

# **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.

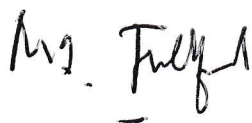
## **Section F: Other optional information**

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>

**Payments**

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>

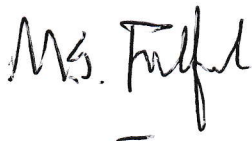
<b>Net of Receipts/(Payments)</b>		<b>2,306</b>	<b>0</b>	<b>2,306</b>	<b>(2,109)</b>
Transfers between funds		0		0	0
Cash funds last year end		4,158		4,158	6,267
<b>Cash funds this year end</b>		<b>6,464</b>	<b>0</b>	<b>6,464</b>	<b>4,158</b>

## 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	2,000	0	2,000	0
TOTAL	6,464	0	6,464	4,158
<b>Other monetary assets</b>				
Gift Aid claim	1,117	0	1,117	1,141
<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 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
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	345
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