

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	4	2023		31	3	2024

Section A Reference and administration details

Charity name

Surrey Bird Club

Other names charity is known by

SBC

Registered charity number (if any)

248285

Charity's principal address

Bournbrook House,

Sandpit Hall Road

Chobham

Postcode

GU24 8HA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Smith	Chair		AGM
2	Stephen Chastell	County Recorder	01/04/2023-26/11/2023	AGM
3	Stella Bignold	Bird Report Editor		AGM
4	Ray Phillips	Treasurer		AGM
5	Penelope Williams	Membership Secretary		AGM
6				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance, and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (last amended at AGM 10th September 2021)
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Selected by committee but appointment or reappointment confirmed annually by AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

In addition to the roles within the charity taken on by the trustees, the charity has a number of other roles taken on by individuals. These roles result in an individual being appointed to the general committee (together with the trustees who are also on the general committee). It is the general committee's decisions that inform actions taken by the individuals and the trustees.

The individuals within the general committee are also appointed/reappointed by the AGM. The general committee roles include:

Role	Person appointed.
Newsletter Editor	Tim Chinn
Conservation Officer	Ken Anckorn to 30/06/2023
Field Meetings Officer	Ed Hilton
BTO Representative	Penny Williams
Records Database Manager	Steve Chastell to 26/11/2023
General Secretary	Vacant
Ringling Secretary	Jeremy Gates
Minuting Secretary	Vacant
Publicity Officer	Vacant
Records Committee Chair	Dave Harris

The charity also appoints a President for a period of three years. The appointment does not confer any powers, but the President will be someone who has been involved with the charity for many years and his or her views are considered. The current President is Eric Soden (a past Chair and County Recorder) whose appointment expires in 2024.

The charity has a permanent sub-committee that considers submitted bird records. That sub-committee has the authority to make a decision on whether or not a particular record is accepted (and therefore included in the annual report).

From time to time the charity will have other subcommittees, however, during the year 2023/24, there were no sub-committees in place.

There is no formal training of the trustees but, before being put forward to the AGM for election, a trustee will usually be co-opted onto the committee so that their suitability for the role can be gauged before being put forward to the AGM for election.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

- **EDUCATION:** To advance public education in the birds of the County of Surrey and the Vice County of Surrey ("the County")
- **RESEARCH:** To promote and, with others, participate in ornithological studies in the County
- **PUBLICATION:** To publish an annual report about the birds of the County (the Surrey Bird Report).and to publish, from time to time, a book on the birds of the County
- **CONSERVATION:** To support and encourage the preservation and conservation of birds and places of ornithological interest in the County.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In 2023/24 the charity held a field trip once a month, which were open to all. These field trips educated members of the public about birds. To assist members who wished to car share, and make the trips greener, a group was set up on a social media platform and everyone who attended a field trip has joined up to the group.

The charity ran three events, one in May and two in June, in Woking which educated members of the public about the presence of Peregrines in the county of Surrey. These events were run with the assistance of Club members and other volunteers. The events were very popular and successful in their aims, greatly assisted by a new club gazebo which emphasised the presence of the Bird Club in Woking and provided shelter for those assisting on the event days.

As well as publishing a quarterly newsletter (available only to members on the date of publication) the charity publishes to all members of the public who wish to view the information:

- a) SurreyBirdNews an **X (Formerly Twitter)** account giving up to date information about bird sightings, field trips and how to participate in surveys
- b) the Surrey Bird Club website which not only gives up to date information about bird sightings, field trips and how to participate in surveys but also information on various walks in Surrey

The charity provided copies of its two publications, Birds of Surrey, and the Surrey Atlas 2007-2012, to all under twenty-three members, who wanted a copy, free of charge.

No research projects were carried out by the charity itself in 2023/24 but, as usual, the charity promoted taking part in the research surveys carried out by the BTO.

The charity published the 2020 Surrey Bird report.

The charity was due to support the Bioblitz at Tice's Meadow in July, unfortunately due to adverse weather, this event was cancelled. Tice's Meadow is a site which became a nature reserve, owned by a number of local authorities, in 2022.

In planning for the year, the Trustees, as well as the rest of the general committee, kept in mind the Charity Commission's guidance on public benefit.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See Section C for this information.

None of this would have been possible without the many hours volunteers have spent:

- a) leading field trips
- b) compiling species accounts for the annual report
- c) authoring articles for the newsletter/Annual Bird Report
- d) sorting and verifying bird sighting records
- e) supporting the Woking Peregrine project
- f) collating information for the newsletter
- g) collating information for the annual report
- h) proofreading the annual report
- i) supporting Tice's Meadow BioBlitz
- j) providing photographs for the newsletter, report, and website
- k) disseminating information through the Twitter account
- L) disseminating information through the recent sightings' webpage
- m) keeping the website up to date
- n) attending committee meetings
- o) maintaining a WhatsApp Group for Field Meetings

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at the bank was over £47,000 as at 31/3/24 more than sufficient to cover current liabilities. Part of this cash is a designated fund for enthusing young people resulting from a donation. In view of this donation the trustees, when deciding on activities for the club, do bear in mind the importance of enthusing young people to love birds. At present the annual income from, in the main, subscriptions is sufficient to cover annual expenditure.

The Club also has received a very generous donation of £15,000 (Included in the cash balance), The committee are to decide on what these monies will be used for – It is proposed that the donation is to be called the Steve Chastell Memorial Fund with the funds being used to support ornithological projects etc that Steve was involved in

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

As a result of the cash being held at the bank the club sees no need for fundraising at present. The majority of the charity's expenditure has been on publishing the annual report and newsletters both of which educate the membership about birds in Surrey. Previous editions of the newsletter are handed out free to non-members who are expressing an interest in birds in Surrey.

The charity does not currently have an ethical investment policy as only cash is held. The Club does try to ensure that wherever possible, ethical purchases are made and endeavours to persuade members to receive any publication electronically rather than in print.

Section F**Other optional information**

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<u>David Smith</u> David Smith (Jan 5, 2025 20:26 GMT)	
Full name(s)	David Smith	
Position	Chairman	
Date	17 December 2024	

SBC Trustees Report

Final Audit Report

2025-01-05

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SURREY BIRD CLUB

The home of bird watching in Surrey

Registered Charity No. 248285



	General Fund 2024****	Designated Fund 2024***	Total 2024	Total 2023
	£	£	£	£
Income and expenditure				
Income				
Membership Subscriptions	£7,472		£7,472	£7,130
Gift Aid declarations	£4,150		£4,150	£0
Advertising	£500		£500	£500
Sales of Surrey Bird Atlas	£123		£123	£164
Sales of Bird Reports	£83		£83	£127
Donations	£433	£15,500	£15,933	£185
Website Costs (refund)	£60		£60	£0
Interest Receivable	£465		£465	£207
Insurance Fraud Refund	£389		£389	
Total Income	£13,675	£15,500	£29,175	£8,313
Expenditure				
Bird Report production Costs*	£0		£0	£3,195
Adjustment re costs of previous years bird reports**	-£6,274		-£6,274	-£93
Newsletters	£1,085		£1,085	£1,113
Postage & Stationery	£414	£47	£461	£1,856
Insurance	£624		£624	£371
Meetings (AGM Including Catering)	£343		£343	£88
Subscriptions	£42		£42	£42
Information Commission	£35		£35	£35
Software and Website	£670		£670	£633
Gazebo Purchase etc Re Woking Peregrine Stall	£534		£534	£0
Miscellaneous Payment	£35		£35	£41
Laptop Purchase	£611		£611	
Total Expenditure	-£1,880	£47	-£1,833	£7,280
Net surplus / Deficit of Income for the year	£15,555	£15,453	£31,008	£1,033
Fund balances brought forward	£13,558	£2,905	£16,464	£15,430
Fund Balances carried forward	£29,113	£18,358	£47,472	£16,464

Notes To Accounts

* & ** - Going forward the accounts will be produced on a Cash Only basis, the liabilities shown previously have been removed

*** - Designated Funds now include The Young Birders Fund and The Steve Chastell Memorial Fund

**** - The general Fund includes a figure of £4000 as a Reserve Fund - See Treasurer's Report for more details

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	2024 £	2024 £	2023 £	2023 £
Fixed Assets				
Investment				
Current assets				
Cash at Bank:				
Skipton Building Society - 5 Year Fixed Bond	11,705		11,561	
Skipton Building Society	34,302		10,982	
Nat West	1,465		2,368	
HMRC				
Gift Aid declarations			1,991	
		47,472		26,901
Sundry Debtors		-		
Current Liabilities				
2021 Bird Report			3,185	
2020 Bird Report			3,185	
2019 Bird Report			3,185	
Subscriptions received in advance			882	
		-		10,437
Net Assets		<u>47,472</u>		<u>16,464</u>
Surrey Bird Club Funds:				
General Fund	25,114			13,558
General Fund - Reserves Fund*	4,000	£29,114		
Designated fund: Enthusing Young People		3,358		2,905
Steve Chastell Memorial Fund		15,000		
		<u>47,472</u>		<u>16,464</u>

Notes To Accounts

* General Fund - Reserves Fund, £4000 has been set aside as a Reserve - Further details in Treasurer's Report

Independent examiner's report to the trustees of Surrey Bird Club

I report to the trustees on my examination of the accounts of the Surrey Bird Club (the Club) for the year ended 31 March 2024.

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 Club'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; or
3. the accounts do 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.

Signed: Joan Bingley MA FCIS FCG

15th December 2024