships and Games; provision of volunteering opportunities, [umpire training courses and online exams](#) for the education and training of student and alumni umpires; classroom and online based [strength and conditioning](#) training courses for performance athlete and coach development; maintaining our [website](#) and promotional [social media](#) channels; an online membership account [profile management](#) system and event registration service; online services, [know as portals](#), for club managers, including club committee members, institution administrators and registered umpires;

advice and support for university students aiming to open [new taekwondo clubs](#); online publication of competition [results](#); administration of an annual [Club of the Year Award](#), delivering the charity's [Annual General Meetings](#); providing representation for practitioners of the sport of taekwondo, principally within UK universities; maintaining and developing partnership working with key organisations within the sector including university sport clubs, university sports departments and Students' Unions, the charitable company [BUCS](#), EUSA, Sport Recreation Alliance, the National Union of Students, various sport companies, the Sports Councils, and the Department for Culture, Media and Sport among others; and a number other projects related to our charity's objects.

Participation

The charity's events are designed to cater to athletes across a full range of experience levels and are available to all. Membership of the charity is not limited by ability, demographic, affiliation or other restrictions. Participation in the charity's events comes in many forms, including as athletes, and in volunteering, umpiring and coaching roles. Our education and training services and events are open to all members of the public (while tournament participation in a student-athlete role is restricted to university taekwondo club members who also hold membership of their respective charitable students' unions for the purposes of delivering inter-university sports championships).

Achievements and performance

Charity governance

Over the course of the year the charity held numerous board meetings, both online and in person. The charity's 2023 AGM took place in October 2023.

Student National Taekwondo Championships Series in the 2022-23 Academic Year

The charity's three BUCS Student National Taekwondo Championships Series competitions welcomed many hundreds of student-athletes taking part over the three competition series, along with scores of coaches, and over 100 volunteers & umpires taking part in total. These events are the charity's principal events and primary source of both receipts and payments. Each are multi-discipline events which include the four of the most popular taekwondo disciplines at every event: WT rules sparring, ITF rules sparring, Kukkiwon patterns and Chang-Hon patterns, further subdivided by weight and class (i.e., experience level).

The 2023 European Universities Sport Association's European Universities Taekwondo Championships

The 2022-23 academic year's Championships Series was also the qualification tournament for 2023 EUSA European Universities Combat Championships. A total of 27 qualifying athletes from 19 UK universities, supported by half a dozen university club coaches, and two BSTF team managers - responsible for administration and team management and working in partnership with BUCS - formed the composite team attending the 2023 Championships, which took place over 19th July - 24th July in Zagreb, Croatia.

The European University Sports Association (EUSA) is an umbrella non-governmental (NGO) non-profit organisation, working in the field of university sport in Europe. It links national university sport federations, universities, teams, individual competitors, volunteers and other partners in

over 40 countries throughout Europe. EUSA Games represent the largest European multisport student event, and the champions league of European university sport.

Club of the Year Award

In 2017 the charity launched our University Taekwondo Club of the Year Award to highlight the hard work and dedication of club committees across the country. The award celebrates those student volunteer committee members who provided outstanding service to their members and to the wider community.

2022's University Taekwondo [Club of the Year Award](#) winners were University College London.

Umpires and volunteers supporting events

Dozens of officials, referees and student volunteers give up their time to support the BSTF in delivering high quality events and sporting experiences for student athletes.

The charity has continued to deploy our on demand online exams to achieve our introductory level umpire certification for volunteers, enhancing the value for, and training quality of volunteers attending our events.

We delivered an addition of our one day in person trainee umpire course in January to provide an opportunity for volunteers to gain a higher level of certification, under the tutelage of international umpire instructors.

Development

While sport already plays a critical role in many aspects of the student experience and in promoting well-being across all campuses of higher education in the UK, we expect the advancement of amateur sport will become increasingly important over the next few years as higher education institutions place increasing emphasis on the student experience and of promoting the mental and physical well-being of their student populations. The board are pleased with the continued forward progress made across a range of administrative and programme delivery components of the charity's mission, and judge the BSTF to be well placed to deliver sustainable programmes of exceptional quality and benefit moving forward.

Structure, governance and management

Governing documents

The British Student Taekwondo Federation is a Charitable Incorporated Organisation with the charitable status number 1169895. The charity is governed by its board of trustees in accordance with its constitution and charity commission law, and additionally operated in accordance with its standard operating procedures (SOPs) for the governance and management of the charity.

Organisational structure

Members of the board attend board meetings at least quarterly, and often more regularly, to review governance and financial status, review the charity's past and upcoming projects, with additional 90 minute drop-in calls scheduled around every two weeks for further discussions as required.

Appointment of trustees

Governance of the charity is undertaken by the board which is composed of the elected trustees (the Trust), its executive directors (none in post during this reporting period) and non-executive directors. The trust's trustees are elected annually at the charity's AGM, typically held during the first term of each university academic year. The AGMs are an opportunity for all clubs to gain the latest information about the charity's activities and to elect its governing trustees. Every university club in membership of their students' union and the BSTF carries an equal vote, exercised by a university club committee member representing their club.

The induction of trustees

New trustees are inducted into the processes and procedures of the charity, including copies of the charity's standard operating procedures and copies of "CC3 the essential trustee" and the BSTF code of conduct. Furthermore, new trustees are made aware of the activities of the charity and provide online tuition on the access and use of the charity's IT systems e.g., online banking review, project management systems, online shared drives and so on.

Trustees' register of interests

All trustees are required to enter and keep up to date a register of interests in order to identify and manage potential conflicts of interests.

3. Financial Review

Statement of Financial Activities

The charity's primary source of receipts are event entry fees and subscriptions.

The charity's income & expenditure accounts for the period 30 July 2022 - 01 July 2023 are submitted on a receipts and payments basis, with total receipts of £45,983 (2021-22 £86,839) and total payments of £43,198 (2021-22 £77,897). This expenditure was fully applied in accordance with the organisation's primary objective of taekwondo development and participation.

The decrease in revenue and expenditure in this reporting period is not of major concern to the board of trustees. Over £20,000 of the reduction in incoming funds is due to the application of a different process for payment on behalf of EUSA's European Universities Games entry and participation fees for the attending members; this year's payment on behalf of participants were managed by British Universities and Colleges Sport. Additionally, a freeze in fees aimed at supporting post-covid recovery in participation numbers remained in effect, resulting in a planned reduction in receipts and concurrent reduction in expenditure, additionally having no executive board member support in place over the reporting period. Re-expansion in all aspects of activities are planned, and it is expected that receipts and payments in the next reporting period (i.e., 2023-24) will recover close to or exceed 2021-22 levels.

The charity's physical assets totalled approximately £8,218 at cost, which is primarily equipment for the delivery of training events and taekwondo tournaments including: sport specific protective equipment, IT equipment, match scoring and score projection equipment, and charity logo branded promotional banners.

Preparation of the annual budget

The executive prepares an annual budget in advance of the next financial year which is approved by the board. Financial risks are managed by review of the previous year's projected budget and the respective categorised receipts and payments accounts when preparing the upcoming year's budget. Projected receipts are modelled to assess the viability of new programmes, or changes to existing programmes.

Reserves policy


The charity aims to maintain reserves of £4,995 to ensure financial commitments may be cleared when due. This figure is reviewed at least annually.

Independent examiner

The charity's independent examiner for the 2022-23 financial year is Dr. Sara Holland.

Financial controls

The charity maintains and regularly updates financial management standard operating procedures, with prudent financial controls reviewed and agreed by the board, including guidance and rules on: charity commission principles of financial management, the preparation of the annual budget, bank account management (including a requirement for the dual signatory of individual transactions over £600), on trustee travel expenses, and on the reporting of financial records to the board.

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name British Student Taekwondo Federation		No (if any) 1169895	CC16a
	Receipts and payments accounts			
	For the period from 1-Jul-22	To	Period end date 30-Jun-23	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Charitable activities	-	-	-	-	-
Event fees (RC01)	33,934.38	-	-	33,934.38	66,023.00
Subscriptions (RC02)	-	-	-	-	8,473.00
Sundry income (RC03)	-	-	-	-	7,343.00
Stripe mixed receipts (RC04)	12,016.88	-	-	12,016.88	-
Other receipts	-	-	-	-	-
Independent receipts	-	-	-	-	-
Voluntary receipts	31.75	-	-	31.75	5,000.00
	-	-	-	-	-
Sub total (Gross income for AR)	45,983.01	-	-	45,983.01	86,839.00
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,983.01	-	-	45,983.01	86,839.00

A3 Payments					
Charitable activities costs (PA)	41,163.32	-	-	41,163.32	67,230.00
Support costs (PS)	286.80	-	-	286.80	-
Independent costs (PI)	355.00	-	-	355.00	-
Loan repayments (PL)	1,042.67	-	-	1,042.67	-
Governance costs (PG)	350.00	-	-	350.00	10,667.00
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	43,197.79	-	-	43,197.79	77,897.00

A4 Asset and investment purchases, (see table)					
Charitable activities equipment (AC)	-	-	-	-	-

	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	43,197.79	-	-	43,197.79	77,897.00
Net of receipts/(payments)	2,785.22	-	-	2,785.22	8,942.00
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,015.21	-	-	31,015.21	22,073.00
Cash funds this year end	33,800.43	-	-	33,800.43	31,015.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	33,512.46	-	-
	Cash in hand	287.97	-	-
		-	-	-
	Total cash funds	33,800.43	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Tangible Fixed Assests		-	-
	Charitable Activity Equipment	Unrestricted	7,362.40	4,279.07
	Charitable Activity Equipment	Restricted	855.20	554.11
			-	-
			-	-
			-	-

		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Bounce Back Loan Balance	Unrestricted	18,349.07	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Colin West</i>	Colin West	12/4/2024
<i>AF</i>	Amar Farooq	12/4/2024

Independent examiner's report to the trustees of BRITISH STUDENT TAEKWONDO FEDERATION

I report to the trustees on my examination of the accounts of the BRITISH STUDENT TAEKWONDO FEDERATION for the year ended 30 June 2023.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



Name: Sara Holland PhD

Relevant professional qualification or membership of professional bodies (if any): EPA,
Chartered UK Patent Attorney

Address: 21 The Moor, Brinsley, Nottingham, NG16 5BB

Date: 24 April 2024