



## THE ORIENTEERING FOUNDATION

### ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

#### Introduction

The Trustees are pleased to present their report on the activities of the charity for the year ended 31 December 2021.

The Orienteering Foundation is a registered charity, independent of British Orienteering. It was set up with residual money from a bequest from Bertie & Elsie Ward. It is now raising further funds and awarding grants. The aims are to promote the sport of orienteering in the UK through enhancement, innovation and alleviation of hardship.

#### Constitution

The Orienteering Foundation is a charity operating as an unincorporated association under a Declaration of Trust dated 11 November 2006. Deeds of variation dated 13 July 2016, 10 May 2017 and 12 October 2017 have made changes to the original deed, primarily to incorporate additional clauses reflected in the standard model deed for an unincorporated charity issued by the Charity Commission, and to consolidate previous amendments.

The charity has registered with the Charity Commission under registration number 1118793 and is also registered with HMRC for Gift Aid donations from individuals who pay tax in the UK, allowing the charity to increase the value of donations by around 25%.

#### Objectives

The objectives of the charity are to benefit the public and promote healthy recreation by:

- (i) providing facilities, access and opportunities available to the community to encourage and promote orienteering;
- (ii) providing capital and revenue support to increase and sustain participation in orienteering; and
- (iii) strengthening the links between orienteering and the community and to harness the potential of orienteering as a force for good in the community and society as a whole.

#### Trustees

The Trustees who served at any time during the year and to the date of this report were:

Neil Cameron (2024)  
Duncan Archer (until 26 January 2021)  
Andrew Evans (Chair)(2025)  
Georgia Jones (2024)  
Pauline Olivant (2023)



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Roger Scrutton (2024)  
Martin Ward (2023)

The year of termination of their current term of office is shown in brackets. Trustees are required to seek renewal of their appointment every 3 years, usually at the first meeting of each calendar year. The appointment of the Chair is reviewed annually in accordance with the Trust Deed.

Applications for new Trustees are invited as and when required. Appointments are made having regard to the skills on the Trust body and its future needs.

**Administrator:** Viv Macdonald     **Finance Officer:** Keith Tonkin

### Review of the year

In common with everyone else, the Foundation continued to be affected by the Covid pandemic which had dominated 2020, although, after the last lockdown measures eased in July 2021, clubs were able to start putting on events again with Covid precautions, in accordance with Government and British Orienteering guidelines.

As well as our regular donors, we received a number of generous individual and club donations.

The Trustees also continued to develop their thinking on commissioning and promoting projects rather than just responding to grant applications.

Grant payments of £17,386 were made in the year in respect of:

- (i) Juniors Regional Orienteering Squads (JROS) – benefited from the entry fees from the cancelled BOC 2020 event and the Gift Aid and a grant towards their coaching course on which eight coaches had taken part.
- (ii) Club Development Officers for two clubs – Forth Valley Orienteers and Cleveland Orienteering Club – this is an exciting new development to contribute to the funding of these part-time posts to help develop clubs and participation – the feedback from these projects will be disseminated to other clubs who may be interested in applying for funding for club development.
- (iii) British Orienteering TrailO Development Steering Group – for a grant towards the cost of a promotional TrailO video, to show the sport in both urban and rural terrain and a voiceover to show the skills being employed.
- (iv) AYROC – towards their “Arran” project, to increase participation on the island, particularly supporting the purchase of electronic timing equipment.
- (v) Kingdom of Fife Orienteering Club (KFO) – for mapping an area as part of their Grassroots Pathway project to inject investment into grassroots development and revitalise the club.
- (vi) British Schools Orienteering Association – for medals and prizes at their championships in Buckinghamshire, with over 300 competitors taking part.
- (vii) A grant to LOC for their Lakeland Development Project which was approved in 2020 but not paid until the courses took place in 2021.



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We also commissioned a three year project to support our Aspiring Elites in the 21–24 age group who benefit little from other funding streams. This programme is aimed at providing support to individuals in the first few years after they move out of the supported part of the Talent and Performance programme. The athletes have now been selected and several meetings and mentoring sessions have been held with them. Our support also covered meeting the coaching costs for the squad at the Eurometing in Switzerland in 2021 and a small part of athlete expenditure.

### Other activities

**Coaching Day** – this was held in the Lake District in November 2021 and had 8 individual participants, 108 participants from club groups and 50 participants from JROS who were able to use the courses and exercises set up on the day. This is the fourth coaching day supported by the Foundation and a similar arrangement has been offered to all Associations

#### **Newcomer retention group**

This was the first “Think Tank” project which the Foundation has set up to give the opportunity to examine issues in depth and come up with recommendations for good practice which can be disseminated to clubs. The group looked at how clubs welcome and retain new members and also how attractive their website is to people looking at trying out orienteering.

### Ambassadors

A major achievement during the year was the development of the Ambassador programme, which aims at having an Ambassador in each Association area. They will be able to promote the Foundation and its work in their Association and provide feedback from the orienteering community to the Trustees. We do this by holding four conference calls a year, one after each Trustee Board meeting.

Our Ambassadors are:

- Duncan Archer (North East)
- Ian Gamlen (West Midlands)
- Wilbert Hollinger (Northern Ireland)
- Lyn West (East Anglia)

as well as the Trustees who also represent Associations:

- Neil Cameron (South West)
- Andrew Evans (South East)
- Pauline Olivant (East Midlands)
- Roger Scrutton (Scotland)
- Martin Ward (Yorkshire and Humberside)

We are actively seeking a person to become an Ambassador for the Foundation for the other three Associations currently unrepresented, viz. North West, South Central and Wales, so that all areas



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will eventually have someone in their Association who can assist them with grant application information and other queries on the Orienteering Foundation.

### Governance of the Foundation

During the year, the Trustees took a number of actions to continue to improve the governance of the Foundation:

- (i) We reviewed our procedure for dealing with grant applications and now appoint a Lead Trustee to co-ordinate comments on the application and make a recommendation to the Board – this revised process has worked well and means that we are much more likely to have all the information we feel we need to assess each application at the scheduled Trustee Board meeting, aiding decision-making.
- (ii) We agreed a policy for dealing with large donations, including legacies we receive, so that the benefit from the donation can lead to a meaningful and sustainable contribution over a number of years.

In view of the increasing workload of the Foundation, we agreed to separate the roles of Administration and Finance and were delighted that Keith Tonkin agreed to take on the role of Finance Officer.

### Diversity statement

The Board of the Orienteering Foundation recognises the value of diversity in all its forms in helping us to run the Charity, benefiting from a variety of different perspectives, experiences and skills in its Trustees.

At this stage in our Charity's development, we believe that significant knowledge of orienteering is an essential requirement in Trustees, potentially limiting the pool of candidates.

However, within the constraints of available candidates to become Trustees and having regard to the protected characteristics of the Equality Act 2010, we seek ways of broadening the diversity of the Board, and especially as regards geography, age, gender and ethnicity.

In assessing grant applications, we will ensure that there are no explicit or implicit limitations as to the diversity of beneficiaries of the project being supported except as regards age or gender where that is a key element of the project (e.g. under-18s, or to increase the participation rate of an underrepresented group such as women or disabled people).



## Financial review

Total income was £31,282.

Grants totalling £17,386 were paid during the year, compared to £3,248 in the previous year. Other expenditure was £300. The surplus of income over expenditure for the year was £13,596 which has been added to reserves.

There is one Restricted Fund, which is a fund set aside for Scottish orienteering at the request of the donor. During the year one grant of £700 was made from this restricted fund.

## Reserves

Our total reserves increased from £104,262 to £117,858. The Trustees consider the level of reserves to be adequate for a sustainable charity going forward. We aim to be making grants or commissioning projects for the foreseeable future at least equal to the amount of donations received, less expenses incurred, in the preceding year. In determining this minimum amount available, we make an adjustment to spread the benefit of large donations so that they lead to a meaningful and sustainable contribution over a number of years.

Based on the 2021 accounts we have funds available to make grant payments of at least £13,600 during 2022. We would welcome further high quality applications for funding.

## How our activities deliver Public Benefit

All of our charitable activities focus on the provision of grant funding for the advancement of orienteering for the public benefit. The Trustees confirm that in exercising their powers and duties they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

## Future developments

In accordance with our strategic plan, the Trustees intend to concentrate on the following:



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- **Understand the orienteering community, and its current and future needs.** In 2021 we agreed to research into a possible major technological development and also possibly to enable our grant application forms to be submitted via the website.
- **Deliver a highly visible, people-friendly service to the orienteering community and which is focussed on making the highest impact.** We agreed to pursue developing a marketing strategy to raise the profile of the Foundation and to have a presence at BOC 2022.
- **Deliver a legally compliant, financially solvent charity trusted as an honest broker by the orienteering community.** All our policies and procedures will be reviewed annually, starting in 2022.
- **Grow and diversify our funding sources to ensure funding is available for critical initiatives.** This is continually being considered and also how we can best measure the success of the Foundation in its work.

## Contact us

The Trustees can be contacted through the Administrator:

Viv Macdonald

The Orienteering Foundation c/o British Orienteering

Scholes Mill , Old Coach Road, Tansley, Matlock, Derbyshire DE4 5FY

or via [admin@orienteeringfoundation.org.uk](mailto:admin@orienteeringfoundation.org.uk).

Approved by the Trustees on 25 January 2022 and signed on their behalf by:

Andrew Evans

(Chair of the Trustees)

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**Financial Statements  
Year to 31 December 2021**

STATEMENT OF FINANCIAL ACTIVITIES	Unrestricted Funds		Restricted Funds	
	Total 2021 £	Total 2020 £	Total 2021 £	Total 2020 £
<b>Income</b>				
Donations – Direct	4,148	17,212		
Donations – CAF Donate	18,673	8,982		
Donations – Appeals	7,553			
Interest income	883	821		
Give while you shop	25	26		
<b>Total</b>	<b>31,282</b>	<b>27,041</b>		
<b>Expenditure</b>				
Grants Awarded	16,686	3,248	700	
Administration	300	337		
Publicity		492		
<b>Total</b>	<b>16,986</b>	<b>4,077</b>	<b>700</b>	
<b>Net Income / (Expense)</b>	<b>14,296</b>	<b>22,964</b>	<b>-700</b>	
Total Funds brought forward at 1 January				
Unrestricted Funds	100,612			
Restricted Funds			3,650	3,650
<b>Total Funds carried forward at 31 December</b>	<b>114,908</b>	<b>22,964</b>	<b>2,950</b>	<b>3,650</b>
<b>BALANCE SHEET</b>	<b>2021</b>	<b>2020</b>		
	<b>£</b>	<b>£</b>		
<b>Tangible Asset</b>				
Investment Account	82,354	81,471		
<b>Current Asset</b>				
Bank Current Account	35,504	22,791		
<b>Total Assets</b>	<b>117,858</b>	<b>104,262</b>		
<b>Represented by</b>				
Unrestricted Funds	114,908	100,612		
Restricted Funds	2,950	3,650		
<b>Total Funds</b>	<b>117,858</b>	<b>104,262</b>		

The Financial Statements were approved by the Trustees on 25 January 2022 and signed on their behalf by:

Andrew Evans  
Chair of Trustees

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### **1.Accounting policies**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with The Charities (Accounts and Reports) Regulations 2008 and applicable accounting standards. A receipts and payments basis has been adopted, as permitted by legislation for a charity of this size.

#### **Legacies and Donations**

Income from legacies and donations is accounted for when received.

#### **Gift Aid**

Income from Gift Aid is accounted for when received.

#### **Investment income**

Income from investments is accounted for when received.

#### **Expenses**

Expenses are accounted for on a cash basis as money is expended.

#### **Grants awarded**

Grant payments are accounted for on a cash basis.

#### **Investments**

Investments are bank deposit accounts and are stated at market value.

#### **Unrestricted funds**

Unrestricted funds are funds which are available for use at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for any other purpose.

#### **Restricted Funds**

Restricted funds are funds held on specific trusts under charity law which have been declared by the donor when making the gift. The specific trusts establish the purpose for which the charity can lawfully use the restricted funds.

### **2. Restricted Funds**

There is one restricted fund which has been set up to be used only for Scottish orienteers and Scottish orienteering.

# THE ORIENTEERING FOUNDATION



Mark Webster  
29 Ribblesdale Road  
Sherwood  
Nottingham  
NG5 3GY  
[markandjuliewebster@yahoo.com](mailto:markandjuliewebster@yahoo.com)  
01159169711

I have reviewed the accounts of The Orienteering Foundation for the year ending 31st of December 2021.

I have assessed the income and expenditure spreadsheet and found the entries to be complete, accurate and consistent with the bank statements.

In my opinion the financial statement document is consistent with the above and is a true reflection of the financial state of affairs for the year ending 31st of December 2021 .

A handwritten signature in black ink that reads "Mark Webster". The signature is written in a cursive, slightly slanted style.

Mark Webster  
17th January 2022