

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	Total 2024	Total 2023
Receipts					
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
Total Receipts		5,914	50	5,964	7,497

Payments

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
Total Payments		8,023	50	8,073	8,654


Net of Receipts/(Payments)		(2,109)	0	(2,109)	(1,157)
Transfers between funds		0		0	0
Cash funds last year end		6,267		6,267	7,424
Cash funds this year end		4,158	0	4,158	6,267

Statement of Assets and Liabilities

	Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Cash Funds					
Bank balance		4,158	0	4,158	6,267
Other monetary assets					
Gift Aid claim		1,296	0	1,296	1,295
Liabilities					
		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	1,141
Total funds	<u>9,199</u>
LESS	
Agreed reserve	(2,000)
Administration costs	(31)
Tilbury trip - see Note 4	(473)
Budget for printing	(313)
Budget for print of Whiteknights	(50)
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:

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 (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 Commission's guidance on public benefit contained in document PB1. 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 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
TOTAL		£6476

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.

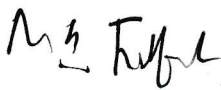
Section F: Other optional information

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