

Friends of Green Fold

Trustees' Annual Return



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 30th 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

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

FRIENDS OF GREEN FOLD		REGISTERED CHARITY: 1185568	
MAIN INCOME AND EXPENDITURE ACCOUNT 2019/2020			
ACCOUNTING PERIOD 1.10.19 TO 30.9.20			
BALANCES BROUGHT FORWARD FROM 18/19	CREDIT	DEBIT	BALANCE
PETTY CASH	95.64		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	14,007.29		
DEPOSIT ACCOUNT	0.00		
TOTAL FUNDS AVAILABLE	14,102.93	0.00	14102.93
	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
TOTAL	11,197.51	10,739.35	458.16
BALANCE BROUGHT FORWARD FROM 18/19	14,102.93		
CHQS STILL TO BE CASHED 18/19	0.00		
FUNDS AVAILABLE	14,102.93		
BALANCE CARRIED FORWARD			
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		
FUNDS AVAILABLE	14,561.09		
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 SAPPLINGS	250.00		
FUNDS AVAILABLE (INC PETTY CASH)		£2254.57	

		FRIENDS OF GREEN FOLD						
		DONATIONS 2019/2020						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
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							
		PURCHASES FOR SCHOOL 2019/2020							
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT		
				13.10.19	CHQ 000033	BMBC - UPPER SITE SENSORY GARDEN ITEMS	198.65		
				13.10.19	CHQ 000034	BMBC - PA SPEAKER SYSTEMS FOR UPPER & LOWER SITES	310.00		
				13.10.19	CHQ 000035	BMBC - LOWER SITE SENSORY GARDEN ITEMS	253.70		
				28.11.19	CHQ 000039	BMBC - THERAGYM SWING	815.00		
				4.12.19	CHQ 000041	BMBC - CONTRIBUTION TOWARDS PANTOMINE FOR UPPER & LOWER	400.00		
				5.12.19	PC	K ORRELL - AMAZON - 3X MIC GUY MICROPHONES ONE FOR EACH SITE	29.97		
				28.1.2020	CHQ 000045	BMBC - CONTRIBUTION TOWARDS PLANETARIUM	300.00		
				1.3.2020	CHQ 000047	BMBC - SWING FOR THE SAPLINGS SITE	124.75		
				1.3.2020	CHQ 000048	BMBC - FOLDAWAY SWING FRAME FOR THE SAPLINGS	136.50		
				3.3.2020	CHQ 000049	BMBC - HAIRDRESSING EQUIPMENT	93.23		
				8.9.2020	CHQ 000053	BMBC - SPEAKER SYSTEM FOR SAPLINGS SITE	159.00		
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	2,820.80		
							-2,820.80		

		FRIENDS OF GREEN FOLD					
		SUMMER SCHOOL 2019					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				16.12.19	CHQ 000042	BMBC - REIMBURSEMENT OF SUMMER SCHOOL	7,297.27
						2019 SALARIES	
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	7,297.27
							-7,297.27

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

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

		FRIENDS OF GREEN FOLD					
		LICENCES & FEES 2019/2020					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
19.11.19	BANK TRANS	PAYPAL - SETUP OF PAYPAL ACCOUNT	0.01	31.10.19	CHQ 000036	W LATHAM - AUDIT FEE	100.00
				17.1.2020	CHQ 000044	BOLTON COUNCIL - LOTTERY LICENCE RENEWAL	20.00
		TOTAL INCOME	0.01			TOTAL EXPENDITURE	120.00
							-119.99

		FRIENDS OF GREEN FOLD					
		EASTER DISCO 2020					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
5.12.19	CASH	CASH - FROM SOUTHFIELDS FOR	50.00	14.2.2020	CHQ 000046	K ORRELL - AMAZON EASTER BUNNY OUTFIT	38.31
	PAY IN 000050	EASTER GRAND RAFFLE PRIZE					
				3.3.2020	CHQ 000050	CHQ FOR CASH - RAFFLE 1ST PRIZE AS PREV	50.00
						DONATED BY SOUTHFIELDS	
				27.8.2020	CHQ 000051	MINERVA PHOTOGRAPHICS - RAFFLE TICKETS	40.00
		TOTAL INCOME	50.00			TOTAL EXPENDITURE	128.31
							-78.31

		FRIENDS OF GREEN FOLD						
		SUMMER SCHOOL 2020						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
21.11.19	BANK TRANSFER	BOLTON CVS - GRANT TOWARDS SUMMER	5,700.00					
		SCHOOL 2020						

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

		FRIENDS OF GREEN FOLD					
		BANK CHARGES					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
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

INCOME	£		EXPENDITURE	£
TOTAL INCOME	0.00		TOTAL EXPENDITURE	0.00
				0.00