

BRISC Trustees Annual Report 2025

1. BRISC Trustees 2025.

Trustee name	Office (if any)	Dates acted if not for whole year
Jonathan Willet	Treasurer/ Chair	
Robyn Haggard	Website Manager	
Louisa Maddison	Minutes Secretary	
Richard Weddle		
Christine Johnston		Stood down at the 25 th March AGM 2025
Sarah-Jayne Forster		Left the committee in 2024, officially stood down at the 25 th March AGM
Kelly-Ann Dempsey	Membership Secretary	
Francesca Pandolfi		
Sydney Gauld		
Mike Rutherford		
Richard Smith		

2. Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Christine Johnstone and Sarah-Jayne Forster.

3. Structure, Governance and Management.

Type of governing document	BRISC was registered as a Scottish charity in February 1996 and is administered in accordance with the terms of its constitution.
Trustee recruitment and appointment	All members are eligible to stand for election to the Committee (trustees). Nominations are supported by a proposer and a seconder. Elections are held during the annual general meeting or at any extraordinary meeting. Committee members may also be co-opted at the discretion of the existing committee.

4. Charitable Objects and Activities.

Charitable purposes	The objects of the organisation are to advance the education of the public about biological diversity and to promote for the benefit of the public the conservation of the environment and in furtherance thereof but not otherwise; a) To promote the effective gathering and use of biological data and other related information as a means to develop an understanding of Scotland's biodiversity and contribute to the conservation of the natural heritage of Scotland. b) To stimulate biological recording in Scotland through promotion of a network of area based local records centres and recording groups. c) To represent the interests of those records centres, recording groups and individual recorders to other organisations. d) To promote co-ordination/co-operation between and training of individuals and organisations with an interest in biological recording. e) To promote the adoption of good practice and minimum standards of biological recording and the accreditation of records centres.
Summary of the main activities in relation to these objects	a) BRISC may undertake any activities which promote its objectives. b) A work programme shall be created annually for discussion and adoption by the General Meeting. c) Activities may include: i) running conferences, workshops or seminars to publicise and contribute to biological recording issues; ii) consultations on biological recording issues; iii) determining criteria for accreditation of local records centres and evaluating applications for accreditation against such criteria; iv) contributing to other biological recording initiatives in the UK; v) running training events; vi) publishing newsletters or other documents; vii) raising finance to support such activities.

5. Achievements and Performance

Summary of the main achievements of the charity during the financial period

No conference was held this year. The AGM was held online on the 26th November 2025.

Three bursaries were awarded for attendance at natural history courses. They were; The identiplant course, Mammal Tracks and Signs and Sphagnum Moss Identification.

Two final payments were made for 2024 bursaries.

6. Total Funds

BRISC's income for the year was £1894.88, derived from Ordinary and Corporate memberships, Gift Aid reimbursement and a donation. There were five Corporate Subscriptions for 2025 and two from 2024. Ordinary membership was down from 51 to 45.

Expenditure totalled £1689.09, the bulk of this was the payment of £1098.05 to pay for three bursaries. The lead to a surplus of £205.79 for the year.

The 2025 AGM incurred no cost other than a subscription to Zoom to hold the meeting, costing £16.79.

At the end of 2025, there were £8348.47 of total funds.

6.1. Closing Balances (Total Funds) 2018-2025.

2018 - £9535.72

2019 - £11,475.15

2020 - £13,670.48

2021 - £14,058.92. (Unrestricted Funds £13088.34 of this £5000 Designated Funds (SBIF BDD). Restricted Funds (bursaries) £970.58).

2022 - £13810.24. (Unrestricted funds £13129.66, £5000 Designated Funds (SBIF Better Biodiversity Data Project). Restricted Funds (bursaries) £680.58).

2023 - £7991.23. (Unrestricted Funds £7720.65. Restricted funds all £270.58 of this are restricted funds for bursaries (botanical), the other restricted funds bursary (general) totalling £410 was completely spent in 2023).

2024. £8142.68, all unrestricted funds. The restricted funds bursary (botanical) was entirely spent this year.

2025 - £8348.47, with £150 of these funds restricted for bursaries

7. Designated and Restricted Funds

Following the advice of our Independent Examiner the BRISC account was formally sub-divided into one Designated Fund and two Restricted Funds. This was unanimously approved at the 2022 AGM.

Of the £8343.47 of total funds, £150 of these funds – a donation received in 2025 - are restricted for bursaries.

8. Policy on Reserves & Future of BRISC

BRISC's future was discussed at the AGM on 23rd November 2022, based on the options paper that was sent to all members. The members present voted unanimously to continue operating until 2025, at which time a firm decision on the future of BRISC would be made.

As agreed at the (2024) AGM held on the 26th of March 2025, 2025 was to be the final membership year and BRISC would be dissolved, with the disbursal of its remaining funds to be approved at the 2025 AGM.

At the AGM on the 26th November 2025 the membership in attendance unanimously agreed to wind up BRISC, pending the official approval from OSCR. The process of dissolution is underway, and formal permission to wind up BRISC was received from OSCR in December 2025.

It was agreed that the remaining BRISC reserves (once any remaining items due are paid) will be solely applied towards the promotion of BRISC's charitable objects. The intention is to halve remaining funds, firstly to support Natural History bursaries via the Glasgow Natural History Society bursaries and secondly to assist in matched funding for grant applications relating to the Scottish Biodiversity Information Forum's new infrastructure.

Extract from BRISC Constitution:

"9. Dissolution

If upon winding up or dissolution (except in the case of a reconstruction or amalgamation) of BRISC there remains, after the satisfaction of all BRISC debts and liabilities, any property or moneys, the same shall not be paid to or distributed among the members of BRISC but shall be given to or transferred to a charitable body or bodies having similar objectives, to be determined by the members at or before the time of dissolution, or in default thereof by a competent Court of Law; and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object."

Other Information

There were 45 paid up ordinary members and 5 paid up Corporate Members for the membership year starting in April 2024. The Ordinary Membership numbers are slightly down from 51 in 2024. The Corporate Membership was down from 9 to 5, in comparison with 2024.

Year	Ordinary Members	Corporate Members
2020	64	6
2021	58	3
2022	55	10
2023	52	7
2024	51	9
2025	45	5

Alan Don, BRISC's Independent Examiner, agreed to continue his role for the 2026 Accounts.

Jonathan Willet. September 2026.

Treasurer's Final Report for 2025 (1 January - 31 December)

Total Funds

Opening Balance at 1st January 2025

£8,142.68

Income	£	Expenditure	£
Individual membership subscriptions	675.00	Data Protection	47.00
Corporate Membership subscriptions	350.00	Bursaries	1098.05
Donations	150.00	Website costs	345.60
Gift Aid	719.88	Email provider	123.12
		Domain Name	33.03
		Bank Charges	25.50
		Online Meeting Provider	16.79

Totals

1894.88

1689.09

Of which: Designated and Restricted Funds

Restricted funds: Bursaries (general);

Total designated and restricted funds

Closing Bal.

150.00

150.00

Closing Balance at 31 December 2025

£8,348.47

2025 Grand Total Income =

£1,894.88

2025 Grand Total Expenditure =

£1,689.09

Surplus (Deficit) =

£205.79

2025 Opening Balance =

£8,142.68

2025 Closing Balance =

£8,348.47

Interim Accounts Prepared by

J. Willet

Jonathan Willet

BRISC Treasurer

Date: 20/09/2026

Interim Accounts Examined
and Approved by :

Alan Don

Independent Examiner

Date: 21/09/2026

Alan Don

APPENDIX 3



Independent examiner's report on the accounts Biological Recording In Scotland (BRISC)

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Report to the
trustees/members of

Registered charity number
SC024418

On the accounts of the
charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
1st	January	2025	to	31st	December	2025

Set out on pages 1 to 7

(remember to include the page
numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's
statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations
 have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed**:

Date: 21st September 2026

Name: Alan Don

Relevant professional
qualification(s) or body
(if any): Chartered Banker

Address: 6 Kingsfield Steadings, Linlithgow, West Lothian, EH49 7NY

** OSCR will accept digital or typed signatures

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose

Not applicable