

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 30th 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

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 2022/2023			
ACCOUNTING PERIOD 1.10.2022 TO 30.9.2023			
BALANCES BROUGHT FORWARD FROM 2021/2022	CREDIT	DEBIT	BALANCE
PETTY CASH	270.96		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	28,562.07		
DEPOSIT ACCOUNT	0.00		
TOTAL FUNDS AVAILABLE	28,833.03	0.00	0.00
	INCOME	EXPENDITURE	NET
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
TOTAL	9,873.99	12,983.84	-3,109.85
BALANCE BROUGHT FORWARD FROM 2021/2022	28,833.03		
CHQS STILL TO BE CASHED 2021/2022	0.00		
FUNDS AVAILABLE	28,833.03		
BALANCE CARRIED FORWARD			
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		
FUNDS AVAILABLE	25,723.18		
MONIES EARMARKED FOR SUMMER SCHOOL	£11323.34		
MONIES EARMARKED FOR IMMERSIVE ROOM	£10668.95		
MIRRORBALL - SEEDLINGS	£177.00		
FUNDS AVAILABLE (INC PETTY CASH)	£3553.89		

		FRIENDS OF GREEN FOLD						
		DONATIONS 2022/2023						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
14.11.2022	BACS	SUMUP - TESTER DONATION TO CHECK MACHINE	0.98					
21.11.2022	PAY IN 000097	CASH - DONATION FROM PARENT	15.00					
23.1.2023	BACS	PAYPAL - DONATION VIA PAYPAL	10.00					
24.6.2023	PAY IN 000102	CASH - £14 FROM SALE OF RAINBOW RIBBONS	51.94					
		£37.94 FUNDS FROM VALENTINES RAFFLE						
11.9.2023	BACS	PAYPAL - DONATION VIA PAYPAL	6.25					
		TOTAL INCOME	84.17				TOTAL EXPENDITURE	0.00
								84.17

[illegible]

		FRIENDS OF GREEN FOLD					
		YOUR SCHOOL LOTTERY 2022/2023					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
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 &	76.00				
		£12.00 DONATED WINNINGS					
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 &	79.80				
		£12.60 DONATED WINNINGS					
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 &	92.00				
		£12.00 DONATED WINNINGS					
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				

25.7.2023	BACS	YOUR SCHOOL LOTTERY - DONATED WINNINGS	10.80				
8.8.2023	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	72.40				
5.9.2023	BACS	YOUR SCHOOL LOTTERY - TICKET SALES	56.80				
		TOTAL INCOME	1,089.20			TOTAL EXPENDITURE	0.00
							1,089.20

		FRIENDS OF GREEN FOLD						
		CHRISTMAS FAIR 2022						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
21.11.2022	PAY IN 000097	CASH - GRAND RAFFLE TICKET SALES	381.00		18.11.2022	CHQ 000090	MRS J BROWN - REIMBURSE PURCHASE OF SUMUP MACHINE	52.80
19.12.2022	PAY IN 000098	CASH - MONIES RAISED (INC £240 CHOC RAFFLE)	737.00					
					16.12.2022	PC 1	FROM PETTY CASH - 1ST PRIZE IN GRAND RAFFLE	100.00
19.12.2022	PAY IN 000099	CASH - MONIES RAISED	419.11					
					16.12.2022	PC 2	FROM PETTY CASH - 2ND PRIZE IN GRAND RAFFLE	50.00
19.12.2022	PAY IN 000100	CASH - MONIES RAISED	5.00					
					16.12.2022	PC 3	AMAZON (J BROWN) - PAYMENT TOKENS	14.99
20.12.2022	BACS	SUMUP - PAYMENTS MADE VIA SUMUP AT XMAS FAIR	8.85					
					16.12.2022	PC 4	TESCO (S SCHOFIELD) - REFRESHMENTS & SUNDRIES	37.29
10.2.2023	PAY IN 000101	CASH - FURTHER MONIES RAISED	54.89					
					9.2.2023	CHQ 000093	MRS J ASHTON - REIMBURSEMENT OF RAFFLE TICKETS	72.00
							INVOICE FROM MINERVA PRINT AS THEY NO LONGER ACCEPT CHQS	

		FRIENDS OF GREEN FOLD					
		LICENCES & FEES 2022/2023					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				18.11.2022	CHQ 000089	MR W LATHAM - AUDIT FEE	100.00
				23.1.2023	CHQ 00091	BOLTON COUNCIL - LOTTERY LICENCE RENEWAL	20.00
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	120.00
							-120.00

		FRIENDS OF GREEN FOLD					
		SUMMER SCHOOL 2022					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				26.1.2023	CHQ 000092	BMBC - INV GF22.23/10 - SUMMER SCHOOL SALARIES	8,716.76
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	8,716.76
							-8,716.76

		FRIENDS OF GREEN FOLD						
		AMAZON SMILE 2022/2023						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
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

		FRIENDS OF GREEN FOLD						
		IMMERSIVE CLASSROOM 2022/2023						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
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	1,000.00					
		CLASSROOM						
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	270.00				
		IMMERSIVE CLASSROOM					
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	150.00				
		RIDE					

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				
27.7.2023	PAY IN 000107	CASH - SUMMER SCHOOL FEES	175.00	13.7.2023	CHQ 000100	BMBC - INV GF23.24/14 - 2X SESSIONS AT SPACE	80.00
16.9.2023	PAY IN 000113	CASH - BALANCE OF SUMMER SCHOOL FEES	115.50	14.7.2023	CHQ 000101	MRS J HORROCKS - REIMBURSE FURTHER TICKETS FOR SEALIFE CENTRE	78.00
				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

