

# FRIENDS OF GREEN FOLD

England & Wales · Charity number 1185568

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2019-09-30

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** The Orchards  
Highfield Road  
Farnworth  
Bolton  
BL4 0NS

**Phone** 01204333750

**Email** [fog@theorchards.bolton.sch.uk](mailto:fog@theorchards.bolton.sch.uk)

**Website** <http://www.theorchardsfederation.org.uk>

## Activities

---

**Objects:** THE OBJECT OF THE CIO (THE OBJECTS) IS TO ADVANCE THE EDUCATION OF PUPILS OF GREEN FOLD SCHOOL AND OTHER IN THE ORCHARDS FEDERATION IN PARTICULAR BY:2.1 DEVELOPING EFFECTIVE RELATIONSHIPS BETWEEN THE STAFF, PARENTS AND OTHERS ASSOCIATED WITH THE SCHOOL2.2 ENGAGING IN ACTIVITIES OR PROVIDING FACILITIES OR EQUIPMENT WHICH SUPPORT THE SCHOOL AND ADVANCE THE EDUCATION OF THE PUPILS.

**Activities:** We make grants to Green Fold Special school to support the education and enhance experiences of the children who attend. We have a robust application process and meet monthly to discuss and review applications.

## Classification

---

- **How:** Provides Other Finance, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, Disability, Recreation
- **Who:** Children/young People, People With Disabilities

## Geography

- Bolton

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£17,707	£21,679	-	-
2023-09-30	£9,874	£12,984	-	-
2022-09-30	£24,050	£11,735	-	-
2021-09-30	£10,463	£8,506	-	-
2020-09-30	£11,198	£10,739	-	-

## Trustees

Name	Role	Appointed
<b>Jordanna Whittleston</b>	Chair	2025-09-19
Alice Mckelvey		2024-09-13
Diane Anderson		2025-09-19
Jeanette Horrocks		2017-09-20
Katherine Hague		2025-09-19
Lisa Walker		2024-09-13
Suzanne Schofield		2017-09-20

**FRIENDS OF GREEN FOLD**

England & Wales - Charity number 1185568

---

# Accounts

---

## Friends of Green Fold

### Trustees' Annual Return



#### Trustees

Joanne Brown – Chair  
Melanie Gilkes – Vice Chair  
Suzanne Schofield – Secretary  
Jane Ashton/Diane Anderson – Treasurer  
Alice Mckelvey – Social Media Trustee  
Jeanette Horrocks – Safeguarding Trustee  
Lisa Walker – Head Teacher

#### Address

The Orchards Federation  
Highfield Road  
Farnworth  
Bolton  
BL4 0NS

**Charity Number:** 1185568

Web page: <https://www.greenfold.bolton.sch.uk/statutory/fogf/>

Facebook: [\\_@Friendsofgreenfold](#)

### Report of the trustees for the year ended 30<sup>th</sup> Sept 2023

Friends of Green Fold was established in September 2017. It functions mainly as a Parent Teacher Association for a Special Needs School. The Charity was registered in 2019 as a CIO; charity number 1185568. The seven trustees are voted in annually at the AGM and monthly meetings are held on a Friday during the school day.

#### Purpose

In setting our purpose the trustees have given careful consideration and regards to the charity commission's public benefit guidance.

The object of the CIO is to advance the education of pupils of Green Fold School and others in the Orchards Federation in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Income and spending

We have had a good year at Friends of Green Fold. As we enter our eighth year of Friends of Green Fold and our sixth of being a registered charity, our fundraising efforts have got back on track. However, due to the pandemic and the cost of living crisis, our efforts are still being affected. All charities have suffered as a result and we expect that it will still be challenging to access grants and funding going forward.

Our financial year runs from 1st October until 30th September.

The bank balance at the year end 30.9.2023 was £25252.82 and we had petty cash of £470.36 which together totalled £25723.18. There were no cheques outstanding as at 30.9.2023. However, out of those funds the following were earmarked:

£11323.34 - Summer School

£10668.95 - Immersive Classroom

£177.00 - Mirror Ball for Seedlings

Total = £22169.29

£25723.18 - £22169.29 = £3553.89 funds available.

In the financial period 1.10.2023 to 31.8.2024 we have had an income of £17235.98 and expenditure of £20503.70 which leaves a balance of -£3267.72. We have paid for the Mirror Ball for Seedlings, which were allocated in 2022/2023 funds out in this financial year which totalled £177.00. We reimbursed the summer school 2023 salaries of £6144.31 and £1000.00 for transport costs which were allocated in the 2022/2023 figures, but paid out in the 2023/2024 financial period.

We held a Christmas Fair which is always a lovely event. It is tailored to meet the needs of the children and enjoyed with parents/carers. The Christmas Fair is usually one of our most successful fundraising events and this year we managed to raise £1031.80 from the event.

We also received £4136.70 in various donations throughout the year. These monies have been raised from various parent/carer donations, donation tubs, a donation from BSF Rounders League and donations in memory of loved ones. We would like to thank everyone for their kindness, generosity and ongoing support.

The school approached us in 2023 and asked for help raising funds towards an Immersive Classroom which would benefit all pupils. The classroom cost approx £20000.00. The trustees agreed and also agreed to put £5000.00 from our unallocated funds towards the classroom. A Justgiving page was set up for anyone who would like to donate or hold a sponsored event that they could link into the Justgiving page. We also held the annual Park Run Takeover event in Queens Park and it was

decided that any funds raised by sponsorship in 2023 would be put towards the Immersive Classroom. The funds raised (including the £5000.00 from unallocated funds & £1000 from Bolton Together) was £10872.10. A very special thank you to everyone who has helped to raise funds towards the Immersive Classroom.

The Your School Lottery continues to bring in a steady stream of funds and so far this year we have received £871.33. This includes monies from people who have very kindly donated their winnings back to the school.

Summer school 2023 salaries were paid out in this financial year in the sum of £6144.31 and also £1000.00 for transport costs. This left £4179.03 of allocated funds towards summer school 2024.

We managed to secure a grant towards summer school 2024 from the National Lottery in the sum of £9000.00. We have also received £1525.00 from parents/carers in respect of summer school fees. The total expenditure up to 31.8.2023 is £240.80. There are some receipts from petty cash which have not yet been processed. We have not yet received the invoice for the summer school salaries. This will be paid out in the next financial year. There is currently £14463.23 earmarked for summer school 2024 expenditure. Any funds remaining will be put towards summer school 2025.

The annual Parkrun Takeover was also held and raised £106.00. Thank you to everyone who took part and raised funds.

Purchases for school totalled £1754.49. This includes £700.00 for a theatre show, £395.00 for transport to a Christmas event at Gullivers World, £129 for a portable speaker and £233.49 for Diddicars for Seedlings and £120.00 for photobooks for the leavers. This also includes £177.00 for a mirrorball which were earmarked in 2022/2023 financial period.

Other fees that have been paid out are £130.00 for auditing and licensing fees. We try to keep all outgoings which are not directly related to the children, but necessary, to a minimum.

As we enter our seventh year the bank balance at 31.8.2024 is £21963.10 and we have petty cash of £492.36 which together totals £22455.46. There are no outstanding cheques to be presented.

However, out of those funds we have the following monies earmarked:

£14463.23 - Summer School 2024

£400.00 - Dolls

£296.80 - T-shirts for leavers

£918.00 - Lower site library furniture

£22455.46 - £16078.03 = £6377.43 funds available.

## Fundraising

Friends of Green Fold continue to raise funds from the public, we hold a local Lotteries Licence and mainly interact with friends and family of people who are linked to Green Fold Specialist School. Our fundraising follows a pattern of events usually including a Christmas Fair, an Easter Event and a

Summer Sponsored event. These activities fulfil the object to develop effective relationships between members of the whole school community by bringing them together for fun and exciting events. This is especially important given that our families are spread out across the borough and the majority come and go on buses allowing limited opportunity for parents and carers to interact.

We are registered with 'your school lottery' and regularly sell approximately 40 tickets a week. In addition to this we are registered with easyfundraising, Amazon Smile and Paypal.

We carry out our purpose by making grants to the school. We have a clear process (appendix 1) and will accept Requests for Funding (appendix 2) from any member of staff who feels they could enhance the education or experiences of the pupils in any way with our support.

If a request for funding is agreed staff can use the school requisition process to purchase an item and the bursar then invoices the charity to be reimbursed. If the request is substantially beyond our ability to fund an item then the Trustees will agree to apply for larger grants from other suitable charities.

### **Safeguarding**

The trustees take Safeguarding very seriously, and we have a dedicated safeguarding trustee in Jeanette Horrocks who is employed by the school as a member of the children and families team. This year we have created our own safeguarding policy and now adopt this as oppose to the school version we used previously. We are keen to ensure that our volunteers are safe and fully understand their role when helping at school, therefore ensuring the safety of the children as well. We have an induction form, which we ask volunteers to read and sign prior to helping at an event. Due to the needs of the pupils the children are always supervised by either their Teachers or their parent and there should never be a need for our volunteers to be directly responsible for a child.

Our trustees receive annual safeguarding training via the school or directly from the Federations executive Head – Andy Feeley. Our future plans are to include a requirement for all trustees to be DBS checked and we will be offering/encouraging volunteers to submit a voluntary DBS check via the school.

## Appendix 1 Friends of Green Fold – Application for Funding - Process

[Click link to go to web page](#)



Member of staff completes a FOG application for funding form (found on web page). They should then consult senior leadership team/head teacher who can sign the form if approved.

The form is given to one of the Friends of Green Fold Trustees either physically or electronically via [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)

If time is limited or a the cost is small the FOG trustees might discuss the application remotely. Otherwise it will be added to the agenda of the following meeting.

Following the meeting (within 1 week) one of the trustees will contact the applicant with the result and share what the trustees have agreed/or not. The school head and bursar will also be informed to ensure clarity.

Usually the applicant will follow the school process to purchase an item or experience. Following the arrival of the item or experience FOG would always appreciate a photograph to share with our supporters. At this point the school bursar can invoice the FOG treasurer.





## **Appendix 2 Friends of Green Fold – Application for Funding**

**Description of item/experience:**

**Cost:**

**How many children will potentially benefit?**

**Why is it needed and what do you expect the impact to be?**

**Have you consulted the senior leadership team prior to placing this bid?**

**Have you considered whether there are other funding streams which could cover or share the cost?**

**Name:**

**Best way to contact you:**

**Signature:**

**Signature of Head Teacher:**

*(required for bids in excess of £100)*

**PLEASE ATTACH A PRINT OUT OR LINK TO THE ITEM OR EXPERIENCE YOU WISH TO PURCHASE**

**Please return form to any FOG Trustee or email to: [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)**

FRIENDS OF GREEN FOLD		REGISTERED CHARITY: 1185568	
<b>MAIN INCOME AND EXPENDITURE ACCOUNT 2023/2024</b>			
<b>ACCOUNTING PERIOD 1.10.2023 TO 30.9.2024</b>			
<b>BALANCES BROUGHT FORWARD FROM 2022/2023</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>BALANCE</b>
PETTY CASH	470.36		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	25,252.82		
DEPOSIT ACCOUNT	0.00		
<b>TOTAL FUNDS AVAILABLE</b>	<b>25,723.18</b>	<b>0.00</b>	<b>0.00</b>
	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>NET</b>
DONATIONS	4,136.70	0.00	4,136.70
PURCHASES FOR SCHOOL	0.00	1,754.49	-1,754.49
YOUR SCHOOL LOTTERY	871.33	0.00	871.33
CHRISTMAS FAIR 2023	1,309.80	278.00	1,031.80
LICENCES & FEES	0.00	130.00	-130.00
SUMMER SCHOOL 2023	0.00	7,144.31	-7,144.31
IMMERSIVE CLASSROOM	203.15	10,872.10	-10,668.95
SUMMER SCHOOL 2024	10,525.00	240.80	10,284.20
PARKRUN TAKEOVER 2024	190.00	84.00	106.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>17,235.98</b>	<b>20,503.70</b>	<b>-3,267.72</b>
BALANCE BROUGHT FORWARD FROM 2022/2023	25,723.18		
CHQS STILL TO BE CASHED 2021/2022	0.00		
<b>FUNDS AVAILABLE</b>	<b>25,723.18</b>		
<b>BALANCE CARRIED FORWARD</b>			
PETTY CASH	492.36		
CHEQUES STILL TO BE CASHED	0.00		
CURRENT ACCOUNT AS AT 31.8.2024	21,963.10		
DEPOSIT ACCOUNT	0.00		
<b>FUNDS AVAILABLE</b>	<b>22,455.46</b>		
MONIES EARMARKED FOR SUMMER SCHOOL	£14463.23		
DOLLS	£400.00		
LEAVERS T-SHIRTS	£296.80		
LOWER SITE LIBRARY BEANBAGS X2, HOOKS X2, BOOKCASES X2	£918.00		
<b>FUNDS AVAILABLE (INC PETTY CASH)</b>	<b>£6377.43</b>		

--	--	--	--	--





		<b>FRIENDS OF GREEN FOLD</b>					
		<b>YOUR SCHOOL LOTTERY 2023/2024</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
3.10.2023	BACS	YOUR SCHOOL LOTTERY - £58.40 TICKET SALES & £11.10 DONATED WINNINGS	69.50				
10.10.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				
17.10.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				
25.10.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				
8.11.2023	BACS	YOUR SCHOOL LOTTERY - £74 TICKET SALES & £11.10 DONATED WINNINGS	85.10				
21.11.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				
29.11.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	9.90				
5.12.2023	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	57.60				
12.12.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				
4.1.2024	BACS	YOUR SCHOOL LOTTERY - £59.20 TICKET SALES & 2X £11.10 DONATED WINNINGS	81.40				
9.1.2024	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				

7.2.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	70.40				
5.3.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	59.20				
4.4.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	54.40				
9.4.2024	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	10.20				
8.5.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	70.00				
21.5.2024	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	10.20				
29.5.2024	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	10.20				
4.6.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	54.40				
13.6.2024	BACS	YOUR SCHOOL LOTTERY	0.83				
18.6.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	10.80				
25.6.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	10.20				
2.7.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	57.60				
6.8.2024	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	72.00				
20.8.2024	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	10.80				

		TOTAL INCOME	871.33			TOTAL EXPENDITURE	0.00
							871.33







		<b>FRIENDS OF GREEN FOLD</b>					
		<b>IMMERSIVE CLASSROOM</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
21.11.2023	BACS	JUSTGIVING - DONATIONS VIA JUSTGIVING	7.15	7.12.2023	CHQ 000109	BMBC - FUNDS RAISED TOWARDS IMMERSIVE CLASSROOM - INV GF23.24/22	10,676.10
9.1.2024	BACS	JUSTGIVING - DONATIONS VIA JUSTGIVING	196.00				
				14.3.2024	CHQ 000114	BMBC - FURTHER FUNDS RAISED - INV GF23.24/33	196.00
		TOTAL INCOME	203.15			TOTAL EXPENDITURE	10,872.10
							-10,668.95



FRIENDS OF GREEN FOLD							
PARKRUN TAKEOVER 2024							
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
17.7.2024	PAY IN 000124	CASH - VARIOUS SPONSORSHIP FEES	190.00	24.5.2024	CHQ 000116	MRS J BROWN - PURCHASE OF MEDALS	84.00
		TOTAL INCOME	190.00			TOTAL EXPENDITURE	84.00
							106.00



**FRIENDS OF GREEN FOLD**

England & Wales - Charity number 1185568

---

# Accounts

---

## Friends of Green Fold

### Trustees' Annual Return



#### Trustees

Joanne Brown – Chair  
Melanie Gilkes – Vice Chair  
Suzanne Schofield – Secretary  
Jane Ashton – Treasurer  
Kayleigh Orrall – Social Media Trustee  
Jeanette Horrocks – Safeguarding Trustee  
Gary Anders – Head Teacher

#### Address

The Orchards Federation  
Highfield Road  
Farnworth  
Bolton  
BL4 0NS

**Charity Number:** 1185568

Web page: <https://www.greenfold.bolton.sch.uk/statutory/fogf/>

Facebook: [\\_@Friendsofgreenfold](#)

### Report of the trustees for the year ended 30<sup>th</sup> Sept 2023

Friends of Green Fold was established in September 2017. It functions mainly as a Parent Teacher Association for a Special Needs School. The Charity was registered in 2019 as a CIO; charity number 1185568. The seven trustees are voted in annually at the AGM and monthly meetings are held on a Friday during the school day.

#### Purpose

In setting our purpose the trustees have given careful consideration and regards to the charity commission's public benefit guidance.

The object of the CIO is to advance the education of pupils of Green Fold School and others in the Orchards Federation in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Income and spending

As we enter our seventh year of Friends of Green Fold and our fifth of being a registered charity, our fundraising efforts have got back on track. However, due to the pandemic and the rising costs of living, our efforts are still being affected. All charities have suffered as a result of the pandemic and we expect that it will still be challenging to access grants and funding going forward.

Our financial year runs from 1st October until 30th September.

The bank balance at the year end 30.9.2022 was £28562.07 and we had petty cash of £270.96 which together totalled £28833.03. There were no cheques outstanding as at 30.9.2022. However, out of those funds the following were earmarked:

£19223.92 - Summer School

£333.97 - Sensory Books - Balance

£281.98 - Crelling Harness

£250.00 - Banner & T-shirts

Total = £20089.87

£28833.03 - £20089.87 = £8743.16 funds available.

In the financial period 1.10.2022 to 30.9.8.2023 we have had an income of £9873.99 and expenditure of £12983.84 which leaves a balance of -£3109.85. We have paid for the Banner & T-shirts, which were allocated in 2021/2022 monies out in this financial year which totalled £267.75 and reimbursed the summer school 2022 salaries (£8716.76) which were allocated in the 2021/2022 figures, out in the 2022/2023 financial period.

We were able to hold a Christmas Fair which is always a lovely event, tailored to meet the needs of the children and enjoyed with parents/carers. The Christmas Fair is usually one of our most successful fundraising events and this year is the first since the pandemic, that we have able to invite parents/carers into school. We managed to raise £1278.77 from the event.

We also received £84.17 in various donations throughout the year. These monies have been raised from various parent/carer donations and people selling crafts they have made and donating the funds to FOG. We would like to thank everyone for their kindness, generosity and ongoing support.

The school approached us and asked for help raising funds towards an Immersive Classroom which would benefit all pupils. The classroom is going to cost approx £20000.00. The trustees agreed and also agreed to put £5000.00 from our unallocated funds towards the classroom. A Justgiving page was

set up for anyone who would like to donate or hold a sponsored event that they could link into the Justgiving page. We also held the annual Park Run Takeover event in Queens Park and it was decided that any funds raised by sponsorship would be put towards the Immersive Classroom. We have also received £1000.00 from Bolton Together towards the Immersive Classroom. The funds raised so far (including the £5000.00 from unallocated funds & £1000 from Bolton Together) is £10668.95. A very special thank you to everyone who has helped to raise funds towards the Immersive Classroom.

The Your School Lottery continues to bring in a steady stream of funds and so far this year we have received £1089.20. This includes monies from people who have very kindly donated their winnings back to the school.

We are signed up to Amazon Smile and this has raised £105.32.

We were able to run Summer School 2023. We already had £19223.92 of funds earmarked for summer school. However, we did not receive the summer school 2022 salaries invoice before our year end in 2021/2022 period. The summer school salaries were therefore paid out in the 2022/2023 financial year in the sum of £8716.76. This left £10507.16 of allocated funds towards summer school 2023.

We received £1320.50 from parents/carers in respect of summer school fees. The total expenditure up to 30.9.2023 is £504.32. We are awaiting an invoice for the use of a council mini-bus and have not yet received the invoice for the summer school salaries. These will be paid out in the next financial year. There is currently £11323.34 earmarked for summer school 2023 expenditure. Any funds remaining will be put towards summer school 2024.

Expenditure includes £3315.68 for purchases for school. This includes £267.75 for a banner and T-shirts which were earmarked in 2021/2022 financial period. In addition we have also spent £71.94 on sun shades, £232.45 for beanbags, £1383.00 for Acheeva positioning kits, £175.50 for leavers T-shirts, £520.90 for a Planetarium, £592.14 towards the Greenfields event and £72 for Year 6 leavers photoframes.

Other fees that have been paid out are £120.00 for auditing and licensing fees. We try to keep all outgoings which are not directly related to the children, but necessary, to a minimum.

As we enter our seventh year the bank balance at 30.9.2023 is £25252.82 and we have petty cash of £470.36 which together totals £25723.18. There are no outstanding cheques to be presented.

However, out of those funds we have the following monies earmarked:

£11323.34 - Summer School 2023

£10668.95 - Immersive Classroom

£177.00 - Mirrorball for Seedlings

£25723.18 - £22169.29 = £3553.89 funds available.

## Fundraising

Friends of Green Fold continue to raise funds from the public, we hold a local Lotteries Licence and mainly interact with friends and family of people who are linked to Green Fold Specialist School. Our fundraising follows a pattern of events usually including a Christmas Fair, an Easter Event and a Summer Sponsored event. These activities fulfil the object to develop effective relationships between members of the whole school community by bringing them together for fun and exciting events. This is especially important given that our families are spread out across the borough and the majority come and go on buses allowing limited opportunity for parents and carers to interact.

We are registered with 'your school lottery' and regularly sell approximately 40 tickets a week. In addition to this we are registered with easyfundraising, Amazon Smile and Paypal.

We carry out our purpose by making grants to the school. We have a clear process (appendix 1) and will accept Requests for Funding (appendix 2) from any member of staff who feels they could enhance the education or experiences of the pupils in any way with our support.

If a request for funding is agreed staff can use the school requisition process to purchase an item and the bursar then invoices the charity to be reimbursed. If the request is substantially beyond our ability to fund an item then the Trustees will agree to apply for larger grants from other suitable charities.

## Safeguarding

The trustees take Safeguarding very seriously, and we have a dedicated safeguarding trustee in Jeanette Horrocks who is employed by the school as a member of the children and families team. This year we have created our own safeguarding policy and now adopt this as oppose to the school version we used previously. We are keen to ensure that our volunteers are safe and fully understand their role when helping at school, therefore ensuring the safety of the children as well. We have an induction form, which we ask volunteers to read and sign prior to helping at an event. Due to the needs of the pupils the children are always supervised by either their Teachers or their parent and there should never be a need for our volunteers to be directly responsible for a child.

Our trustees receive annual safeguarding training via the school or directly from the Federations executive Head – Andy Feeley. Our future plans are to include a requirement for all trustees to be DBS checked and we will be offering/encouraging volunteers to submit a voluntary DBS check via the school.

## Appendix 1 Friends of Green Fold – Application for Funding - Process

[Click link to go to web page](#)



Member of staff completes a FOG application for funding form (found on web page). They should then consult senior leadership team/head teacher who can sign the form if approved.

The form is given to one of the Friends of Green Fold Trustees either physically or electronically via [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)

If time is limited or a the cost is small the FOG trustees might discuss the application remotely. Otherwise it will be added to the agenda of the following meeting.

Following the meeting (within 1 week) one of the trustees will contact the applicant with the result and share what the trustees have agreed/or not. The school head and bursar will also be informed to ensure clarity.

Usually the applicant will follow the school process to purchase an item or experience. Following the arrival of the item or experience FOG would always appreciate a photograph to share with our supporters. At this point the school bursar can invoice the FOG treasurer.





## **Appendix 2 Friends of Green Fold – Application for Funding**

**Description of item/experience:**

**Cost:**

**How many children will potentially benefit?**

**Why is it needed and what do you expect the impact to be?**

**Have you consulted the senior leadership team prior to placing this bid?**

**Have you considered whether there are other funding streams which could cover or share the cost?**

**Name:**

**Best way to contact you:**

**Signature:**

**Signature of Head Teacher:**

*(required for bids in excess of £100)*

**PLEASE ATTACH A PRINT OUT OR LINK TO THE ITEM OR EXPERIENCE YOU WISH TO PURCHASE**

**Please return form to any FOG Trustee or email to: [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)**

FRIENDS OF GREEN FOLD		REGISTERED CHARITY: 1185568	
<b>MAIN INCOME AND EXPENDITURE ACCOUNT 2022/2023</b>			
<b>ACCOUNTING PERIOD 1.10.2022 TO 30.9.2023</b>			
<b>BALANCES BROUGHT FORWARD FROM 2021/2022</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>BALANCE</b>
PETTY CASH	270.96		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	28,562.07		
DEPOSIT ACCOUNT	0.00		
<b>TOTAL FUNDS AVAILABLE</b>	<b>28,833.03</b>	<b>0.00</b>	<b>0.00</b>
	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>NET</b>
DONATIONS	84.17	0.00	84.17
PURCHASES FOR SCHOOL	0.00	3,315.68	-3,315.68
YOUR SCHOOL LOTTERY	1,089.20	0.00	1,089.20
CHRISTMAS FAIR 2022	1,605.85	327.08	1,278.77
LICENCES & FEES	0.00	120.00	-120.00
SUMMER SCHOOL 2022	0.00	8,716.76	-8,716.76
AMAZON SMILE	105.32	0.00	105.32
IMMERSIVE ROOM	5,668.95	0.00	5,668.95
SUMMER SCHOOL 2023	1,320.50	504.32	816.18
	0.00	0.00	0.00
<b>TOTAL</b>	<b>9,873.99</b>	<b>12,983.84</b>	<b>-3,109.85</b>
BALANCE BROUGHT FORWARD FROM 2021/2022	28,833.03		
CHQS STILL TO BE CASHED 2021/2022	0.00		
<b>FUNDS AVAILABLE</b>	<b>28,833.03</b>		
<b>BALANCE CARRIED FORWARD</b>			
PETTY CASH	470.36		
CHEQUES STILL TO BE CASHED	0.00		
CURRENT ACCOUNT AS AT 30.09.2023	25,252.82		
DEPOSIT ACCOUNT	0.00		
<b>FUNDS AVAILABLE</b>	<b>25,723.18</b>		
MONIES EARMARKED FOR SUMMER SCHOOL	£11323.34		
MONIES EARMARKED FOR IMMERSIVE ROOM	£10668.95		
MIRRORBALL - SEEDLINGS	£177.00		
<b>FUNDS AVAILABLE (INC PETTY CASH)</b>	<b>£3553.89</b>		





		<b>FRIENDS OF GREEN FOLD</b>					
		<b>YOUR SCHOOL LOTTERY 2022/2023</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
4.10.2022	BACS	YOUR SCHOOL LOTTERY - £66.40 TICKET SALES & £12.30 DONATED WINNINGS	78.70				
11.10.2022	BACS	YOUR SCHOOL LOTTERY - £12.60 & £12.30 DONATED WINNINGS	24.90				
8.11.2022	BACS	YOUR SCHOOL LOTTERY - £84.00 TICKET SALES & £12.60 DONATED WINNINGS	96.60				
6.12.2022	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	66.40				
14.12.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.30				
28.12.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.70				
5.1.2023	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	61.60				
17.1.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.40				
31.1.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.40				
8.2.2023	BACS	YOUR SCHOOL LOTTERY - £77.60 TICKET SALES & £12.60 DONATED WINNINGS	90.20				

28.2.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.00				
7.3.2023	BACS	YOUR SCHOOL LOTTERY - £64.00 TICKET SALES & £12.00 DONATED WINNINGS	76.00				
14.3.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.00				
21.3.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
28.3.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
4.4.2023	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	68.80				
18.4.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
3.5.2023	BACS	YOUR SCHOOL LOTTERY - £67.20 TICKET SALES & £12.60 DONATED WINNINGS	79.80				
17.5.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.00				
31.5.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.00				
6.6.2023	BACS	YOUR SCHOOL LOTTERY - £80.00 TICKET SALES & £12.00 DONATED WINNINGS	92.00				
20.6.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	10.80				
4.7.2023	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	58.80				
11.7.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	11.10				









		<b>FRIENDS OF GREEN FOLD</b>					
		<b>AMAZON SMILE 2022/2023</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
15.11.2022	BACS	AMAZON SMILE	24.10				
31.1.2023	BACS	AMAZON SMILE	24.56				
24.4.2023	BACS	AMAZON SMILE	10.73				
19.5.2023	BACS	AMAZON SMILE	45.93				
		TOTAL INCOME	105.32			TOTAL EXPENDITURE	0.00
							105.32

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>IMMERSIVE CLASSROOM 2022/2023</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
27.3.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	134.18				
3.4.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	33.73				
11.4.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	58.25				
2.5.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	29.23				
30.5.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	9.61				
6.6.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	41.53				
9.6.2023	BACS	BOLTON TOGETHER - GRANT TOWARDS IMMERSIVE CLASSROOM	1,000.00				
28.6.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	8.31				
3.7.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	34.13				
8.7.2023	PAY IN 000105	CASH - FUNDS RAISED AT 80'S DISCO	223.00				
8.7.2023	PAY IN 000106	CASH - BALANCE OF FUNDS RAISED AT 80'S DISCO	400.00				
18.7.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	388.59				

19.7.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	9.49				
25.7.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	58.46				
25.7.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	53.40				
27.7.2023	PAY IN 000107	CASH - PARKRUN SPONSORSHIP IN AID OF IMMERSIVE CLASSROOM	270.00				
1.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	11.87				
7.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	189.09				
15.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	261.66				
16.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	73.61				
21.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	545.74				
22.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	13.06				
29.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	110.39				
29.8.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	602.90				
4.9.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	97.30				
11.9.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	195.39				
13.9.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	197.16				
15.9.2023	BACS	A FEELEY - MONIES RAISED FROM SPONSORED BIKE RIDE	150.00				

16.9.2023	PAY IN 000112	CASH - FURTHER PARKRUN SPONSORSHIP IN AID OF	457.00				
		IMMERSIVE CLASSROOM					
20.9.2023	BACS	DONATIONS VIA JUSTGIVING FOR IMMERSIVE ROOM	11.87				
		TOTAL INCOME	5,668.95			TOTAL EXPENDITURE	0.00
							5,668.95

FRIENDS OF GREEN FOLD							
SUMMER SCHOOL 2023							
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
8.7.2023	PAY IN 000103	CASH - VARIOUS SUMMER SCHOOL FEES	1,000.00	16.6.2023	CHQ 000097	MRS J HORROCKS - REIMBURSE SEALIFE CENTRE TICKETS FOR SUMMER SCHOOL	128.00
8.7.2023	PAY IN 000105	CASH - BALANCE OF SUMMER SCHOOL FEES	30.00	13.7.2023	CHQ 000100	BMBC - INV GF23.24/14 - 2X SESSIONS AT SPACE	80.00
27.7.2023	PAY IN 000107	CASH - SUMMER SCHOOL FEES	175.00	14.7.2023	CHQ 000101	MRS J HORROCKS - REIMBURSE FURTHER TICKETS FOR SEALIFE CENTRE	78.00
16.9.2023	PAY IN 000113	CASH - BALANCE OF SUMMER SCHOOL FEES	115.50	30.09.2023	PC 6	FARNWORTH SERVICE STATION - MINIBUS FUEL	55.86
				30.09.2023	PC 7	ASDA - REFRESHMENTS	16.49
				30.09.2023	PC 8	TESCO - FUEL FOR STAFF CAR	10.00
				30.09.2023	PC 9	BOUNCY CASTLE HIRE	120.00
				30.09.2023	PC10	SAINSBURYS - FUEL FOR STAFF CAR	10.00
				30.09.2023	PC 11	MCDONALDS - REFRESHMENTS FOR CHILDREN	5.97
		TOTAL INCOME	1,320.50			TOTAL EXPENDITURE	504.32
							816.18



**FRIENDS OF GREEN FOLD**

England & Wales - Charity number 1185568

---

# Accounts

---

## Friends of Green Fold

### Trustees' Annual Return



#### Trustees

Joanne Brown – Chair  
Melanie Gilkes – Vice Chair  
Suzanne Schofield – Secretary  
Jane Ashton – Treasurer  
Kayleigh Orrall – Social Media Trustee  
Jeanette Horrocks – Safeguarding Trustee  
Gary Anders – Head Teacher

#### Address

The Orchards Federation  
Highfield Road  
Farnworth  
Bolton  
BL4 0NS

**Charity Number:** 1185568

Web page: <https://www.greenfold.bolton.sch.uk/statutory/fogf/>

Facebook: [\\_@Friendsofgreenfold](#)

### Report of the trustees for the year ended 30<sup>th</sup> Sept 2022

Friends of Green Fold was established in September 2017. It functions mainly as a Parent Teacher Association for a Special Needs School. The Charity was registered in 2019 as a CIO; charity number 1185568. The seven trustees are voted in annually at the AGM and monthly meetings are held on a Friday during the school day.

#### Purpose

In setting our purpose the trustees have given careful consideration and regards to the charity commission's public benefit guidance.

The object of the CIO is to advance the education of pupils of Green Fold School and others in the Orchards Federation in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

#### Income and spending

We have had a much better year at Friends of Green Fold, as we have been able to hold some fundraising events, although on a smaller scale and hold face to face meetings which we had not been able to do due to the Coronavirus pandemic.

Our aim is to raise as much funds for Green Fold Special School and The Orchards, however, our priority has still been to keep the children, staff, our families, the wider community and ourselves, safe and well.

As we enter our sixth year of Friends of Green Fold and our fourth of being a registered charity, our fundraising efforts are hopefully going to get back on track as we can now hold more fundraising events. However, due to covid and now the rising costs of living, our efforts may still be affected. All charities have suffered as a result of the pandemic and we expect that it will still be challenging to access grants and funding going forward.

Our financial year runs from 1st October until 30th September. The bank balance at the year end 30.9.2021 was £16416.04 and we had petty cash of £101.95 which together totalled £16517.99. There were no cheques outstanding as at 30.9.2021. However, out of those funds the following were earmarked:

£10752.14 - Summer School 2021

£201.35 - Sensory Garden items

£599.75 - Leavers caps & gowns

Total = £11553.24

£16517.99 - £11553.24 = £4964.75 funds available.

In the financial period 1.10.2021 to 1.9.2022 we have had an income of £24049.97 and expenditure of £11734.93 which leaves a balance of £12315.04. We have paid for the leavers caps & gowns (£529.55) and reimbursed the summer school 2021 salaries (£6051.34) which were allocated in the 2020/2021 figures, out in the 2021/2022 financial period.

We were able to hold a Christmas Fair which is usually a lovely event tailored to meet the needs of the children and enjoyed with parents/carers. However, due to covid, we had to scale the event down and were unable to invite parents into school. The Christmas Fair is usually one of our most successful fundraising events. We managed to raise £887.05 from the event which included an online raffle, commission from Cauliflower Cards from pupils designing their own Christmas cards/gifts and also donations in lieu of sending Christmas cards fundraiser.

We did not hold the Easter Disco again but classes held Easter activities. With thanks to the community we were able to ensure that all the children received an Easter egg or gift. We also ran another online raffle which raised £101.70. Kearsley Cricket Club also held an Easter raffle and raised £210.00 for Friends of Green Fold. With the monies we paid out for some further gifts for the children the event raised a total of £291.30.

We also very generously received £4155.02 in various donations throughout the year. These monies have been raised from various people holding sponsored events to raise funds, donations in memory of loved ones and parent/carer donations. We would like to thank everyone for their kindness, generosity and ongoing support.

We were able to hold the Park Run Takeover event in Queens Park which was a fantastic event with lots of Green Fold families and staff, past and present, taking part. This event raised £1078.85.

The Your School Lottery continues to bring in a steady stream of funds and so far this year we have received £1383.00. This includes monies from people who have very kindly donated their winnings back to the school.

We are signed up to Amazon Smile and this has raised £85.35.

We were able to run Summer School 2022. We already had £10752.14 of funds earmarked for summer school. However, we did not receive the summer school salaries 2021 invoice before our year end in 2020/2021 period. The summer school salaries were therefore paid out in the 2021/2022 financial year in the sum of £6051.34.

We received a grant from Bolton CVS towards the costs of for summer school 2022 & 2023 in the sum of £13700. We also received a grant from Arnold Clark in the sum of £1000.00 towards summer school costs. We also received £1315.00 from parents/carers in respect of summer school fees. The total expenditure up to 30.9.2022 for Summer school 2022 is £1491.88. However, we have not yet received the invoice for the summer school salaries so this will be paid out in the next financial year. There is currently £19223.92 earmarked for summer school 2022 salaries and summer school 2023.

Expenditure includes £3917.31 for purchases for school. This includes £529.55 for caps & gowns which were earmarked in 2020/2021 financial period. In addition we have also spent £1091.48 on light resources, £559.25 for a Switch Assessment Kits and £1737.03 for Sensory books for every class.

Other fees that have been paid out are £120.00 for auditing and licensing fees. We try to keep all outgoings which are not directly related to the children but necessary to a minimum.

As we enter our sixth year the bank balance at 30.9.2022 is £28562.07 and we have petty cash of £270.96 which together totals £28833.03. There are no outstanding cheques to be presented.

However, out of those funds we have the following monies earmarked:

£19223.92 - Summer School 2022/23

£333.97 - Sensory Books balance

£281.98 - Crelling Harness

£250.00 - Leavers banner and T-shirts

£28833.03 - £20089.87 = £8743.16 funds available.

## Fundraising

Friends of Green Fold continue to raise funds from the public, we hold a local Lotteries Licence and mainly interact with friends and family of people who are linked to Green Fold Specialist School. Our fundraising follows a pattern of events usually including a Christmas Fair, an Easter Event and a Summer Sponsored event. These activities fulfil the object to develop effective relationships between members of the whole school community by bringing them together for fun and exciting events. This is especially important given that our families are spread out across the borough and the majority come and go on buses allowing limited opportunity for parents and carers to interact.

We are registered with 'your school lottery' and regularly sell approximately 40 tickets a week. In addition to this we are registered with easyfundraising, Amazon Smile and Paypal.

We carry out our purpose by making grants to the school. We have a clear process (appendix 1) and will accept Requests for Funding (appendix 2) from any member of staff who feels they could enhance the education or experiences of the pupils in any way with our support.

If a request for funding is agreed staff can use the school requisition process to purchase an item and the bursar then invoices the charity to be reimbursed. If the request is substantially beyond our ability to fund an item then the Trustees will agree to apply for larger grants from other suitable charities.

## Safeguarding

The trustees take Safeguarding very seriously, and we have a dedicated safeguarding trustee in Jeanette Horrocks who is employed by the school as a member of the children and families team. This year we have created our own safeguarding policy and now adopt this as oppose to the school version we used previously. We are keen to ensure that our volunteers are safe and fully understand their role when helping at school, therefore ensuring the safety of the children as well. We have an induction form, which we ask volunteers to read and sign prior to helping at an event. Due to the needs of the pupils the children are always supervised by either their Teachers or their parent and there should never be a need for our volunteers to be directly responsible for a child.

Our trustees receive annual safeguarding training via the school or directly from the Federations executive Head – Andy Feeley. Our future plans are to include a requirement for all trustees to be DBS checked and we will be offering/encouraging volunteers to submit a voluntary DBS check via the school.

## Appendix 1 Friends of Green Fold – Application for Funding - Process

[Click link to go to web page](#)



Member of staff completes a FOG application for funding form (found on web page). They should then consult senior leadership team/head teacher who can sign the form if approved.

The form is given to one of the Friends of Green Fold Trustees either physically or electronically via [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)

If time is limited or a the cost is small the FOG trustees might discuss the application remotely. Otherwise it will be added to the agenda of the following meeting.

Following the meeting (within 1 week) one of the trustees will contact the applicant with the result and share what the trustees have agreed/or not. The school head and bursar will also be informed to ensure clarity.

Usually the applicant will follow the school process to purchase an item or experience. Following the arrival of the item or experience FOG would always appreciate a photograph to share with our supporters. At this point the school bursar can invoice the FOG treasurer.





## **Appendix 2 Friends of Green Fold – Application for Funding**

**Description of item/experience:**

**Cost:**

**How many children will potentially benefit?**

**Why is it needed and what do you expect the impact to be?**

**Have you consulted the senior leadership team prior to placing this bid?**

**Have you considered whether there are other funding streams which could cover or share the cost?**

**Name:**

**Best way to contact you:**

**Signature:**

**Signature of Head Teacher:**

*(required for bids in excess of £100)*

**PLEASE ATTACH A PRINT OUT OR LINK TO THE ITEM OR EXPERIENCE YOU WISH TO PURCHASE**

**Please return form to any FOG Trustee or email to: [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)**

FRIENDS OF GREEN FOLD		REGISTERED CHARITY: 1185568	
<b>MAIN INCOME AND EXPENDITURE ACCOUNT 2021/2022</b>			
<b>ACCOUNTING PERIOD 1.10.2021 TO 30.9.2022</b>			
<b>BALANCES BROUGHT FORWARD FROM 2020/2021</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>BALANCE</b>
PETTY CASH	101.95		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	16,416.04		
DEPOSIT ACCOUNT	0.00		
<b>TOTAL FUNDS AVAILABLE</b>	<b>16,517.99</b>	<b>0.00</b>	<b>0.00</b>
	INCOME	EXPENDITURE	NET
DONATIONS	4,155.02	0.00	4,155.02
PURCHASES FOR SCHOOL	0.00	3,917.31	-3,917.31
YOUR SCHOOL LOTTERY	1,383.00	0.00	1,383.00
CHRISTMAS FAIR 2021	937.05	50.00	887.05
LICENCES & FEES	0.00	120.00	-120.00
SUMMER SCHOOL 2021	0.00	6,051.34	-6,051.34
AMAZON SMILE	85.35	0.00	85.35
EASTER EVENT 2022	311.70	20.40	291.30
SUMMER SCHOOL 2022	16,015.00	1,491.88	14,523.12
PARKRUN TAKEOVER 2022	1,162.85	84.00	1,078.85
<b>TOTAL</b>	<b>24,049.97</b>	<b>11,734.93</b>	<b>12,315.04</b>
BALANCE BROUGHT FORWARD FROM 2020/2021	16,517.99		
CHQS STILL TO BE CASHED 2020/2021	0.00		
<b>FUNDS AVAILABLE</b>	<b>16,517.99</b>		
<b>BALANCE CARRIED FORWARD</b>			
PETTY CASH	270.96		
CHEQUES STILL TO BE CASHED	0.00		
CURRENT ACCOUNT AS AT 30.9.2022	28,562.07		
DEPOSIT ACCOUNT	0.00		
<b>FUNDS AVAILABLE</b>	<b>28,833.03</b>		
MONIES EARMARKED FOR SUMMER SCHOOL	£19223.92		
MONIES EARMARKED FOR SENSORY BOOKS - BAL	£333.97		
MONIES EARMARKED FOR CRELLING HARNESS	£281.98		
MONIES EARMARKED FOR BANNER & T-SHIRTS	£250.00		
<b>FUNDS AVAILABLE (INC PETTY CASH)</b>	<b>£8743.16</b>		

		<b>FRIENDS OF GREEN FOLD</b>						
		<b>DONATIONS 2021/2022</b>						
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>		<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
26.10.2021	PAY IN 000082	CHQ FROM G & B HORSMAN - IRONMAN SPONSORSHIP MONIES FROM KAT	1,342.00					
18.11.2021	PAY IN 000083	CHQ - MISS D SHARPLES - DONATION RE MANCHESTER MARATHON SPONSORSHIP	100.00					
10.2.2022	PAY IN 000086	CASH - DONATION IN MEMORY OF C NUTTALL DONATED BY J NUTTALL	40.00					
25.2.2022	PAY IN 000087	CHQ - GREEN FOLD SCHOOL FUND A/C -	40.00					
9.3.2022	PAY IN 000088	CASH - DONATION SENT VIA K ORRELL	27.80					
14.4.2022	BACS	BACS - BREAKING SURFACE FISHING MATCH - SENT VIA K ORRELL	180.00					
4.7.2022	PAY IN 000090	CHQ - MRS A SEWASTIANOW - DONATION	120.00					
27.7.2022	CHQ 000096	CHQ - G & B HORSMAN - DONATION	1,000.00					
14.9.2022	BACS	PAYPAL - DONATIONS FROM PAUL & HAMDI BOXING MATCH & AUCTION	1,305.22					
		<b>TOTAL INCOME</b>	<b>4,155.02</b>				<b>TOTAL EXPENDITURE</b>	<b>0.00</b>
								<b>4,155.02</b>



		<b>FRIENDS OF GREEN FOLD</b>					
		<b>YOUR SCHOOL LOTTERY</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
5.10.2021	BACS	YOUR SCHOOL LOTTERY - £82.80 TICKET SALES & £15.90 DONATED WINNINGS	98.70				
26.10.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.90				
2.11.2021	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	82.00				
10.11.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	14.40				
23.11.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	14.40				
30.11.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.60				
7.12.2021	BACS	YOUR SCHOOL LOTTERY - £101.60 TICKET SALES & £15.90 DONATED WINNINGS	117.50				
14.12.2021	BACS	YOUR SCHOOL LOTTERY - £15.90 & £14.40 DONATED WINNINGS	30.30				
30.12.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.90				
5.1.2022	BACS	YOUR SCHOOL LOTTERY - £81.60 TICKET SALES & £14.40 DONATED WINNINGS	96.00				
11.1.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.00				

26.1.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.00				
8.2.2022	BACS	YOUR SCHOOL LOTTERY - £99.60 TICKET SALES & £15.30 DONATED WINNINGS	114.90				
22.2.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS £14.10 X2	28.20				
1.3.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	14.10				
8.3.2022	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	74.40				
15.3.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	13.80				
5.4.2022	BACS	YOUR SCHOOL LOTTERY - TICKET SALES £70.40 & £12.90 DONATED WINNINGS	83.30				
12.4.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS £13.50 & £12.90	26.40				
20.4.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
4.5.2022	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	68.80				
17.5.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
24.5.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
31.5.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				

7.6.2022	BACS	YOUR SCHOOL LOTTERY - £86.00 TICKET SALES & £12.90 DONATED WINNINGS	98.90				
21.6.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.90				
5.7.2022	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	67.60				
12.7.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS £12.60 X2	25.20				
2.8.2022	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	65.60				
23.8.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	12.30				
6.9.2022	BACS	YOUR SCHOOL LOTTERY - £82.00 TICKET SALES & £12.30 DONATED WINNINGS	94.30				
		TOTAL INCOME	1,383.00			TOTAL EXPENDITURE	0.00
							1,383.00







		<b>FRIENDS OF GREEN FOLD</b>					
		<b>AMAZON SMILE 2021/2022</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
13.12.2021	BACS	AMAZON SMILE	20.03				
23.2.2022	BACS	AMAZON SMILE	28.94				
9.5.2022	BACS	AMAZON SMILE	18.89				
16.8.2022	BACS	AMAZON SMILE	17.49				
		TOTAL INCOME	85.35			TOTAL EXPENDITURE	0.00
							85.35

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>EASTER EVENT 2022</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
9.5.2022	PAY IN 000089	KEARSLEY CRICKET CLUB - MONIES RAISED FROM EASTER RAFFLE	210.00	1.5.2022	PC 3	THE WORKS (KO) - EASTER GIFTS FOR PUPILS	20.40
19.7.2022	BACS	RAFFALL - MONIES RAISED FROM ONLINE RAFFLE	101.70				
		TOTAL INCOME	311.70			TOTAL EXPENDITURE	20.40
							291.30

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>SUMMER SCHOOL 2022</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
9.5.2022	BACS	BOLTON CVS - GRANT TOWARDS SUMMER SCHOOL 2022/2023	13,700.00	23.6.2022	CHQ 000079	BMBC - INV 22.23/04 - CAR BELT LOCKS FOR MINIBUS FOR SUMMER SCHOOL	101.88
27.5.2022	BACS	ARNOLD CLARK - GRANT TOWARDS SUMMER SCHOOL	1,000.00	24.6.2022	CHQ 000082	MRS J HORROCKS - RHS BRIDGEWATER TRIP TICKETS	63.25
18.7.2022	PAYIN 000093	CASH - VARIOUS SUMMER SCHOOL FEES	940.00	24.6.2022	CHQ 000083	CREATIVE SUPPORT LTD - SPACE CENTRE TRIP	45.00
18.7.2022	PAY IN 000094	CASH - VARIOUS SUMMER SCHOOL FEES	375.00	19.7.2022	CHQ 000086	MISS J WHITTLESTON - BUBBLE MAKING EQUIPMENT	156.66
				28.7.2022	PC 5	ASDA - REFRESHMENTS	15.60
				1.8.2022	PC 6	ASDA - FUEL FOR MINIBUSES	120.01
				1.8.2022	PC 7	ASDA - FUEL FOR MINIBUSES	79.98
				5.8.2022	PC 8	BOUNCE A LOT NORTHWEST - BOUNCY CASTLE	120.00
				15.9.2022	CHQ 000087	BMBC - INV GF22.23/06 - CRELLING HARNESES	789.50
		TOTAL INCOME	16,015.00			TOTAL EXPENDITURE	1,491.88
							14,523.12



**FRIENDS OF GREEN FOLD**

England & Wales - Charity number 1185568

---

# Accounts

---

## Friends of Green Fold

### Trustees' Annual Return



#### Trustees

Joanne Brown – Chair  
Melanie Gilkes – Vice Chair  
Suzanne Schofield – Secretary  
Jane Ashton – Treasurer  
Kayleigh Orrall – Social Media Trustee  
Jeanette Horrocks – Safeguarding Trustee  
Gary Anders – Head Teacher

#### Address

The Orchards Federation  
Highfield Road  
Farnworth  
Bolton  
BL4 0NS

**Charity Number:** 1185568

Web page: <https://www.greenfold.bolton.sch.uk/statutory/fogf/>

Facebook: [\\_@Friendsofgreenfold](#)

### Report of the trustees for the year ended 30<sup>th</sup> Sept 2021

Friends of Green Fold was established in September 2017. It functions mainly as a Parent Teacher Association for a Special Needs School. The Charity was registered in 2019 as a CIO; charity number 1185568. The seven trustees are voted in annually at the AGM and monthly meetings are held on a Friday during the school day.

#### Purpose

In setting our purpose the trustees have given careful consideration and regards to the charity commission's public benefit guidance.

The object of the CIO is to advance the education of pupils of Green Fold School and others in the Orchards Federation in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Income and spending

We have had another very strange and difficult year at Friends of Green Fold, as we have still had to put a lot of our fundraising on hold due to the Coronavirus pandemic. Our aim is to raise as much funds for Green Fold Special School and The Orchards, however, our priority has still been to keep the children, staff, our families, the wider community and ourselves, safe and well at this time.

As we enter our fifth year of Friends of Green Fold and our third of being a registered charity, our fundraising efforts are still going to be affected by the uncertainty of the ongoing situation and what kind of fundraising we can do that keeps everyone safe. All charities have suffered as a result of the pandemic and we expect that it will still be challenging to access grants and funding going forward.

Our financial year runs from 1st October until 30th September.

The bank balance at the year end 30.9.2020 was £14505.79 and we had petty cash of £55.30 which together totalled £14561.09. There were no cheques outstanding as at 30.9.2020. However, out of those funds the following were earmarked:

£10095.33 - Summer School 2021

£201.35 - Sensory Garden items

£100.00 - Topic resources

£100.00 - Homework packs

£300.00 - Switch toys

£459.99 - Part cost of Body roller bumper

£299.85 - Part cost of Trikes and scooters

£500.00 - Minibus costs

£250.00 - Toy packs for Saplings

Total = £12306.52

£14561.09 - £12306.52 = £2254.57 funds available.

In the financial period 1.10.2020 to 30.9.2021 we have had an income of £10462.53 and expenditure of £8505.63 which leaves a balance of £1956.90. We have paid for the topic resources, homework packs, switch toys, body roller bumper, trikes & scooters, minibus and toy packs for Saplings, which were allocated in the 2019/2020 figures, out in the 2020/2021 financial period.

Unfortunately, we were unable to hold a Christmas Fair which is usually a lovely event tailored to meet the needs of the children and enjoyed with parents/carers. It is also usually one of our most successful fundraising events. The Village Store in Harwood, donated some hampers and ran some Christmas raffles and managed to raise £780.00 for Friends of Green Fold. Classes also worked with

the children to design Christmas cards which were printed by Cauliflower Cards who pay a commission from all sales which raised £79.20.

We did receive a grant in the sum of £200.00 from Bolton CVS from their Festive Fund Grant. This enabled us to buy thank you gifts for the people who have supported us throughout this difficult time to show our appreciation.

We were also not able to hold the Easter Disco again but with thanks to the community and The Village Store we were able to ensure that all the children received an Easter egg or gift. We also ran the event as dress down day in conjunction with Epilepsy Action and 'Purple Day' and split funds that were raised on the day.

We have received numerous grants totalling the sum of £2300.00 towards ongoing minibus costs. This included £300 from Asda, £500 from the Adnint Charitable Trust, £1000 from Groundwork UK (Tesco Bags for Life) and £500.00 from the The David Solomans Charitable Trust. This has all been paid to school for the minibus along with the £500.00 of funds which were earmarked in the 2019/2020 financial period.

We also very generously received £4118.99 in various donations throughout the year. These monies have been raised from the collections tins, various people holding sponsored events to raise funds, raffles, dress down days, parent/carer donations and a generous donation of £2000.00 from The Adint Charitable Trust. We would like to thank everyone for their kindness and generosity.

Classes within school did hold a 140 Summer Challenge fundraising event. The children had the opportunity to be sponsored to do 140 of an activity (e.g. pop 140 bubbles between them) in their class team. This event raised £582.00.

Summer School 2021 did go ahead but we are currently awaiting invoices with regards to salaries, transport fees, trips, food etc. We received a total of £1260.00 in payment of summer school fees from parent/carers. These fees added to the £10095.33 which had previously been earmarked for summer school totals £11355.33 to cover the cost of Summer School 2021.

The Your School Lottery continues to bring in a steady stream of funds and so far this year we have received £1501.90. This includes monies from people who have very kindly donated their winnings back to the school.

We have also signed up to Amazon Smile and this has raised £45.84.

Expenditure includes £4757.28 for purchases for school. This includes £299.85 for trikes & scooters, £257.49 for switch toys, £459.00 for the body roller bumper, £245.66 for the toy packs for Saplings, £79.47 for topic resources and £93.54 for homework packs. All of these items were earmarked in 2019/2020 financial period. In addition we have also spent £206.77 on new books for all classes, £2495.00 for a Sense Micro Interactive System for Saplings, £400.00 for the 'Green Fields' event at Upper Site and £220.50 for T-shirts for the 2021 school leavers.

Other fees that have been paid out are £120.00 for auditing and licensing fees. We try to keep all outgoings which are not directly related to the children but necessary to a minimum.

As we enter our fifth year the bank balance at 30.9.2020 is £16416.04 and we have petty cash of £101.95 which together totals £16517.99. There are no outstanding cheques.

However, out of those funds we have the following monies earmarked:

£10752.14 - Summer School 2021

£201.35 - Sensory Garden items

£599.75 - Graduation cap & gowns

**£16517.99 - £11553.24 = £4964.75 funds available.**

On behalf of everyone at Friends of Green Fold I would like to thank parents/carers, staff, Bolton CVS, the wider community and everyone who has helped raise funds, volunteered, donated items or helped to raise awareness of our charity, for your continued support. We wouldn't be able to do it without your help.

Thank you all once again and hopefully this next year we will be able to continue with our fundraising endeavours at Friends Of Green Fold.

Our accounts are audited once per year by Mr William Latham CCIP and we have received the appropriate audit certification.

## Fundraising

Friends of Green Fold continue to raise funds from the public, we hold a local Lotteries Licence and mainly interact with friends and family of people who are linked to Green Fold Specialist School. Our fundraising follows a pattern of events usually including a Christmas Fair, an Easter Disco and a Summer Sponsored event. These activities fulfil the object to develop effective relationships between members of the whole school community by bringing them together for fun and exciting events. This is especially important given that our families are spread out across the borough and the majority come and go on buses allowing limited opportunity for parents and carers to interact.

We are registered with 'your school lottery' and regularly sell approximately 40 tickets a week. In addition to this we are registered with easyfundraising, Amazon Smile and Paypal.

We carry out our purpose by making grants to the school. We have a clear process (appendix 1) and will accept Requests for Funding (appendix 2) from any member of staff who feels they could enhance the education or experiences of the pupils in any way with our support.

If a request for funding is agreed staff can use the school requisition process to purchase an item and the bursar then invoices the charity to be reimbursed. If the request is substantially beyond our ability to fund an item then the Trustees will agree to apply for larger grants from other suitable charities.

## Safeguarding

The trustees take Safeguarding very seriously, and we have a dedicated safeguarding trustee in Jeanette Horrocks who is employed by the school as a member of the children and families team. This year we have created our own safeguarding policy and now adopt this as oppose to the school version we used previously. We are keen to ensure that our volunteers are safe and fully understand their role when helping at school, therefore ensuring the safety of the children as well. We have an induction form which we ask volunteers to read and sign prior to helping at an event. Due to the needs of the pupils the children are always supervised by either their Teachers or a parent and there should never be a need for our volunteers to be directly responsible for a child. Our trustees receive annual safeguarding training via the school or directly from the Federations executive Head – Andy Feeley. Our future plans are to include a requirement for all trustees to be DBS checked and we will be offering/encouraging volunteers to submit a voluntary DBS check via the school.

## Appendix 1 Friends of Green Fold – Application for Funding - Process

[Click link to go to web page](#)



Member of staff completes a FOG application for funding form (found on web page). They should then consult senior leadership team/head teacher who can sign the form if approved.

The form is given to one of the Friends of Green Fold Trustees either physically or electronically via [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)

If time is limited or a the cost is small the FOG trustees might discuss the application remotely. Otherwise it will be added to the agenda of the following meeting.

Following the meeting (within 1 week) one of the trustees will contact the applicant with the result and share what the trustees have agreed/or not. The school head and bursar will also be informed to ensure clarity.

Usually the applicant will follow the school process to purchase an item or experience. Following the arrival of the item or experience FOG would always appreciate a photograph to share with our supporters. At this point the school bursar can invoice the FOG treasurer.





## **Appendix 2 Friends of Green Fold – Application for Funding**

**Description of item/experience:**

**Cost:**

**How many children will potentially benefit?**

**Why is it needed and what do you expect the impact to be?**

**Have you consulted the senior leadership team prior to placing this bid?**

**Have you considered whether there are other funding streams which could cover or share the cost?**

**Name:**

**Best way to contact you:**

**Signature:**

**Signature of Head Teacher:**

*(required for bids in excess of £100)*

**PLEASE ATTACH A PRINT OUT OR LINK TO THE ITEM OR EXPERIENCE YOU WISH TO PURCHASE**

**Please return form to any FOG Trustee or email to: [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)**

FRIENDS OF GREEN FOLD		REGISTERED CHARITY: 1185568	
<b>MAIN INCOME AND EXPENDITURE ACCOUNT 2020/2021</b>			
<b>ACCOUNTING PERIOD 1.10.2020 TO 30.9.2021</b>			
<b>BALANCES BROUGHT FORWARD FROM 2019/2020</b>			
	<b>CREDIT</b>	<b>DEBIT</b>	<b>BALANCE</b>
PETTY CASH	55.30		
CHEQUES STILL TO BE CASHED	0.00		
CURRENT ACCOUNT	14,505.79		
DEPOSIT ACCOUNT	0.00		
<b>TOTAL FUNDS AVAILABLE</b>	<b>14,561.09</b>		<b>14561.09</b>
	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>NET</b>
DONATIONS	4,118.99	0.00	4,118.99
PURCHASES FOR SCHOOL	0.00	4,757.28	-4,757.28
YOUR SCHOOL LOTTERY	1,501.90	0.00	1,501.90
MINIBUS	2,300.00	2,800.00	-500.00
LICENCES & FEES	0.00	120.00	-120.00
BOLTON CVS CHRISTMAS THANK YOU FUND	200.00	184.26	15.74
CAULIFLOWER CARDS	84.50	5.30	79.20
AMAZON SMILE	45.84	0.00	45.84
EASTER/PURPLE DAY	369.30	35.60	333.70
SUMMER SCHOOL 2021	1,260.00	603.19	656.81
F.O.G. 140 SUMMER CHALLENGE	582.00	0.00	582.00
<b>TOTAL</b>	<b>10,462.53</b>	<b>8,505.63</b>	<b>1,956.90</b>
BALANCE BROUGHT FORWARD FROM 2019/2020	£14561.09		
CHQS STILL TO BE CASHED 2019/2020	0.00		
FUNDS AVAILABLE	14,561.09		
<b>BALANCE CARRIED FORWARD</b>			
PETTY CASH	101.95		
CHEQUES STILL TO BE CASHED	0.00		
CURRENT ACCOUNT AS AT YEAR END 30.9.2021	16,416.04		
DEPOSIT ACCOUNT	0.00		
	0.00		
	16,517.99		
MONIES EARMARKED FOR SUMMER SCHOOL	10752.14		
MONIES EARMARKED FOR SENSORY GARDEN	£201.35		
LEAVERS CAPS & GOWNS	599.75		
FUNDS AVAILABLE (INC PETTY CASH)	£4964.75		

--	--	--	--	--

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>DONATIONS 2020/2021</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
15.10.2020	PAY IN 000065	CASH - EASTER DISCO TICKET MONIES DONATED BY PARENTS	157.60				
12.11.2020	PAY IN 000067	CASH - COLLECTION TUB AT THE VILLAGE STORE	175.00				
25.11.2020	BACS	ADINT CHARITABLE TRUST	2,000.00				
8.12.2020	PAY IN 000068	CASH - £60 GWEN - £18.70 KEARSLEY C/C COLLECTION TUB - £47.16 NON-UNIFORM DAY	125.86				
7.1.2021	PAY IN 000069	CASH - FURTHER MONIES FROM NON-UNIFORM DAY	43.16				
23.3.2021	PAY IN 000070	CASH - THE VILLAGE STORE - XMAS RAFFLES IN AID OF FOG	500.00				
23.3.2021	PAY IN 000071	CASH - THE VILLAGE STORE - XMAS RAFFLES IN AID OF FOG	280.00				
7.4.2021	PAY IN 000073	CASH - £46.00 SAPLINGS NATIVITY/DRESS DOWN £112.00 NATIVITY FILM DONATIONS £25.00 JEANETTE TAXI DRIVER DONATION	183.00				
26.5.2021	BACS	JAMIE MCCANN - LOCKDOWN CHALLENGE OF RUNNING 184K	184.00				
28.7.2021	PAY IN 000079	CASH - DONATION	25.00				
17.9.2021	BACS	FROM PAYPAL ACCOUNT - FACEBOOK FUNDRAISERS	121.56				
30.9.2021	BACS	FROM PAYPAL ACCOUNT - FACEBOOK FUNDRAISERS	70.00				

30.9.2021	PAY IN 000080	CHQS IN MEMORY OF G OLIVE - £30 HOWARTHS FUNERAL SERVICE, £25 D J ORMEROD & £20 PA & L MARLAND	75.00				
30.9.2021	PAY IN 000081	CASH - £100 IN MEMORY OF G OLIVE	178.81				
		£76.81 THE VILLAGE STORE (£38.41 COLLECTION TUB & £38.40 FACE PAINTING)					
		£2.00 - CASH DONATION					
		TOTAL INCOME	4,118.99			TOTAL EXPENDITURE	0.00
							4,118.99

		<b>FRIENDS OF GREEN FOLD</b>							
		<b>PURCHASES FOR SCHOOL 2020/2021</b>							
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>		
				1.10.2020	CHQ 000055	BMBC - CONTRIBUTION TOWARDS TRIKES AND SCOOTERS - INV GF 20/21-02	299.85		
				6.10.2020	CHQ 000056	BMBC - 50% CONTRIBUTION TOWARDS SENSORY SWITCH TOYS - INV GF 20/21-04	257.49		
				22.11.2020	CHQ 000057	BMBC - BODY ROLLER BUMPER - INV GF 20/21-06	459.00		
				22.11.2020	CHQ 000059	RACHAEL SAWINSKI - REIMBURSE FOR TOYS FOR COMMUNICATION PACKS FOR SAPLINGS	245.66		
				1.12.2020	CHQ 000061	HARRIET DAVIDSON - REIMB COSTCO RECEIPT NEW BOOKS FOR ALL CLASSES	206.77		
				29.3.2021	CHQ 000066	BMBC - TOPIC RESOURCES INV GF20.21/17	79.47		
				29.3.2021	CHQ 000067	BMBC - COMMUNICATION RESOURCES FOR HOMEWORK PACKS INV GF20.21/16	93.54		
				21.4.2021	CHQ 000068	BMBC - SENSE MICRO INTERACTIVE SYSTEM FOR SAPLINGS - INV GF21.22/01	2,495.00		
				10.9.2021	CHQ 000071	BMBC - GREENFIELDS EVENT - INV GF 21.22/06	400.00		
				10.9.2021	CHQ 000072	BMBC - SCHOOL LEVERS T-SHIRTS - INV GF 21.22/05	220.50		
		<b>TOTAL INCOME</b>	<b>0.00</b>			<b>TOTAL EXPENDITURE</b>	<b>4,757.28</b>		
							<b>-4,757.28</b>		

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>YOUR SCHOOL LOTTERY 2020/2021</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
10.11.2020	BACS	YOUR SCHOOL LOTTERY - £20 DONATED WINNINGS & £12 TICKET SALES	32.00				
24.11.2020	BACS	YOUR SCHOOL LOTTERY - WINNER DONATED WINNINGS	20.00				
3.12.2020	BACS	YOUR SCHOOL LOTTERY - WINNER DONATED WINNINGS	18.30				
9.12.2020	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	116.00				
5.1.2021	BACS	YOUR SCHOOL LOTTERY - £18.60 DONATED WINNINGS & £100 TICKET SALES	118.60				
12.1.2021	BACS	YOUR SCHOOL LOTTERY - WINNER DONATED WINNINGS X2	37.80				
19.1.2021	BACS	YOUR SCHOOL LOTTERY - WINNER DONATED WINNINGS	16.80				
2.2.2021	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	92.00				
9.2.201	BACS	YOUR SCHOOL LOTTERY - WINNER DONATED WINNINGS	17.40				
16.2.2021	BACS	YOUR SCHOOL LOTTERY - WINNER DONATED WINNINGS	18.00				
3.3.2021	BACS	YOUR SCHOOL LOTTERY - £18 DONATED WINNINGS & £96 TICKET SALES	114.00				

7.4.2021	BACS	YOUR SCHOOL LOTTERY - £18.90 & £18.30 DONATED WINNINGS & £124.40 TICKET SALES	161.60				
13.4.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	18.30				
20.4.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	17.70				
11.5.2021	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	94.80				
25.5.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS £ 18.30 & £17.70	36.00				
8.6.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	18.30				
11.6.2021	BACS	YOUR SCHOOL LOTTERY - £18.30 DONATED WINNINGS & £122.00 TICKET SALES	140.30				
6.7.2021	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	102.80				
9.7.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	19.50				
3.8.2021	BACS	YOUR SCHOOL LOTTERY - £16.80 DONATED WINNINGS & £91.20 TICKET SALES	108.00				
10.8.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	16.80				
17.8.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	16.20				
7.9.2021	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	104.80				

15.9.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.60				
21.9.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.00				
28.9.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.30				
		TOTAL INCOME	1,501.90			TOTAL EXPENDITURE	0.00
							1,501.90

<b>FRIENDS OF GREEN FOLD</b>							
<b>MINIBUS 2020/2021</b>							
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
12.11.2020	PAY IN 000066	THE ASDA FOUNDATION - MINIBUS COSTS	300.00	1.10.2020	CHQ 000054	BMBC - CONTRIBUTION TOWARDS MINIBUS COSTS INV GF 20/21 - 03	500.00
25.11.2020	BACS	ADNINT CHARITABLE TRUST - £500 TOWARDS MINIBUS RUNNING COSTS (PART OF £2500.00)	500.00			GRANT PREV RECEIVED FROM BOLTON CVS	
29.12.2020	BACS	GROUNDWORK UK (TESCO BAGS OF HELP GRANT ) GRANT TOWARDS COST OF MINIBUS	1,000.00	22.11.2020	CHQ 000058	BMBC - CONTRIBUTION TOWARDS MINIBUS COSTS INV GF 20/21-05	300.00
7.4.2021	PAY IN 000072	THE DAVID SOLOMONS CHARITABLE TRUST	500.00	8..12.2020	CHQ 000063	BMBC - MINIBUS RUNNING COSTS - INV GF 20/21 -07	500.00
				2.2.2021	CHQ 000065	BMBC - CONTRIBUTION TOWARDS COST OF MINBUS INV GF 20.21/10	1,000.00
				20.5.2021	CHQ 000069	BMBC - CONTRIBUTION TOWARDS MINIBUS COSTS INV GF21.22/02	500.00
		<b>TOTAL INCOME</b>	<b>2,300.00</b>			<b>TOTAL EXPENDITURE</b>	<b>2,800.00</b>
							-500.00











		<b>FRIENDS OF GREEN FOLD</b>					
		<b>SUMMER SCHOOL 2021</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
21.7.2021	PAY IN 000074	CHQ - A DAVENPORT - SUMMER SCHOOL FEE	40.00	30.9.2021	PC 7	CASH - REFUND TO PARENT CHILD DID NOT ATTEND	50.00
21.7.2021	PAY IN 000074	CHQ - J BROWN - SUMMER SCHOOL FEE	25.00	30.9.2021	PC 8	SEALIFE CENTRE - TRIP X16 CHILDREN	271.20
21.7.2021	PAY IN 000075/76/77	CASH - VARIOUS SUMMER SCHOOL FEES	1,195.00	30.9.2021	PC 9	MORRISONS/TESCO - FUEL FOR MINIBUS	70.00
				30.9.2021	PC10	BOUNCE A LOT NORTH - BOUNCY CASTLE	110.00
				30.9.2021	PC 11	HAIGH WOODLAND PARK - FUNFAIR RIDES	32.00
				30.9.2021	PC 12	HAIGH WOODLAND PARK - PARKING	12.00
				30.9.2021	PC 13	MFG DARLEY - FUEL FOR STAFF CAR (KL)	10.00
				30.9.2021	PC 14	THE WORKS - PRIZES FOR CHILDREN	12.00
				30.9.2021	PC 15	MCDONALDS - TRAFFORD CTR - FRIES	3.57
				30.9.2021	PC 16	HIGHFIELD CONVENIENCE STORE - TEA/COFFEE FOR STAFF	4.34
				30.9.2021	PC 17	ALDI & CO-OP - REFRESHMENTS FOR THE CHILDREN	28.08
		<b>TOTAL INCOME</b>	<b>1,260.00</b>			<b>TOTAL EXPENDITURE</b>	<b>603.19</b>
							<b>656.81</b>













**FRIENDS OF GREEN FOLD**

England & Wales - Charity number 1185568

---

# Accounts

---

## Friends of Green Fold

### Trustees' Annual Return



Friends of  
Green Fold

#### Trustees

Joanne Brown – Chair  
Melanie Gilkes – Vice Chair  
Suzanne Schofield – Secretary  
Jane Ashton – Treasurer  
Kayleigh Orrell – Social Media Trustee  
Jeanette Horrocks – Safeguarding Trustee  
Gary Anders – Head Teacher

#### Address

The Orchards Federation  
Highfield Road  
Farnworth  
Bolton  
BL4 0NS

**Charity Number:** 1185568

Web page: <https://www.greenfold.bolton.sch.uk/statutory/fogf/>

Facebook: [@Friendsofgreenfold](#)

### Report of the trustees for the year ended 30<sup>th</sup> Sept 2020

Friends of Green Fold was established in September 2017. It functions mainly as a Parent Teacher Association for a Special Needs School. The Charity was registered in 2019 as a CIO; charity number 1185568. The seven trustees are voted in annually at the AGM and monthly meetings are held on a Friday during the school day.

#### Purpose

In setting our purpose the trustees have given careful consideration and regards to the charity commission's public benefit guidance.

The object of the CIO is to advance the education of pupils of Green Fold School and others in the Orchards Federation in particular by:

- Developing effective relationships between the staff, parents and others associated with the school
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

## Income and spending

Our financial year runs from 1st October until 30th September.

The bank balance at the year end 30.9.19 was £14007.29 and we had petty cash of £95.64 which together totalled £14102.93. There were no cheques outstanding as at 30.9.19. However, out of those funds the following were earmarked:

£400.00 - Sensory Garden  
£11692.60. - Summer School  
£310.00 - PA speaker systems X2  
£100.00 - Homework packs

Total = £12502.60

£14102.93 total funds minus £12502.60 earmarked funds = £1600.33 funds available for spending.

In the financial period 1.10.19 to 30.9.20 we have had a gross income of £11197.51 and expenditure of £10739.35 which leaves a balance of £458.16. We have paid summer school salaries, PA speaker systems and part of the sensory garden fees allocated in the 2018/2019 figures, out in the 2019/2020 financial period.

The Christmas Fair was our most successful yet with a total of £2393.13 being raised. Unfortunately, we were not able to hold the Easter disco due to the pandemic but we had already started to prepare and therefore we incurred a loss of £78.31.

We received a grant from Bolton CVS in the sum of £500.00 towards ongoing minibus costs.

We also very generously received £2171.40 in various donations throughout the year. These monies have been raised from the collections tins, various people holding sponsored events to raise funds, Facebook fundraisers, companies having us as their 'Charity of The Year', donations in memory of loved ones and through Bags 2 School. We would like to thank everyone for their kindness and generosity.

Summer School continues to be the biggest expenditure with £7297.27 being paid out in relation to salaries for Summer School 2019. That left a balance of £4395.33 from the monies previously earmarked for Summer School. We had also been lucky enough to receive a grant for £5700.00 from the Bolton CVS to help towards the cost of running Summer School 2020. This along with the remaining monies totalled £10095.33 which was earmarked for Summer School 2020. However, due to the pandemic we were unable to run the Summer School but we are able to put the monies toward Summer School 2021, which hopefully will be able to go ahead.

Other expenditure includes £2820.80 for purchases for school. This includes £198.65 towards the upper site sensory garden and £310.00 for two PA speaker systems (earmarked in 2018/2019), £253.70 for sensory garden items for lower site, £815.00 for a Theragym swing, £400.00 contribution towards a pantomime, £29.97 for three Mic Guy microphones, £300.00 contribution towards a Planetarium, £124.75 for a swing for Saplings site, £136.50 for the swing frame, £93.23 for hairdressing equipment and £159.00 for a PA speaker system for Saplings.

Other fees paid out are £120.00 for auditing and licensing fees. We try to keep all outgoings which are not directly related to the children but necessary to a minimum.

Our accounts are audited once a year by Mr William Latham C.C.I.P and we have received the appropriate Audit Certification.

As we enter our fourth year the bank balance at 1.9.19 is £14505.79 and we have petty cash of £55.30 which together total £14561.09.

However, out of those funds we have the following monies earmarked:

£10095.33 - Summer School 2021

£201.35 - Sensory Garden items  
£100.00 - Topic resources  
£100.00 - Homework packs  
£300.00 - Switch toys  
£459.99 - Part cost of Body roller bumper  
£299.85 - Part cost of Trikes and scooters  
£500.00 - Minibus costs  
£250.00 - Toy packs for Saplings

Total = £12306.52

£14561.09 minus £12306.52 = £2254.57 funds available for spending.

## Fundraising

Friends of Green Fold raise funds from the public, we hold a local Lotteries Licence and mainly interact with friends and family of people who are linked to Green Fold Specialist School. Our fundraising follows a pattern of events usually including a Christmas Fair, an Easter Disco and a Summer Sponsored event. These activities fulfil the object to develop effective relationships between members of the whole school community by bringing them together for fun and exciting events. This is especially important given that our families are spread out across the borough and the majority of pupils come and go on buses allowing limited opportunity for parents and carers to interact.

We are registered with 'Your School Lottery' and regularly sell approximately 60 tickets a week. In addition to this we are registered with easyfundraising, Amazon Smile and Paypal.

We carry out our purpose by making grants to the school. We have a clear process (appendix 1) and will accept Requests for Funding (appendix 2) from any member of staff who feels they could enhance the education or experiences of the pupils in any way with our support.

If a request for funding is agreed, staff can use the school requisition process to purchase an item and the bursar then invoices the charity to be reimbursed. If the request is substantially beyond our ability to fund an item then the Trustees will agree to apply for larger grants from other suitable charities. Friends of Green Fold agreed to fundraise £4000 towards the cost of a minibus for school and had received £500 from Bolton at home towards this in this time period. Applications had also been made to Tesco's Bags fund, The Eric Wright Charitable Fund, ASDA's green tokens campaign, and a group called 'Onward' had been contacted.

Funding to carry out the much needed and treasured Green Fold Summer School was raised in the same manner, but as mentioned in the income and spending section this year's Summer School Funds will be used in 2021.

## Safeguarding

The trustees take Safeguarding very seriously, and we have a dedicated safeguarding trustee in Jeanette Horrocks who is employed by the school as a member of the children and families team. We currently adopt the schools safeguarding policy but plans are in place to create a policy specific to our charity. We are keen to ensure that our volunteers are safe and fully understand their role when helping at school, therefore ensuring the safety of the children as well. We have an induction form which we ask volunteers to read and sign prior to helping at an event. Due to the needs of the pupils the children are always supervised by either their Teachers or a parent and there should never be a need for our volunteers to be directly responsible for a child.

Our trustees receive annual safeguarding training via the school or directly from the Federations Executive Head – Andy Feeley. Our future plans are to include a requirement for all trustees to be DBS checked and we will be offering/encouraging volunteers to submit a voluntary DBS check via the school.

## Appendix 1 Friends of Green Fold – Application for Funding - Process

[Click link to go to web page](#)



Member of staff completes a FOG application for funding form (found on web page). They should then consult senior leadership team/head teacher who can sign the form if approved.

The form is given to one of the Friends of Green Fold Trustees either physically or electronically via [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)

If time is limited or a the cost is small the FOG trustees might discuss the application remotely. Otherwise it will be added to the agenda of the following meeting.

Following the meeting (within 1 week) one of the trustees will contact the applicant with the result and share what the trustees have agreed/or not. The school head and bursar will also be informed to ensure clarity.

Usually the applicant will follow the school process to purchase an item or experience. Following the arrival of the item or experience FOG would always appreciate a photograph to share with our supporters. At this point the school bursar can invoice the FOG treasurer.





## **Appendix 2 Friends of Green Fold – Application for Funding**

**Description of item/experience:**

**Cost:**

**How many children will potentially benefit?**

**Why is it needed and what do you expect the impact to be?**

**Have you consulted the senior leadership team prior to placing this bid?**

**Have you considered whether there are other funding streams which could cover or share the cost?**

**Name:**

**Best way to contact you:**

**Signature:**

**Signature of Head Teacher:**

**(required for bids in excess of £100)**

**PLEASE ATTACH A PRINT OUT OR LINK TO THE ITEM OR EXPERIENCE YOU  
WISH TO PURCHASE**

**Please return form to any FOG Trustee or email to: [friendsofgreenfold@gmail.com](mailto:friendsofgreenfold@gmail.com)**

FRIENDS OF GREEN FOLD		REGISTERED CHARITY: 1185568	
<b>MAIN INCOME AND EXPENDITURE ACCOUNT 2019/2020</b>			
<b>ACCOUNTING PERIOD 1.10.19 TO 30.9.20</b>			
<b>BALANCES BROUGHT FORWARD FROM 18/19</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>BALANCE</b>
PETTY CASH	95.64		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	14,007.29		
DEPOSIT ACCOUNT	0.00		
<b>TOTAL FUNDS AVAILABLE</b>	<b>14,102.93</b>	<b>0.00</b>	<b>14102.93</b>
	INCOME	EXPENDITURE	NET
DONATIONS	2,171.40	0.00	2,171.40
PURCHASES FOR SCHOOL	0.00	2,820.80	-2,820.80
SUMMER SCHOOL 2019	0.00	7,297.27	-7,297.27
CHRISTMAS FAIR	2,761.10	367.97	2,393.13
LICENCES & FEES	0.01	120.00	-119.99
EASTER DISCO 2020	50.00	128.31	-78.31
SUMMER SCHOOL 2020	5,700.00	0.00	5,700.00
MINIBUS COSTS	500.00	0.00	500.00
BANK CHARGES	15.00	5.00	10.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>11,197.51</b>	<b>10,739.35</b>	<b>458.16</b>
BALANCE BROUGHT FORWARD FROM 18/19	14,102.93		
CHQS STILL TO BE CASHED 18/19	0.00		
<b>FUNDS AVAILABLE</b>	<b>14,102.93</b>		
<b>BALANCE CARRIED FORWARD</b>			
PETTY CASH	55.30		
CHEQUES STILL TO BE CASHED	0.00		
CURRENT ACCOUNT AS AT 30.9.2020	14,505.79		
DEPOSIT ACCOUNT	0.00		
	0.00		
<b>FUNDS AVAILABLE</b>	<b>14,561.09</b>		
MONIES EARMARKED FOR SUMMER SCHOOL	£10095.33		
MONIES EARMARKED FOR HOMEWORK PACKS	100.00		
MONIES EARMARKED FOR SENSORY GARDEN	201.35		
MONIES EARMARKED FOR TOPIC RESOURCES	£100.00		
MONIES EARMARKED FOR SWITCH TOYS	£300.00		
BODY ROLLER BUMPER	£459.99		
2X TRIKES & 1X SCOOTER	£299.85		
MINIBUS	£500.00		
TOY PACKS FOR SAPLINGS	250.00		
<b>FUNDS AVAILABLE (INC PETTY CASH)</b>		<b>£2254.57</b>	



		<b>FRIENDS OF GREEN FOLD</b>						
		<b>DONATIONS 2019/2020</b>						
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>		<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
7.10.19	CASH	CASH - COLLECTIONS BOXES	65.00					
	PAY IN 000044	£32.00 KEARSLEY CRICKET CLUB, £5.03 QUEENS PARK CAFE, £15.53 NOOK & CRANNY, £10.67 RETREAT, £1.76 DELPH SAILING CLUB & £0.01 ADDED TO ROUND UP TO £65.00						
10.10.19	CASH	CASH - AIMIE 100 MILES FOR FOG SPONSORSHIP	385.00					
	PAY IN 000045							
10.10.19	CHQ							
	PAY IN 000046	CHQ - E FLITCROFT - AIMIE 100 MILES FOR FOG	20.00					
8.11.19	CASH	CASH - £140.00 JACOB SPONSORED WALK	174.00					
	PAY IN 000047	£30.00 AIMIE 100 MILE FOR FOG & £4 STAFF CHANGE DONATION						
17.12.19	CASH	CASH - DONATION FROM SAINTS AND SINNERS	20.00					
	PAY IN 000054	QUIZ TEAM						
15.1.2020	CHQ	CHQ - C HOWARTH - IN MEMORY OF AIDAN	100.00					
	PAY IN 000056	HOWARTH						
15.1.2020	CASH	CASH - CLASS CHRISTMAS RAFFLE ON	24.00					
	PAY IN 000056	PERFORMANCE DAY						
3.2.2020	CASH		47.43					

	PAY IN 000057	CASH - RETREAT CHANGE TUB - £5.00					
	PAY IN 000058	CASH - RETREAT CHANGE TUB - £42.38					
	PAY IN 000059	CASH - RETREAT CHANGE TUB - £0.05					
11.2.2020	BANK	FROM PAYPAL ACCOUNT - FACEBOOK FUNDRAISERS	410.00				
	TRANSFER						
17.2.2020	CHQ	CHQ - SERIOUS LAW LLP - DONATION RAISED	300.00				
	PAY IN 000060	FOG CHARITY OF YEAR					
1.5.2020	BANK	FROM PAYPAL ACCOUNT - FACEBOOK FUNDRAISERS	81.50				
	TRANSFER						
19.5.2020	PAY IN 000061	CHQ - DAWN SHARPLES - FUNDRAISER	50.00				
19.5.2020	PAY IN 000062	CASH - COLLECTION TUBS DONATIONS FROM THE	37.47				
		VILLAGE STORE					
8.7.2020	PAY IN 000063	CASH - COLLECTION TUB DONATIONS FROM THE	165.00				
		VILLAGE STORE					
8.7.2020	PAY IN 000063	CASH DONATION SENT VIA KAYLEIGH	100.00				
23.7.2020	PAY IN 000064	CHQ - NEXT BEST CLOTHING - BAGS2SCHOOL -	136.00				
		CLOTHING COLLECTION					
23.7.2020	PAY IN 000064	CHQ - COUNTY PALATINE MARK MASON LODGE NO156	50.00				
		- DONATION					
25.8.2020	BANK	FROM PAYPAL CCOUNT - FACEBOOK FUNDRAISERS	6.00				
	TRANSFER						

		TOTAL INCOME	2,171.40				TOTAL EXPENDITURE	0.00
								2,171.40





FRIENDS OF GREEN FOLD							
CHRISTMAS FAIR 2019							
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
21.11.19	CASH PAY IN 000048	CASH - £35.50 BROCHURE SALES AND £128.00 RAFFLE TICKETS	163.50	8.11.19	CHQ 000038	CASH FROM BANK - XMAS FAIR FLOAT	100.00
26.11.19	BANK TRANSFER	CONDENSATION CURED - DONATION FOR 1ST PRIZE OF GRAND RAFFLE	100.00	21.11.19	PC	CASH TO NADIA - AMAZON - SWEETIE CONES	35.84
29.11.19	CASH PAY IN 000049	CASH - £146.50 BROCHURE & £271.00 RAFFLE	417.50	22.11.19	PC	CASH TO VERA - BATH BOMBS	25.60
5.12.19	CASH PAY IN 000050	CASH - £695 RAFFLE & £44.00 BROCHURE	739.00	28.11.19	CHQ 000040	CASH FROM BANK - XMAS FAIR 1ST PRIZE DONATED BY CONDENSATION CURED	100.00
6.12.19	CASH PAY IN 000051	CASH - UPPER SITE CHRISTMAS FAIR GRAND RAFFLE - £161 BROCHURE SALES - £1 REFRESHMENTS - £18.50 RANDOM GIFT STALL - £52.00 BROCHURE EXTRAS STALL - £20 CHOCOLATE TOMBOLA - £47.00 BOTTLE TOMBOLA - £65.00 GUESS THE NAME - £20 SENSORY STALL - £40.50	425.00	5.12.19	PC	CASH TO BRYNNE - AMAZON & RANGE - CANVAS SCRABBLE PICTURES	20.69
				5.12.19	PC	CASH TO KAYLEIGH - ALDI - CAKES FOR REFRESHMENTS STALL	6.98
				5.12.19	PC	CASH TO KAYLEIGH - CARDS PARTY STORE - CUPS, NAPKINS, PLATES ETC	10.80
				6.12.19	PC	CASH TO HARRIET - ASDA - REINDEER DUST ITEMS	10.46
				13.1.2020	CHQ 000043	MINERVA PHOTOGRAPHICS LTD - RAFFLE TICKETS	57.60
6.12.19	CASH PAY IN 000052	CASH - LOWER SITE CHRISTMAS FAIR FLOAT PAID BACK IN - £100 BOTTLE TOMBOLA - £51.00 CHOCOLATE TOMBOLA - £30 BROCHURE SALES - £10 SENSORY STALL - £42.00 CRAFT STAFF - £3.50 BROCHURE EXTRAS STALL - £22.00 REFRESHMENTS - £26.50 GUESS THE NAME - £23.00 GRAND RAFFLE - £46.00 RANDOM GIFTS STALL - £51.00	400.00				
6.12.19	CASH PAY IN 000053	CASH - BALANCE DUE FROM LOWER SITE FAIR SEE ABOVE	5.00				

17.12.19	CASH PAY IN 000054	CASH - CHOCOLATE BOUQUET RAFFLE £415.00 & LEFT OVER CHRISTMAS FAIR STOCK £45.00	460.00				
17.12.19	CASH PAY IN 000055	CASH - LEFT OVER CHRISTMAS FAIR STOCK - LOWER SITE	49.10				
15.1.2020	CASH PAY IN 000056	CASH - £2.00 REINDEER DUST	2.00				
		TOTAL INCOME	2,761.10			TOTAL EXPENDITURE	367.97
							2,393.13









		<b>FRIENDS OF GREEN FOLD</b>					
		<b>MINIBUS</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
30.3.2020	BANK TRANSFER	BOLTON CVS GRANT - MINIBUS	500.00				
		TOTAL INCOME	500.00			TOTAL EXPENDITURE	0.00
							500.00

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>BANK CHARGES</b>					
<b>DATE</b>	<b>TYPE</b>	<b>INCOME</b>	<b>AMOUNT</b>	<b>DATE</b>	<b>TYPE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>
5.8.2020	BANK CHG	RBS - REFUND OF COPY STATEMENT FEE	5.00	28.7.2020	BANK CHG	RBS - BANK CHARGE FOR COPY STATEMENT FEE	5.00
						(TO BE REIMBURSED)	
5.8.2020	BANK CHG	RBS - REFUND OF COPY STATEMENT FEE DUPLICATE**	5.00				
5.8.2020	BANK CHG	RBS - REFUND OF COPY STATEMENT FEE DUPLICATE**	5.00				
		**Spoke with Lindsay at RBS on 9.9.2020 to query the two extra refund of statement fees that had been credited to the account. She said that it was a mistake at the banks end and must have been keyed in wrong. Due to the nominal amount and the fact that I had got in touch to tell them about it they said that we could keep as a gesture of goodwill.					
		TOTAL INCOME	15.00			TOTAL EXPENDITURE	5.00
							10.00

