

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 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

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

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 2023/2024			
ACCOUNTING PERIOD 1.10.2023 TO 30.9.2024			
BALANCES BROUGHT FORWARD FROM 2022/2023	CREDIT	DEBIT	BALANCE
PETTY CASH	470.36		
CHEQUES STILL TO BE CASHED	0.00	0.00	
CURRENT ACCOUNT	25,252.82		
DEPOSIT ACCOUNT	0.00		
TOTAL FUNDS AVAILABLE	25,723.18	0.00	0.00
	INCOME	EXPENDITURE	NET
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
TOTAL	17,235.98	20,503.70	-3,267.72
BALANCE BROUGHT FORWARD FROM 2022/2023	25,723.18		
CHQS STILL TO BE CASHED 2021/2022	0.00		
FUNDS AVAILABLE	25,723.18		
BALANCE CARRIED FORWARD			
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		
FUNDS AVAILABLE	22,455.46		
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		
FUNDS AVAILABLE (INC PETTY CASH)	£6377.43		

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		FRIENDS OF GREEN FOLD						
		DONATIONS 2023/2024						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
7.12.2023	PAY IN 00014	CHQ B.S.F. ROUNDERS LEAGUE - DONATION	3,500.00					
14.12.2023	PAY IN 000118	CASH - DONATION TUB AT KEARSLEY CRICKET CLUB	39.86					
14.12.2023	PAY IN 000119	CASH - DONATION TUB AT KEARSLEY CRICKET CLUB	16.00					
25.1.2024	PAY IN 000121	CASH - DONATION FROM CHURCH VISIT	20.00					
15.4.2024	BACS	MUCH LOVED - DONATIONS IN MEMORY N WORTHINGTON	485.84					
19.6.2024	PAY IN 000122	CASH - EASTER RAFFLE	75.00					
		TOTAL INCOME	4,136.70				TOTAL EXPENDITURE	0.00
								4,136.70

[illegible]

		FRIENDS OF GREEN FOLD					
		YOUR SCHOOL LOTTERY 2023/2024					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
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

		FRIENDS OF GREEN FOLD						
		CHRISTMAS FAIR 2023						
DATE	TYPE	INCOME	AMOUNT		DATE	TYPE	EXPENDITURE	AMOUNT
30.11.2023	BACS	CONDENSATION CURED - £100 DONATION FOR THE RAFFLE PRIZE	100.00		7.12.2023	PC	CASH - XMAS FAIR 1ST PRIZE	50.00
					7.12.2023	PC	CASH - XMAS FAIR 2ND PRIZE	100.00
7.12.2023	PAY IN 000115	CASH - RAFFLE TICKET SALES	104.00		7.12.2023	PC	J BROWN - DUNELM - ITEMS FOR XMAS FAIR	28.00
8.12.2023	PAY IN 000116	CASH - MONIES RAISED AT CHRISTMAS FAIR (INCLUDES £75 FLOAT)	316.80		7.12.2023	PC	CASH - FLOAT FOR FAIR (UPPER & LOWER SITES)	75.00
8.12.2023	PAY IN 000117	CASH - MONIES RAISED AT CHRISTMAS FAIR (INCLUDES £75 FLOAT)	170.00		14.12.2023	PC	CASH - FLOAT FOR FAIR (SEEDLINGS & SAPLINGS)	25.00
14.12.2023	PAY IN 000119	CASH - £284 RAFFLE TICKET SALES	284.00					
14.12.2023	PAY IN 000120	CASH - RAFFLE TICKET SALES	215.00					
25.1.2024	PAY IN 000121	CASH - £30 RAFFLE TICKETS & £90 SEEDLINGS/SAPLINGS MONIES RAISED AT XMAS FAIRS (INC £25 PETTY CASH)	120.00					

		FRIENDS OF GREEN FOLD					
		LICENCES & FEES 2023/2024					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				6.12.2023	CHQ 000106	MR W LATHAM - AUDIT FEE 2022/2023	110.00
				9.2.2024	CHQ 000112	BOLTON COUNCIL - LOTTERY LICENCE RENEWAL FEE	20.00
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	130.00
							-130.00

		FRIENDS OF GREEN FOLD					
		SUMMER SCHOOL 2023					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
				1.11.2023	CHQ 000105	BMBC - TRANSPORT FOR SUMMER SCHOOL 2023	1,000.00
				7.12.2023	CHQ 000110	BMBC - STAFF WAGES - INV GF 23.24/23	6,144.31
		TOTAL INCOME	0.00			TOTAL EXPENDITURE	7,144.31
							-7,144.31

		FRIENDS OF GREEN FOLD					
		IMMERSIVE CLASSROOM					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
21.11.2023	BACS	JUSTGIVING - DONATIONS VIA JUSTGIVING	7.15	7.12.2023	CHQ 000109	BMBC - FUNDS RAISED TOWARDS IMMERSIVE	10,676.10
						CLASSROOM - INV GF23.24/22	
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					
		SUMMER SCHOOL 2024					
DATE	TYPE	INCOME	AMOUNT	DATE	TYPE	EXPENDITURE	AMOUNT
22.3.2024	BACS	NATIONAL LOTTERY - GRANT TOWARDS SUMMER SCHOOL 2024	9,000.00	21.6.2024	CHQ 000117	MRS J HORROCKS - REIMBURSE PURCHASE OF SEALIFE CENTRE TICKETS FOR SUMMER SCHOOL	240.80
27.6.2024	PAY IN 000123	CASH - VARIOUS SUMMER SCHOOL FEES	460.00				
17.7.2024	PAY IN 000124	CASH - VARIOUS SUMMER SCHOOL FEES	1,065.00				
		TOTAL INCOME	10,525.00			TOTAL EXPENDITURE	240.80
							10,284.20

		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

