

**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>		12,093	0	12,093	12,634
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**Payments**

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>		5,465	0	5,465	11,696
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<b>Net of Receipts/(Payments)</b>		6,628	0	6,628	938
Transfers between funds		0		0	0
Cash funds last year end		7,631		7,631	6,693
<b>Cash funds this year end</b>		14,259	0	14,259	7,631

## Statement of Assets and Liabilities

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