

## 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)**

<b>FRIENDS OF GREEN FOLD</b>	<b>REGISTERED CHARITY: 1185568</b>		
<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>
	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>NET</b>
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	1,342.00					
		MONIES FROM KAT						
18.11.2021	PAY IN 000083	CHQ - MISS D SHARPLES - DONATION RE MANCHESTER	100.00					
		MARATHON SPONSORSHIP						
10.2.2022	PAY IN 000086	CASH - DONATION IN MEMORY OF C NUTTALL	40.00					
		DONATED BY J NUTTALL						
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	180.00					
		K ORRELL						
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	1,305.22					
		& AUCTION						
		TOTAL INCOME	4,155.02				TOTAL EXPENDITURE	0.00
								4,155.02



[illegible]

		<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	98.70				
		SALES & £15.90 DONATED WINNINGS					
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	117.50				
		& £15.90 DONATED WINNINGS					
14.12.2021	BACS	YOUR SCHOOL LOTTERY - £15.90 & £14.40	30.30				
		DONATED WINNINGS					
30.12.2021	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	15.90				
5.1.2022	BACS	YOUR SCHOOL LOTTERY - £81.60 TICKET SALES	96.00				
		& £14.40 DONATED WINNINGS					
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	114.90				
		& £15.30 DONATED WINNINGS					
22.2.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	28.20				
		£14.10 X2					
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 &	83.30				
		£12.90 DONATED WINNINGS					
12.4.2022	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	26.40				
		£13.50 & £12.90					
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	98.90				
		& £12.90 DONATED WINNINGS					
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	25.20				
		£12.60 X2					
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 &	94.30				
		£12.30 DONATED WINNINGS					
		TOTAL INCOME	1,383.00			TOTAL EXPENDITURE	0.00
							1,383.00



		FRIENDS OF GREEN FOLD					
		LICENCES & FEES 2021/2022					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				1.12.2021	CHQ 000074	MR W LATHAM - AUDIT FEE 2020/21	100.00
				6.3.2022	CHQ 000077	BOLTON COUNCIL - SMALL SOCIETY LOTTERY LICENCE	20.00
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	120.00
							-120.00

		FRIENDS OF GREEN FOLD					
		SUMMER SCHOOL 2021					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				7.12.2021	CHQ 000076	BMBC - INV GF21.22/14 - STAFF SALARIES FOR SUMMER SCHOOL 2021	6,051.34
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	6,051.34
							-6,051.34

		FRIENDS OF GREEN FOLD					
		AMAZON SMILE 2021/2022					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
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



		FRIENDS OF GREEN FOLD					
		EASTER EVENT 2022					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
9.5.2022	PAY IN 000089	KEARSLEY CRICKET CLUB - MONIES RAISED FROM	210.00	1.5.2022	PC 3	THE WORKS (KO) - EASTER GIFTS FOR PUPILS	20.40
		EASTER RAFFLE					
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>					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
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				
18.7.2022	PAYIN 000093	CASH - VARIOUS SUMMER SCHOOL FEES	940.00	24.6.2022	CHQ 000082	MRS J HORROCKS - RHS BRIDGEWATER TRIP TICKETS	63.25
18.7.2022	PAY IN 000094	CASH - VARIOUS SUMMER SCHOOL FEES	375.00	24.6.2022	CHQ 000083	CREATIVE SUPPORT LTD - SPACE CENTRE TRIP	45.00
				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 HARNESSES	789.50
		TOTAL INCOME	16,015.00			TOTAL EXPENDITURE	1,491.88
							14,523.12

		<b>FRIENDS OF GREEN FOLD</b>					
		<b>PARKRUN TAKEOVER 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>
18.7.2022	PAY IN 000092	CASH - SPONSOR MONIES & DONATIONS	332.85	15.7.2022	CHQ 000085	MRS J BROWN - REIMB MEDALS FOR PARK RUN	84.00
18.7.2022	PAY IN 000095	CASH - SPONSOR MONIES	600.00				
14.9.2022	BACS	PAYPAL - PARKRUN FACEBOOK FUNDRAISER	230.00				
		TOTAL INCOME	1,162.85			TOTAL EXPENDITURE	84.00
							1,078.85