

**The Friends of the University of Reading**  
**TRUSTEES' ANNUAL REPORT**  
**for the period 25 March 2022 to 24 March 2023**

**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 Campaign and 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 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)  
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 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.

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## **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.

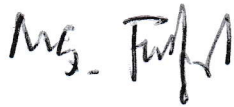
## **Section F: Other optional information**

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	<b>Total 2023</b>	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>

**Payments**

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>

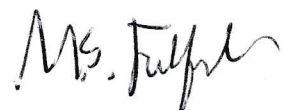
<b>Net of Receipts/(Payments)</b>		<b>(1,157)</b>	<b>0</b>	<b>(1,157)</b>	<b>(6,835)</b>
Transfers between funds		0		0	0
Cash funds last year end		7,424		7,424	14,259
<b>Cash funds this year end</b>		<b>6,267</b>	<b>0</b>	<b>6,267</b>	<b>7,424</b>

## Statement of Assets and Liabilities

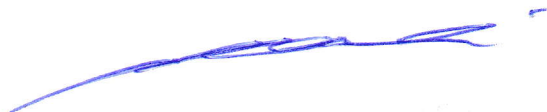
Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>Cash Funds</b>				
Bank balance	6,267	0	6,267	7,424
<b>Other monetary assets</b>				
Gift Aid claim	1,295	0	1,295	1,188
<b>Liabilities</b>				
	0	0	0	0

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 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