

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 & 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
TOTAL		£15,360

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	Total 2022	Total 2021
Receipts					
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
Total Receipts		8,367	0	8,367	12,093
Payments					
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
Total Payments		15,202	0	15,202	5,465
Net of Receipts/(Payments)		(6,835)	0	(6,835)	6,628
Transfers between funds		0		0	0
Cash funds last year end		14,259		14,259	7,631
Cash funds this year end		7,424	0	7,424	14,259

Statement of Assets and Liabilities

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