

# THE FRIENDS OF THE UNIVERSITY OF READING

England & Wales · Charity number 1173347

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-06-09

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** c/o Alumni and Supporter Engagement Office  
University of Reading  
Whiteknights House  
Whiteknights  
Reading  
RG6 6UR

**Phone** 0118 9781671

**Email** [thefriends@reading.ac.uk](mailto:thefriends@reading.ac.uk)

**Website** [www.reading.ac.uk/thefriends](http://www.reading.ac.uk/thefriends)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE THE ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT IN SUPPORTING THE WORK OF THE UNIVERSITY OF READING BY ASSISTING IT WITH ITS AIMS OF TEACHING, LEARNING AND RESEARCH THROUGH THE PROVISION OF:- HUMAN RESOURCES, IN PARTICULAR BUT NOT EXCLUSIVELY BY PROVIDING VOLUNTEERS;- FINANCE, IN PARTICULAR THROUGH THE PROVISION OF GRANTS FOR SPECIFIC PROJECTS TO THE UNIVERSITY AND ORGANISATIONS ASSOCIATED WITH IT THAT SHARE THESE AIMS;- OUTREACH, IN PARTICULAR BUT NOT EXCLUSIVELY BY ARRANGING OR PARTICIPATING IN EVENTS INFORMING THE PUBLIC OF THE UNIVERSITY AND ITS WORK. NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE IN ACCORDANCE WITH SECTION 7 OF THE CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005 AND SECTION 2 OF THE CHARITIES ACT (NORTHERN IRELAND) 2008.

**Activities:** We support the work of the University of Reading by providing voluntary help, grants for specific projects and help with outreach by arranging or participating in events informing the public of the University's work.

## Classification

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- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

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- **Area of benefit:** READING
- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-24	£10,354	£8,048	-	-
2024-03-24	£5,914	£8,073	-	-
2023-03-24	£7,497	£8,654	-	-
2022-03-24	£8,367	£15,202	-	-
2021-03-24	£12,093	£5,465	-	-

## Trustees

Name	Role	Appointed
<b>Professor Michael Gordon Fulford</b>	Chair	2022-11-25
ANNETTE EVA HAWORTH		2017-06-21
Andrew Philip Arthur Morris		2017-06-21
BRENDA LESLEY MORRIS BA		2018-06-06
BRIAN HUNT		2025-10-15
Brian John Morley BA, MA		2020-07-08
Christopher Peter Rayner		2019-07-10
DENNIS GRAHAM WOOD CENG MIET		2018-06-06
Dr JOHN MICHAEL GRAINGER BSC PHD		2018-06-06
IAN JAMES PATTON BURN BA		2018-06-06
PETER JOHN MUST		2016-06-29
Professor GEOFFREY CAMPBELL-PLATT BSC PHD FIAFOST		2017-06-21
RODERICK CHARLES AUSTIN		2017-06-21
STEPHANIE ANN MAY		2025-10-15

**THE FRIENDS OF THE UNIVERSITY OF READING**

England & Wales - Charity number 1173347

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# Accounts

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**The Friends of the University of Reading**  
**TRUSTEES' ANNUAL REPORT**  
**for the period 25 March 2024 to 24 March 2025**

**Section A: Reference and administration details**

The Charity's name is The Friends of the University of Reading and it does not use any other names.

Its registered charity number is 1173347 and its principal address is:

c/o Alumni and Supporter Engagement Office,  
University of Reading,  
Whiteknights House,  
Whiteknights,  
Reading,  
RG6 6UR.

The names of the Charity trustees for the period, were:

Professor M G Fulford  
Mr D G Wood (Vice-Chairman)  
Mr P J Must (Secretary)  
Mr R C Austin (Treasurer)  
Mrs B L Morris (Membership Secretary)  
Mrs A E Haworth (Grants Officer)  
Mr I J P Burn  
Professor G Campbell-Platt  
Dr J M Grainger  
Mr B Morley  
Mr A P A Morris  
Mr C P Rayner

There are no trustees for the Charity, no advisers and no chief executive or senior staff members.

**Section B: Structure, governance and management**

The Charity's governing document is its Constitution, approved on 9 June 2017. The Charity is constituted as an Association Model Charitable Incorporated Organisation.

The trustees are elected by the Annual General Meeting.

The trustees consult within the University of Reading, and particularly with the Alumni and Supporter Engagement Office (ASEO), to understand the University's aims and priorities in

order that these can be considered in the context of volunteer support, grant-giving and outreach.

Risk-assessments are undertaken whenever events are planned and any issues arising from a particular activity are reviewed by the trustees subsequently.

### **Section C: Objectives and activities**

The objects of the Charity, as set out in its Constitution, are: the advancement of education for the public benefit in supporting the work of the University of Reading by assisting it with its aims of teaching, learning and research through the provision of:  
human resources, in particular but not exclusively by providing volunteers;  
grants for specific projects to the University and organisations associated with it that share these aims;  
outreach, in particular but not exclusively by arranging or participating in events informing the public of the University and its work.

Through their Grants Officer the trustees invite applications from across the University of Reading and associated organisations for grants intended to assist in achieving the development of teaching, learning and research.

The trustees and members of the association volunteer to take part in events organised by the University or within the local community that can help inform the public about the University and its work.

In the course of planning for and undertaking the above actions the trustees have regard, at relevant trustees' meetings, to the Commission's guidance on public benefit contained in documents PB1, PB2 and PB3. The trustees have reviewed their compliance with the UK General Data Protection Regulation and have notified all members about the association's data protection policy and practice which indicates the trustees' responsibilities and members' rights.

The trustees also have in place the following additional policies:

Code of Conduct

Complaints Procedure

Conflict of Interest Policy

Financial Policies and Procedures

Grant Making Policy

Health & Safety Policy

Volunteer Management Policy.

In inviting applications for grants the trustees indicate that they welcome applications from across the University that support projects which promote the welfare of the University and develop public interest in its work. Grants are not normally made for expenditure which would generally be funded from University academic resources.

The Trustee Board considers and makes decisions on all applications and presents its choices to the membership, normally at the Annual General Meeting. In exceptional circumstances, the Trustee Board may award a grant outside this timetable.

Each year (other than in 2020 when Covid severely affected activities within the University) the trustees give out around ten grants ranging from a few hundred to a few thousand pounds, responding to applications for projects which would not normally be funded from University academic resources. In this way the Charity seeks to enrich students' experiences, provide additional social and cultural amenities, and enhance the University's landscape.

## **Section D: Achievements and performance**

At the Association's Annual General Meeting on 9 October 2024 members of the Association endorsed the following decisions by the trustees for the award of grants:

Handling box for schools	Ure Museum	£400
Bees event	Institute of Education	£340
Buoyancy control devices	Sub Aqua Club	£475
Canoeing safety equipment	Canoe Club	£475
Caving equipment	Caving Club	£630
Dance instructors for student/community event	Salsa Society	£500
Display case for Japanese Kamishibai theatre	Special Collections	£475
Exercise bike	Boat Club	£500
Fencing equipment	Fencing Club	£500
Lavender plants and grit	Museum of English Rural Life	£400
Mirrors for dance societies and community	Reading Knights Dance Society	£475
Music stands and trolleys	University of Reading Music	£670
Reprint of Extraordinary Women booklet	Museums and Collections	£198
Reprint of Harris Garden book	Two Rivers Press	£285
Student and community event	International Student Advisory team	£300
<b>TOTAL</b>		<b>£6368</b>

Trustees and members of the association have contributed in the following ways to support the University's academic and outreach strategies:

Two trustees tended a stand at the Lower Earley Community Fair on Friday 5 April 2024 to explain local residents what The Friends' association does to support the University.

On Saturday 20 April 2024 The Friends' tour guide team led a group of 14 members from the Christ Church local community group on a walk round the University's central Whiteknights campus.

In association with Reading's Economy and Destination Agency (REDA) trustees and volunteers led guided walks round the University's Whiteknights and London Road campuses during the Walks Festival in May.

Trustees and volunteers mounted a stand at the University's Community Festival on Saturday 18 May 2024 to explain to visitors how The Friends assisted the University in its academic and outreach activities.

Several trustees and members of the Association mounted a stand at the East Reading Festival in June 2024 to tell visitors about the work of The Friends of the University and to illustrate its activities..

For the national Heritage Open Days between Friday 6 to Sunday 15 September 2024 The Friends' tour guide team hosted tours of the University's Great Hall and Foxhill House.

## **Section E: Financial Review**

### *Reserves Policy*

The trustees have decided that £2,000 is an appropriate level of reserves to cover contingencies. The amount in reserve at the year-end is £6,464, which includes membership fees – the association's main source of income – already received for the next year.

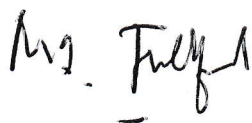
## **Section F: Other optional information**

There is no further information to be added.

## **Section G: Declaration**

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

Signed on behalf of the Charity's trustees



Professor M G Fulford  
Chairman



Mr P J Must  
Secretary

Date: 23 October 2025

**The Friends of the University of Reading**  
**Charity number 1173347**

**Receipts and Payments Accounts**  
**For the period from 25 March 2024 to 24 March 2025**

**Statement of Receipts and Payments**

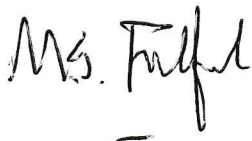
	Note	Unrestricted Funds	Restricted Funds	<b>Total 2025</b>	Total 2024
<b>Receipts</b>					
Membership Fees	2	7,617		7,617	2,212
Donations	3	814		814	711
Gift Aid		1,141		1,141	1,296
Trips	4	725		725	1,725
Teas for visitors		57		57	20
Other				0	0
<b>Total Receipts</b>		<b>10,354</b>	<b>0</b>	<b>10,354</b>	<b>5,964</b>
<b>Payments</b>					
Grants	2	6,368		6,368	6,526
Public Liability Insurance		76		76	96
Car parking permits	5	62		62	58
Postage, stationery and sundries	6	41		41	89
Trips	4	1,129		1,129	1,126
Catering		27		27	27
Other	7	345		345	151
<b>Total Payments</b>		<b>8,048</b>	<b>0</b>	<b>8,048</b>	<b>8,073</b>
<b>Net of Receipts/(Payments)</b>		<b>2,306</b>	<b>0</b>	<b>2,306</b>	<b>(2,109)</b>
Transfers between funds		0		0	0
Cash funds last year end		4,158		4,158	6,267
<b>Cash funds this year end</b>		<b>6,464</b>	<b>0</b>	<b>6,464</b>	<b>4,158</b>

## Statement of Assets and Liabilities

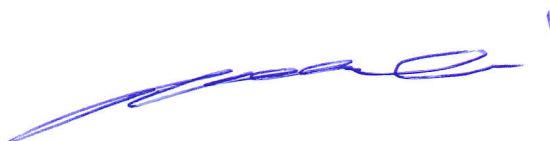
Note	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
<b>Cash Funds</b>				
Current account	4,464	0	4,464	4,158
Instant Access	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0</u>
TOTAL	<u>6,464</u>	<u>0</u>	<u>6,464</u>	<u>4,158</u>
<b>Other monetary assets</b>				
Gift Aid claim	<u>1,117</u>	<u>0</u>	<u>1,117</u>	<u>1,141</u>
<b>Liabilities</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

The trustees confirm that at the year end there were no outstanding guarantees to third parties nor any debts secured on assets.

Approved by the trustees on 19 August 2025 and signed on their behalf by:



Professor M G Fulford  
Chairman



Mr R C Austin  
Treasurer

## Notes to the Accounts for the period 25 March 2024 to 24 March 2025

### 1 Accounting period

Membership Fee income due on 24 March 2024 was received on Monday 25 March, the first day of the 2024-25 Financial Year. The total received during 2024-25 is therefore not directly comparable with 2023-24. The accounts must show amounts on the date of payment, but adjusted figures are shown below for information.

	2024-25	2023-24
Subscription totals from accounts	7,617	2,212
Due 24/3/24, but received 25/3/24	(2,630)	2,630
Adjusted totals	<u>4,987</u>	<u>4,842</u>

The increase in subscriptions in 2024-25 is the net of payments received from new members and the loss of income from leavers and late payments.

### 2 - Membership Fees and Grants

Gift Aid claimed on fees received up to 24 March 2025, together with income received by the time that grants were paid has been used to fund grants awarded in 2025.

Details of the funds available are:

Balance of funds at 24 March 2025	6,464
Membership fees/donations 25 March to 30 April 2025	1,161
Gift Aid claim March 2025	<u>1,117</u>
Total funds	8,742
LESS	
Agreed reserve	(2,000)
Administration costs estimate	(20)
Balance of printing budget	<u>(217)</u>
NET AVAILABLE	<u>6,505</u>

### 3 - Donations

Women's Club	26/03/2024	50
J & T Courtney (new members)	13/09/2024	100
RG Spaces - for printing	07/11/2024	200

### 4 - Trips/Outings

	Tilbury	Arcadian Thames (1)	Total
Payment from those attending	570	665	1,235
Cost of coach and admin	<u>(533)</u>	<u>(596)</u>	<u>(1,129)</u>
Surplus added to unrestricted funds	<u>37</u>	<u>68</u>	<u>105</u>

#### NOTES:

**Tilbury trip** - £510 of income received in 2023-24

**Arcadian Thames (1)** - £35 of income received 2025-26

### 5 - Car parking permits

Annual University volunteer car parking permits are purchased for those Trustees who need to visit the campus regularly to carry out their duties, since the University does not provide free parking for volunteers or visitors. In the absence of a permit, payment of charges would otherwise have to be claimed as part of expenses.

**6 - Payments to trustees**

Payments have been made to two trustees to reimburse expenditure on postage, stationery and sundries required to enable them to carry out their duties. All claims for reimbursement are supported by receipts for purchases.

**7 - Other**

Re-printing of Heritage Leaflets 1 - 5	235
Printing of Heritage Leaflet 8	77
Government image licence for Whiteknights print	33
	<hr/>
	345
	<hr/>

**THE FRIENDS OF THE UNIVERSITY OF READING**

England & Wales - Charity number 1173347

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# Accounts

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**The Friends of the University of Reading**  
**Charity number 1173347**

**Receipts and Payments Accounts**  
**For the period from 25 March 2023 to 24 March 2024**

**Statement of Receipts and Payments**

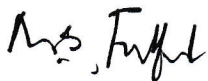
	Note	Unrestricted Funds	Restricted Funds	<b>Total 2024</b>	Total 2023
<b>Receipts</b>					
Membership Fees	2	2,212		2,212	5,144
Donations	3	661	50	711	1,043
Gift Aid		1,296		1,296	1,188
Trips	4	1,725		1,725	0
Teas for visitors		20		20	122
Other				0	0
<b>Total Receipts</b>		<b>5,914</b>	<b>50</b>	<b>5,964</b>	<b>7,497</b>
<b>Payments</b>					
Grants	2	6,476	50	6,526	8,135
Public Liability Insurance		96		96	96
Car parking permits	5	58		58	53
Postage, stationery and sundries	6	89		89	170
Trips	4	1,126		1,126	0
Catering		27		27	116
Other	7	151		151	84
<b>Total Payments</b>		<b>8,023</b>	<b>50</b>	<b>8,073</b>	<b>8,654</b>
<b>Net of Receipts/(Payments)</b>		<b>(2,109)</b>	<b>0</b>	<b>(2,109)</b>	<b>(1,157)</b>
Transfers between funds		0		0	0
Cash funds last year end		6,267		6,267	7,424
<b>Cash funds this year end</b>		<b>4,158</b>	<b>0</b>	<b>4,158</b>	<b>6,267</b>

## Statement of Assets and Liabilities


Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
<b>Cash Funds</b>				
Bank balance	4,158	0	4,158	6,267
<b>Other monetary assets</b>				
Gift Aid claim	1,296	0	1,296	1,295
<b>Liabilities</b>				
	0	0	0	0

The trustees confirm that at the year end there were no outstanding guarantees to third parties nor any debts secured on assets.

Approved by the trustees on 4 September 2024 and signed on their behalf by:



Professor M G Fulford  
Chairman



Mr R C Austin  
Treasurer

## Notes to the Accounts for the period 25 March 2023 to 24 March 2024

### 1 Accounting period

Membership Fee income due on 24 March 2024 was received on Monday 25 March, the first day of the 2024-25 Financial Year. The total received during 2023-24 is therefore not directly comparable with 2022-23.

### 2 - Membership Fees and Grants

Gift Aid claimed on fees received up to 25 March 2024, together with income received by the time that grants were paid has been used to fund grants awarded in 2024.

Details of the funds available are:

Balance of funds at 24 March 2024	4,158
Membership fees/donations 25 March to 30 April 2024	3,900
Gift Aid claim March 2024	<u>1,141</u>
Total funds	9,199
LESS	
Agreed reserve	(2,000)
Administration costs	(31)
Tilbury trip - see Note 4	(473)
Budget for printing	(313)
Budget for print of Whiteknights	<u>(50)</u>
NET AVAILABLE	<u>6,332</u>

### 3 - Donations

Donations for 2023-24 include a restricted grant of £50 from the Rozanda Trust, this amount to be used as part of the grant for RUSU Hedgehog Society

### 4 - Trips/Outings

	Down House	Royal Docks	Tilbury	Total
Payment from those attending	675	540	510	1,725
Cost of coach and admin	(629)	(497)		(1,126)
Surplus added to unrestricted funds	46	43		89

NOTE: Tilbury trip expenditure in 2024-25

### 5 - Car parking permits

Annual University volunteer car parking permits are purchased for those Trustees who need to visit the campus regularly to carry out their duties, since the University does not provide free parking for volunteers or visitors. In the absence of a permit, payment of charges would otherwise have to be claimed as part of expenses.

### 6 - Payments to trustees

Payments have been made to four trustees to reimburse expenditure on postage, stationery and sundries required to enable them to carry out their duties. All claims for reimbursement are supported by receipts for purchases.

### 7 - Other

Cost of printing 500 copies of Heritage Leaflet 7	87
Cost of printing 150 copies of Heritage Leaflet 2	64

**The Friends of the University of Reading**  
**TRUSTEES' ANNUAL REPORT**  
**for the period 25 March 2023 to 24 March 2024**

**Section A: Reference and administration details**

The Charity's name is The Friends of the University of Reading and it does not use any other names.

Its registered charity number is 1173347 and its principal address is:

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RG6 6UR.

The names of the Charity trustees for the period, were:

Professor M G Fulford  
Mr D G Wood (Vice-Chairman)  
Mr P J Must (Secretary)  
Mr R C Austin (Treasurer)  
Mrs B L Morris (Membership Secretary)  
Mrs A E Haworth (Grants Officer)  
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Mr C P Rayner

There are no trustees for the Charity, no advisers and no chief executive or senior staff members.

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The Charity's governing document is its Constitution, approved on 9 June 2017. The Charity is constituted as an Association Model Charitable Incorporated Organisation.

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The trustees consult within the University of Reading, and particularly with the Alumni and Supporter Engagement Office (CSEO), to understand the University's aims and priorities in order that these can be considered in the context of volunteer support, grant-giving and outreach.

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human resources, in particular but not exclusively by providing volunteers;  
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Through their Grants Officer the trustees invite applications from across the University of Reading and associated organisations for grants intended to assist in achieving the development of teaching, learning and research.

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The trustees also have in place the following additional policies:

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Each year (other than in 2020 when Covid severely affected activities within the University) the trustees give out around ten grants ranging from a few hundred to a few thousand pounds, responding to applications for projects which would not normally be funded from University

academic resources. In this way the Charity seeks to enrich students' experiences, provide additional social and cultural amenities, and enhance the University's landscape.

## **Section D: Achievements and performance**

At the Association's Annual General Meeting on 11 October 2023 members of the Association endorsed the following decisions by the trustees for the award of grants:

UoR Universal Voices	University of Reading Music	£1096
UoR Community Festival	Events Department	£500
Women's Oars	Reading University Boat Club	£1000
Accessible display for those with sight loss	Cole Museum of Zoology	£900
Storybook reading project in Whitley Centre for Literacy and Multilingualism,	Institute of Education	£630
Locus Ludi: animation of Dr's grave to aid involvement and accessibility	Ure Museum	£500
Games for student engagement events	International Capital Market Association Centre	£250
Towards publication of Book on Reading Old Cemetery	Institute of Education	£250
Reading Windrush exhibition	Community Relations, Marketing, Communication and Engagement	£900
Essentials food cupboard	Student Support	£250
Hedgehog hotels and observations	RUSU Hedgehog Society	£200
<b>TOTAL</b>		<b>£6476</b>

Trustees and members of the association have contributed in the following ways to support the University's outreach strategy:

Two trustees wrote and issued a Heritage leaflet about *Foxhill House*, designed by Alfred Waterhouse and now owned by the University, which is available within the University, including at its reception desks for issue to the public and, with all other heritage leaflets, made available at public events attended by members of the association.

In May 2023 trustees and members led walks round the University's Whiteknights and London Road campuses for members of the public as part of a series of events organised by a town enterprise.

A number of trustees and members tended a stand at the University's Community Festival in May 2023, attended by about 1,000 visitors, to tell them about the aims and enterprises of the association.

Several trustees and members of the Association mounted a stand at the East Reading Festival in June 2023 to tell visitors about the work of The Friends of the University and to illustrate its activities..

In September 2023 a trustee, assisted by others, showed members of the public round the University's historic Foxhill House as part of the national Heritage Open Days.

Trustees attended a Community Forum in October 2023 to tell visitors about its purposes and activities.

## **Section E: Financial Review**

### *Reserves Policy*

The trustees have decided that £2,000 is an appropriate level of reserves to cover contingencies. The amount in reserve at the year-end is £4,158, which includes membership fees – the association's main source of income – already received for the next year.

## **Section F: Other optional information**

There is no further information to be added.

## **Section G: Declaration**

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

Signed on behalf of the Charity's trustees



Professor M G Fulford  
Chairman



Mr P J Must  
Secretary

Date 4 September 2024

**THE FRIENDS OF THE UNIVERSITY OF READING**

England & Wales - Charity number 1173347

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# Accounts

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Dr C G Gayford (Chairman to 30 November 2022 )  
Professor M G Fulford (Chairman from 1 December 2022)  
Mr D G Wood (Vice-Chairman)  
Mr P J Must (Secretary)  
Mr R C Austin (Treasurer)  
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The trustees are elected by the Annual General Meeting.

The trustees consult within the University of Reading, and particularly with the Campaign and Supporter Engagement Office (CSEO), to understand the University's aims and priorities

in order that these can be considered in the context of volunteer support, grant-giving and outreach.

Risk-assessments are undertaken whenever events are planned and any issues arising from a particular activity are reviewed by the trustees subsequently.

### **Section C: Objectives and activities**

The objects of the Charity, as set out in its Constitution, are: the advancement of education for the public benefit in supporting the work of the University of Reading by assisting it with its aims of teaching, learning and research through the provision of:  
human resources, in particular but not exclusively by providing volunteers;  
grants for specific projects to the University and organisations associated with it that share these aims;  
outreach, in particular but not exclusively by arranging or participating in events informing the public of the University and its work.

Through their Grants Officer the trustees invite applications from across the University of Reading and associated organisations for grants intended to assist in achieving the development of teaching, learning and research.

The trustees and members of the association volunteer to take part in events organised by the University or within the local community that can help inform the public about the University and its work.

In the course of planning for and undertaking the above actions the trustees have regard, at relevant trustees' meetings, to the guidance on public benefit contained in section 17(5) of the Charities Act. The trustees have reviewed their compliance with the UK General Data Protection Regulation and have notified all members about the association's data protection policy and practice which indicates the trustees' responsibilities and members' rights.

The trustees also have in place the following additional policies:

- Code of Conduct
- Complaints Procedure
- Conflict of Interest Policy
- Financial Policies and Procedures
- Grant Making Policy
- Health & Safety Policy
- Volunteer Management Policy.

In inviting applications for grants the trustees indicate that they welcome applications from across the University that support projects which promote the welfare of the University and develop public interest in its work. Grants are not normally made for expenditure which would generally be funded from University academic resources.

The Trustee Board considers all applications and presents its choices to the membership, normally at the Annual General Meeting. In exceptional circumstances, the Trustee Board may award a grant outside this timetable.

Each year (other than in 2020 when Covid severely affected activities within the University) the trustees give out around ten grants ranging from a few hundred to a few thousand pounds, responding to applications for projects which would not normally be funded from University academic resources. In this way the Charity seeks to enrich students' experiences, provide additional social and cultural amenities, and enhance the University's landscape.

## **Section D: Achievements and performance**

At the Association's Annual General Meeting on 13 July 2022 members of the Association endorsed the following decisions by the trustees for the award of grants:

Department of Ecology/ Residential Catering	Replace non-native species in allotment near food outlets	£1200
Institute of Education and others	Enhancement of bee meadow	£900
Students Union Sailing & Windsurfing Club	Boat repair	£1000
Museum of English Rural Life	Cafe/shop goods design	£1500
Coffee Colleagues	Coffeecolleague branding	£150
Staff Common Room	Garden Furniture	£500
Department of English Literature	Poetry & Image symposium	£325
Students Union Sub-Aqua Club	Training equipment	£1000
Earley Green Group	Wildlife in Gardens Awards	£1560
<b>TOTAL</b>		<b>£8135</b>

Trustees and members of the association have contributed in the following ways to support the University's outreach strategy:

A member provided a series of written articles about past aspects of the University in a blog called *Tales from the Archives*.

Two trustees wrote and issued a Heritage leaflet entitled *A History of Halls of Residence* which was made available within the University, including at its reception desks for issue to the public.

Several trustees and members of the Association mounted a stand at the East Reading Festival in July 2022 to tell visitors about the work of The Friends of the University and to illustrate its activities..

in order that these can be considered in the context of volunteer support, grant-giving and outreach.

Risk-assessments are undertaken whenever events are planned and any issues arising from a particular activity are reviewed by the trustees subsequently.

### **Section C: Objectives and activities**

The objects of the Charity, as set out in its Constitution, are: the advancement of education for the public benefit in supporting the work of the University of Reading by assisting it with its aims of teaching, learning and research through the provision of:  
human resources, in particular but not exclusively by providing volunteers;  
grants for specific projects to the University and organisations associated with it that share these aims;  
outreach, in particular but not exclusively by arranging or participating in events informing the public of the University and its work.

Through their Grants Officer the trustees invite applications from across the University of Reading and associated organisations for grants intended to assist in achieving the development of teaching, learning and research.

The trustees and members of the association volunteer to take part in events organised by the University or within the local community that can help inform the public about the University and its work.

In the course of planning for and undertaking the above actions the trustees have regard, at relevant trustees' meetings, to the guidance on public benefit contained in section 17(5) of the Charities Act. The trustees have reviewed their compliance with the UK General Data Protection Regulation and have notified all members about the association's data protection policy and practice which indicates the trustees' responsibilities and members' rights.

The trustees also have in place the following additional policies:

- Code of Conduct
- Complaints Procedure
- Conflict of Interest Policy
- Financial Policies and Procedures
- Grant Making Policy
- Health & Safety Policy
- Volunteer Management Policy.

In inviting applications for grants the trustees indicate that they welcome applications from across the University that support projects which promote the welfare of the University and develop public interest in its work. Grants are not normally made for expenditure which would generally be funded from University academic resources.

The Trustee Board considers all applications and presents its choices to the membership, normally at the Annual General Meeting. In exceptional circumstances, the Trustee Board may award a grant outside this timetable.

## **Section E: Financial Review**

### *Reserves Policy*

The trustees have decided that £2,000 is an appropriate level of reserves to cover contingencies. The amount in reserve at the year-end is £6,267, which includes membership fees – the association's main source of income – already received for the next year.

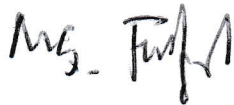
## **Section F: Other optional information**

There is no further information to be added.

## **Section G: Declaration**

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

Signed on behalf of the Charity's trustees



Professor M G Fulford  
Chairman



Mr P J Must  
Secretary

Date: 01/11/23

**The Friends of the University of Reading**  
**Charity number 1173347**

**Receipts and Payments Accounts**  
**For the period from 25 March 2022 to 24 March 2023**

**Statement of Receipts and Payments**

	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>Receipts</b>					
Membership Fees	2	5,144		5,144	5,264
Donations	3	1,043		1,043	570
Gift Aid		1,188		1,188	1,258
Calendar 2022	4	0		0	1,275
Teas for visitors		122		122	0
Other		0		0	0
<b>Total Receipts</b>		<b>7,497</b>	<b>0</b>	<b>7,497</b>	<b>8,367</b>
<b>Payments</b>					
Grants		8,135		8,135	13,740
Public Liability Insurance		96		96	96
Car parking permits	5	53		53	66
Postage, stationery and sundries	6	170		170	219
Calendar 2022	4	0		0	995
Catering		116		116	0
Other	7	84		84	86
<b>Total Payments</b>		<b>8,654</b>	<b>0</b>	<b>8,654</b>	<b>15,202</b>
<b>Net of Receipts/(Payments)</b>		<b>(1,157)</b>	<b>0</b>	<b>(1,157)</b>	<b>(6,835)</b>
Transfers between funds		0		0	0
Cash funds last year end		7,424		7,424	14,259
<b>Cash funds this year end</b>		<b>6,267</b>	<b>0</b>	<b>6,267</b>	<b>7,424</b>

**Statement of Assets and Liabilities**

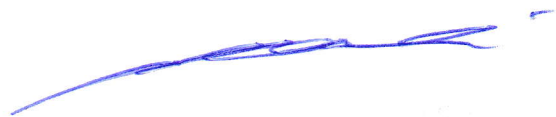
	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>Cash Funds</b>					
Bank balance		<u>6,267</u>	<u>0</u>	<u>6,267</u>	<u>7,424</u>
<b>Other monetary assets</b>					
Gift Aid claim		<u>1,295</u>	<u>0</u>	<u>1,295</u>	<u>1,188</u>
<b>Liabilities</b>					
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

The trustees confirm that at the year end there were no outstanding guarantees to third parties nor any debts secured on assets.

Approved by the trustees on 8 September 2023 and signed on their behalf by:



Professor M G Fulford  
Chairman



Mr R C Austin  
Treasurer

## Notes to the Accounts for the period 25 March 2022 to 24 March 2023

### 1 Accounting period

The comparative figures for the year ended 24 March 2022 and the figures for the year ended 24 March 2023 are both for full, normal years. The Membership Fees for 2022 and 2023 are therefore directly comparable.

### 2 - Membership Fees

Gift Aid claimed on fees received up to 24 March 2023, together with any membership fees received by the time that grants are paid will be available to fund grants awarded in 2023.

Details of the estimated funds available are:

Balance of funds at 24 March	6,267
Estimated Membership fees/donations 25 March to 24 April	1,155
Gift Aid claim March 2023	1,295
Total funds	<u>8,717</u>
LESS	
Agreed reserve	(2,000)
Allowance for administration costs	(59)
Budget for printing	(95)
Budget for print of Whiteknights	(50)
NET AVAILABLE	<u>6,513</u>

### 3 - Donations

The donations total for 2022-23 includes a single one-off donation of £500

### 4 - Calendar 2022

This was a one-off trading project during the 2021-22 year which fell within the Small Trading Exemption for Corporation Tax purposes.

There was no trading during the 2022-23 year.

### 5 - Car parking permits

Annual University volunteer car parking permits are purchased for those Trustees who need to visit the campus regularly to carry out their duties, since the University does not provide free parking for volunteers or visitors. In the absence of a permit, payment of charges would otherwise have to be claimed as part of expenses.

### 6 - Payments to trustees

Payments have been made to four trustees to reimburse expenditure on postage, stationery and sundries required to enable them to carry out their duties. All claims for reimbursement are supported by receipts for purchases.

### 7 - Other

Cost of printing 500 Heritage Leaflets

**THE FRIENDS OF THE UNIVERSITY OF READING**

England & Wales - Charity number 1173347

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# Accounts

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**The Friends of the University of Reading**  
**TRUSTEES' ANNUAL REPORT**  
**for the period 25 March 2021 to 24 March 2022**

**Section A: Reference and administration details**

The Charity's name is The Friends of the University of Reading and it does not use any other names.

Its registered charity number is 1173347 and its principal address is:

c/o Alumni & Supporter Engagement Office,  
University of Reading,  
Whiteknights House,  
Whiteknights,  
Reading  
RG6 6UR

The names of the Charity trustees for the period, were:

Dr C G Gayford (Chairman)  
Mr D G Wood (Vice-Chairman)  
Mr P J Must (Secretary)  
Mr R C Austin (Treasurer)  
Mrs B L Morris (Membership Secretary)  
Mrs A E Haworth (Grants Officer)  
Mr I J P Burn  
Professor G Campbell-Platt  
Dr J M Grainger  
Mr B Morley  
Mr A P A Morris  
Mr C P Rayner

There are no trustees for the Charity, no advisers and no chief executive or senior staff members.

**Section B: Structure, governance and management**

The Charity's governing document is its Constitution, approved on 9 June 2017. The Charity is constituted as an Association Model Charitable Incorporated Organisation.

The trustees are elected by the Annual General Meeting.

The trustees consult within the University of Reading, and particularly with the Alumni and Supporter Engagement Office (ASEO), to understand the University's aims and priorities in order that these can be considered in the context of volunteer support, grant-giving and outreach.

Risk-assessments are undertaken whenever events are planned and any issues arising from a particular activity are reviewed by the trustees subsequently.

## **Section C: Objectives and activities**

The objects of the Charity, as set out in its Constitution, are: the advancement of education for the public benefit in supporting the work of the University of Reading by assisting it with its aims of teaching, learning and research through the provision of:  
human resources, in particular but not exclusively by providing volunteers;  
grants for specific projects to the University and organisations associated with it that share these aims;  
outreach, in particular but not exclusively by arranging or participating in events informing the public of the University and its work.

Through their Grants Officer the trustees invite applications from across the University of Reading and associated organisations for grants intended to assist in achieving the development of teaching, learning and research.

The trustees and members of the association volunteer to take part in events organised by the University or within the local community that can help inform the public about the University and its work.

In the course of planning for and undertaking the above actions the trustees have regard, at relevant trustees' meetings, to the guidance on public benefit contained in section 17(5) of the Charities Act. The trustees have reviewed their compliance with the UK General Data Protection Regulation and have notified all members about the association's data protection policy and practice which indicates the trustees' responsibilities and members' rights.

The trustees also have in place the following additional policies:

Financial policies and procedures

Health & Safety Policy

Conflict of Interest Policy

Volunteer Management Policy

Complaints Procedure

Code of Conduct

In inviting applications for grants the trustees indicate that they welcome applications from across the University that support projects which promote the welfare of the University and develop public interest in its work. Grants are not normally made for expenditure which would generally be funded from University academic resources.

The Trustee Board considers all applications and presents its choices to the membership, normally at the Annual General Meeting. In exceptional circumstances, the Trustee Board may award a grant outside this timetable.

Each year (other than in 2020 when Covid severely affected activities within the University) the trustees give out around ten grants ranging from a few hundred to a few thousand pounds, responding to applications for projects which would not normally be funded from University academic resources. In this way the Charity seeks to enrich students' experiences, provide additional social and cultural amenities, and enhance the University's landscape.

## Section D: Achievements and performance

At the Association's Annual General Meeting, held virtually on 8 September 2021, members of the association endorsed the following decisions by the trustees for the award of grants:

<i>Biodiversity Working Group</i>	Biodiversity trail project	£500.
<i>Sub Aqua Club</i>	Boat engine	£2,000
<i>Typography &amp; Graphic Communication</i>	Creating exhibition on everyday life in Reading using ephemera	£1,400.
<i>Biological Sciences</i>	Glass top display cases	£1,512
<i>SportsPark</i>	History of sports booklet	£500
<i>Institute of Education</i>	London Rd well-being garden	£1,700
<i>Cole Museum</i>	Models of extinct animals for outreach events & display	£750
<i>Ure Museum</i>	To mount bronze head	£328
<i>University Boat Club</i>	Rowing machine	£1,500
<i>Friends of the University</i>	Sarsen stones comic-book printing	£120
<i>Friends of Redlands</i>	Sensory Garden and community garden workshops	£2,000
<i>Pharmacy</i>	Snakebite pocket guide	£2,000
<i>Admissions</i>	Students in schools	£300.00
<i>The Dairy Project (choir)</i>	Recording & performance equipment	£750
<b>TOTAL</b>		<b>£15,360</b>

The amount available for allocation was larger than customary because of the suspension of the normal grants process in 2020 due to Covid restrictions.

The continuing impact of the pandemic prevented access to the University for events involving the association and activities were therefore restricted almost entirely to online involvement.

Three members of the association produced a video of “*An Historic Tour of the University’s London Road campus*” which was posted on YouTube and viewed widely by the local community.

Two trustees wrote and issued a Heritage Leaflet on the beginnings of the University College in the late 19th century at Valpy Street. This was made available within the University, including at its reception desks for issue to the public, and on the association’s website.

Three members of the association compiled a 2022 Calendar which was sold within the University to members of the University and to members of the public.

## **Section E: Financial Review**

### *Reserves Policy*

The trustees have decided that £2,000 is an appropriate level of reserves to cover contingencies. The amount in reserve at the year-end is £7424, which includes membership fees – the association’s main source of income – already received for the next year.

## **Section F: Other optional information**

There is no further information to be added.

## **Section G: Declaration**

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

Signed on behalf of the Charity’s trustees

Dr C G Gayford  
Chairman

Mr P J Must  
Secretary

Date: 23 May 2022

**The Friends of the University of Reading**  
**Charity number 1173347**

**Receipts and Payments Accounts**  
**For the period from 25 March 2021 to 24 March 2022**

**Statement of Receipts and Payments**

	Note	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
<b>Receipts</b>					
Membership Fees	2	5,264		5,264	5,509
Donations	3	570		570	4,652
Gift Aid		1,258		1,258	1,932
Calendar 2022	4	1,275		1,275	0
Teas for visitors		0		0	0
Other		0		0	0
<b>Total Receipts</b>		<b>8,367</b>	<b>0</b>	<b>8,367</b>	<b>12,093</b>
<b>Payments</b>					
Grants		13,740		13,740	5,000
Public Liability Insurance		96		96	140
Car parking permits	5	66		66	0
Postage, stationery and sundries	6	219		219	246
Calendar 2022	4	995		995	0
Catering		0		0	79
Other	7	86		86	0
<b>Total Payments</b>		<b>15,202</b>	<b>0</b>	<b>15,202</b>	<b>5,465</b>
<b>Net of Receipts/(Payments)</b>		<b>(6,835)</b>	<b>0</b>	<b>(6,835)</b>	<b>6,628</b>
Transfers between funds		0		0	0
Cash funds last year end		14,259		14,259	7,631
<b>Cash funds this year end</b>		<b>7,424</b>	<b>0</b>	<b>7,424</b>	<b>14,259</b>

## Statement of Assets and Liabilities

	Note	Unrestricted Funds	Restricted Funds	<b>Total 2022</b>	Total 2021
<b>Cash Funds</b>					
Bank balance		<u>7,424</u>	<u>0</u>	<u>7,424</u>	<u>14,259</u>
<b>Other monetary assets</b>					
Gift Aid claim		<u>1,188</u>	<u>0</u>	<u>1,188</u>	<u>1,259</u>
<b>Liabilities</b>					
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

The trustees confirm that at the year end there were no outstanding guarantees to third parties nor any debts secured on assets.

Approved by the trustees on 23 May 2022 and signed on their behalf by:

C G Gayford  
Chairman

Mr R C Austin  
Treasurer

## Notes to the Accounts for the period 25 March 2021 to 24 March 2022

### 1 Accounting period

The comparative figures for the year ended 24 March 2021 and the figures for the year ended 24 March 2022 are both for full, normal years. The Membership Fees for 2021 and 2022 are therefore directly comparable.

### 2 - Membership Fees

Gift Aid claimed on fees received up to 24 March 2022, together with any membership fees received by the time that grants are paid will be available to fund grants awarded in 2022.

Details of the estimated funds available are:

Balance of funds at 24 March	7,424
Estimate of Membership fees 25 March to 24 May	1,307
Gift Aid claim May 2022	<u>1,188</u>
Total funds	9,919
LESS	
Agreed reserve	(2,000)
Allowance for administration costs	(67)
Grant agreed in 2018, not yet paid	(83)
Grant agreed in 2021, not yet paid	(120)
Budget for printing of Heritage Leaflets	<u>(114)</u>
NET AVAILABLE	<u>7,535</u>

### 3 - Donations

The donations total for 2021 included a single one-off donation of £4,000

### 4 - Calendar 2022

Income from sales	1,275
Cost of printing	(797)
Cost of postage and stationery	<u>(198)</u>
Net addition to unrestricted funds	<u>280</u>

This was a one-off trading project which falls within the Small Trading Exemption for Corporation Tax purposes. There are no plans to carry on any trading in 2022-23.

### 5 - Car parking permits

Annual University volunteer car parking permits are purchased for those Trustees who need to visit the campus regularly to carry out their duties, since the University does not provide free parking for volunteers or visitors. In the absence of a permit, payment of charges would otherwise have to be claimed as part of expenses.

### 6 - Payments to trustees

Payments have been made to six trustees to reimburse expenditure on postage, stationery and sundries required to enable them to carry out their duties. All claims for reimbursement are supported by receipts for purchases.

**7 - Other**

Cost of printing 500 Heritage Leaflets

**THE FRIENDS OF THE UNIVERSITY OF READING**

England & Wales - Charity number 1173347

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# Accounts

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**The Friends of the University of Reading**  
**TRUSTEES' ANNUAL REPORT**  
**for the period 25 March 2020 to 24 March 2021**

**Section A: Reference and administration details**

The Charity's name is The Friends of the University of Reading and it does not use any other names.

Its registered charity number is 1173347 and its principal address is:

c/o ASEO, LO11, London Road Campus, University of Reading, 4 London Road,  
Reading, RG1 5EX.

The names of the Charity trustees for the period, were:

Dr C G Gayford (Chairman)  
Mr D G Wood (Vice-Chairman)  
Mr P J Must (Secretary)  
Mr R C Austin (Treasurer)  
Mrs B L Morris (Membership Secretary)  
Mrs A E Haworth (Grants Officer)  
Mr I J P Burn  
Professor G Campbell-Platt  
Dr J M Grainger  
Mr B Morley  
Mr A P A Morris  
Mr C P Rayner

There are no trustees for the Charity, no advisers and no chief executive or senior staff members.

**Section B: Structure, governance and management**

The Charity's governing document is its Constitution, approved on 9 June 2017. The Charity is constituted as an Association Model Charitable Incorporated Organisation.

The trustees are elected by the Annual General Meeting.

The trustees consult within the University of Reading, and particularly with the Alumni and Supporter Engagement Office (ASEO), to understand the University's aims and priorities in order that these can be considered in the context of volunteer support, grant-giving and outreach.

Risk-assessments are undertaken whenever events are planned and any issues arising from a particular activity are reviewed by the trustees subsequently.

## **Section C: Objectives and activities**

The objects of the Charity, as set out in its Constitution, are: the advancement of education for the public benefit in supporting the work of the University of Reading by assisting it with its aims of teaching, learning and research through the provision of:

- human resources, in particular but not exclusively by providing volunteers;
- grants for specific projects to the University and organisations associated with it that share these aims;
- outreach, in particular but not exclusively by arranging or participating in events informing the public of the University and its work.

Through their Grants Officer the trustees invite applications from across the University of Reading and its associated organisations for grants intended to assist in achieving the development of teaching, learning and research.

The trustees and members of the association volunteer to take part in events organised by the University or within the local community that can help inform the public about the University and its work.

In the course of planning for and undertaking the above actions the trustees have regard, at relevant trustees' meetings, to the guidance on public benefit contained in section 17(5) of the Charities Act. The trustees have reviewed their compliance with the General Data Protection Regulation and have issued to all members a statement of data protection policy and practice which indicates the trustees' responsibilities and members' rights.

The trustees also have in place the following additional policies:

- Financial policies and procedures
- Health & Safety Policy
- Conflict of Interest Policy
- Volunteer Management Policy
- Complaints Procedure
- Code of Conduct

In inviting applications for grants the trustees indicate that they welcome applications from across the University that support projects which promote the welfare of the University and develop public interest in its work. Grants are not normally made for expenditure which would generally be funded from University academic resources.

The Trustee Board considers all applications and presents its choices to the membership, normally at the Annual General Meeting. In exceptional circumstances, the Trustee Board may award a grant outside this timetable.

Each year (other than in 2020, as explained in Section D) the trustees give out around ten grants ranging from a few hundred to a few thousand pounds, responding to applications for projects which would not normally be funded from University academic resources. In this way the Charity seeks to enrich students' experiences, provide additional social and cultural amenities, and enhance the University's landscape.

## **Section D: Achievements and performance**

The Covid restrictions for the period covered by this Report placed considerable strain on the University and its staff and students. Having taken advice from senior officers the trustees came to the conclusion that it would not be appropriate to impose on staff or students the burden of seeking funds and, reluctantly, suspended the grant application process for 2020.

The trustees were, however, able to respond to the University's appeal for donations to its Emergency Student Hardship Fund and agreed at a Board meeting on 2 November 2020 to grant the sum of £5000 to the Fund.

This donation was reported to members of the Organisation by email or post. The trustees indeed made every effort to keep its members informed of the difficulties being faced within the University and the considerable efforts being taken to carry out its teaching and research missions.

The pandemic also affected the Organisation's ability to undertake outreach activities, these largely being restricted to electronic means.

The Annual General Meeting was held electronically on 8 July 2020 and the members were able to comment and to support motions by email and by post.

The trustees have agreed to resume the grant application process for 2021-22 and will report on these outcomes in its Report next year.

## **Section E: Financial Review**

### *Reserves Policy*

The trustees have decided that £2,000 is an appropriate level of reserves to cover contingencies. The amount in reserve at the year-end is £14,259, which includes membership fees – the Association's main source of income – already received for the next year.

## **Section F: Other optional information**

There is no further information to be added.

## **Section G: Declaration**

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

Signed on behalf of the Charity's trustees

Dr C G Gayford  
Chairman

Mr P J Must  
Secretary

Date: 27 May 2021

**The Friends of the University of Reading**  
**Charity number 1173347**

**Receipts and Payments Accounts**  
**For the period from 25 March 2020 to 24 March 2021**

**Statement of Receipts and Payments**

	Note	Unrestricted Funds	Restricted Funds	<b>Total 2021</b>	Total 2020
<b>Receipts</b>					
Membership Fees	2	5,509		5,509	8,696
Donations	3	4,652		4,652	1,892
Gift Aid		1,932		1,932	1,405
Royal Docks & Thames Barrier	4	0		0	576
Teas for visitors		0		0	65
Other		0		0	
<b>Total Receipts</b>		<b>12,093</b>	<b>0</b>	<b>12,093</b>	<b>12,634</b>
<b>Payments</b>					
Grants		5,000		5,000	10,419
Public Liability Insurance		140		140	140
Car parking permits	5	0		0	92
Postage, stationery and sundries	6	246		246	118
Royal Docks & Thames Barrier	4	0		0	525
Catering		79		79	22
Other	7	0		0	380
<b>Total Payments</b>		<b>5,465</b>	<b>0</b>	<b>5,465</b>	<b>11,696</b>
<b>Net of Receipts/(Payments)</b>		<b>6,628</b>	<b>0</b>	<b>6,628</b>	<b>938</b>
Transfers between funds		0		0	0
Cash funds last year end		7,631		7,631	6,693
<b>Cash funds this year end</b>		<b>14,259</b>	<b>0</b>	<b>14,259</b>	<b>7,631</b>

**Statement of Assets and Liabilities**

	Note	Unrestricted Funds	Restricted Funds	<b>Total 2021</b>	Total 2020
<b>Cash Funds</b>					
Bank balance		14,259		14,259	7,631
<b>Other monetary assets</b>					
Gift Aid claim		1,259		1,259	1,932
<b>Liabilities</b>					
		0		0	0

The trustees confirm that at the year end there were no outstanding guarantees to third parties nor any debts secured on assets.

Approved by the trustees on 27 May 2021 and signed on their behalf by:

C G Gayford  
Chairman

R Austin  
Treasurer

## Notes to the Accounts for the period 25 March 2020 to 24 March 2021

### 1 Accounting period

The comparative figures for the year ended 24 March 2020 include Membership Fees due on both 24 March 2019 and 2020, because 24 March 2019 was a Sunday. The fees due on that day were paid on Monday 25 March, the next banking day. The March 2020 figures is therefore higher than normal and is not a direct comparison.

### 2 - Membership Fees

Gift Aid claimed on fees received up to 24 March 2021, together with any membership fees received by the time that grants are paid will be available to fund grants awarded in 2021.

Details of the estimated funds available are:

Balance of funds at 24 March	14,259
Estimate of Membership fees 25 March to 24 May	1,302
Gift Aid claim	<u>1,259</u>
Total funds	<u>16,820</u>
LESS	
Agreed reserve	(2,000)
Allowance for administration costs	(484)
Grant agreed in 2018, not yet paid	(83)
Budget for printing of Heritage Leaflets	<u>(200)</u>
NET AVAILABLE	<u>14,053</u>

### 3 - Donations

The total includes a single donation of £4,000.

### 4 - Trip to Royal Docks & Thames Barrier

This proposed trip was postponed until 2021 due to COVID restrictions.

Net addition to unrestricted funds	<u>0</u>
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### 5 - Car parking permits

Annual University volunteer car parking permits are normally purchased for those Trustees who need to visit the campus regularly to carry out their duties, since the University does not provide free parking for volunteers or visitors. In the absence of a permit, payment of charges would otherwise have to be claimed as part of expenses. However as the University campus has been closed due to Covid permits have not been purchased during the year under review.

### 6 - Payments to trustees

Payments have been made to three trustees to reimburse expenditure on postage, stationery and sundries required to enable them to carry out their duties. All claims for reimbursement are supported by receipts for purchases.

### 7 - Other

No other expenditure during the year under review.