



Trustees' Annual Report for the period

From **1st September 2020 to 31st August 2021**

Charity name: **Friends of Priestfield Arboretum (FoPA)**

Charity registration number: **1191183**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To protect, preserve and enhance the collection of rare and interesting specimen trees at the privately owned Priestfield Arboretum, Stony Lane, Little Kingshill, Bucks replacing and adding to them as appropriate.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Work parties to maintain the site and collection of trees. Open days to enable members of the public to enjoy and learn about the collection of trees. Produce a guide book for members describing the history of the arboretum and listing the specimen trees. Maintain a list of members. Collect membership subscriptions to support the work of the CIO. Produce quarterly newsletters. Maintain a web site. Arrange liability insurance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social	Para 1.38	

investment including program related investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>FoPA have continued to maintain the site and collections of trees.</p> <p>Visits have been made to the arboretum by: Chiltern Heritage University of the Third Age</p> <p>We also held an open day with 181 visitors.</p> <p>A new edition of our guidebook was produced.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£2,861.34
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in case needed for tree felling or other urgent problems
Amount of reserves held	Para 1.22	£1,500
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership subscriptions Open days and sale of guidebooks Other organised visits Donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Volunteers who are elected at the annual general meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of Priestfield Arboretum
Other name the charity uses	None
Registered charity number	1191183

Charity's principal address	Dil Kushi, Windsor Lane Little Kingshill Great Missenden Bucks HP16 0DP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Timothy Pye			AGM
2	Liz Murray-Leslie			AGM
3	Mary Wyatt			AGM
4	Paul Heath			AGM
5	David Atkins			AGM
6	Kevin McGill		Until 5 th June 2021	AGM
7				
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18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

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Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Timothy Pye		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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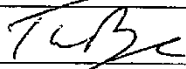
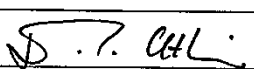
Other optional information

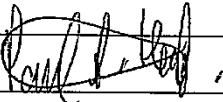
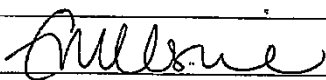
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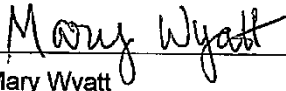
Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Timothy Pye	David Atkins
Position (eg Secretary, Chair, etc)	Coordinator	Treasurer

Signature(s)		
Full name(s)	Paul Heath	Liz Murray-Leslie
Position (eg Secretary, Chair, etc)	Trustee	Trustee

Signature(s)	
Full name(s)	Mary Wyatt
Position (eg Secretary, Chair, etc)	Trustee

Date 24th MAY 2022

Friends of Priestfield Accounts: 1/9/2020-31/08/2021**Charity number 1191183****Income**

Date	Description	Guide book	Subs	Donations
07/09/20	Interest			
22/09/20	Subs + donation by cheque (Traill)		£10.00	£100.00
18/10/20	Open day + renewals (Brewer, M Hu	£20.00	£140.00	£52.00
21/10/20	Subs by SO (Emery)		£10.00	
26/10/20	Subs by BACS (Gifford)		£10.00	
06/11/20	Subs by BACS (Hilton,Murray)		£20.00	
09/11/20	Subs by BACS (Tetlow,Palmer,Marshall,Rizvi,Marsland)		£50.00	
10/11/20	Subs by cheque (Richardson, Jordan)		£20.00	
10/11/20	Subs by BACS (Jones,McVean)		£20.00	
11/11/20	Subs by cheque (Bagot,Pudney)		£20.00	
14/11/20	Donation by cheque (Trafford)			£10.00
16/11/20	Subs by BACS (Strugnell)		£10.00	
18/11/20	Subs by BACS (Bailey)		£10.00	
19/11/20	Subs by BACS (Oliver)		£10.00	
20/11/20	Subs by cheque (Youens)		£10.00	
24/11/20	Subs by SO (Sherborn, Baker)		£20.00	
25/11/20	Subs by BACS (J Smith)		£10.00	
30/11/20	Subs by BACS (Patrick,McGill,Oostrum,Ryder)		£40.00	
30/11/20	Subs by SO (Tyler)		£10.00	
01/12/20	Subs by BACS (Ele for Cooper)		£10.00	
01/12/20	Subs by SO (Vimal) + extra		£10.00	£5.00
02/12/20	Subs by cheque (Rickman, Pearce)		£20.00	
03/12/20	Subs by cheque (Dell)		£10.00	
07/12/20	Interest			
21/12/20	Subs by SO (Barton)		£10.00	
04/01/21	Subs by BACS (Austin)		£10.00	£50.00
19/01/21	Subs by BACS (Weir)		£10.00	
02/03/21	Subs by BACS pro rata (Larson)		£6.00	
03/03/21	Subs by BACS (Byne for Odlin)		£10.00	
08/03/21	Interest			
12/04/21	Subs by BACS (Kaneko)		£10.00	
30/04/21	Subs by BACS (Brion)		£10.00	
04/05/21	Subs by BACS (Van Steenberg for Marks)		£10.00	
10/05/21	Subs by BACS (Wilson)		£10.00	
11/05/21	Subs by BACS (Tams/Mayfield)		£10.00	
24/05/21	Subs by BACS (Taylor, Guerrier)		£20.00	
25/05/21	Subs by SO (Mortali)		£10.00	
01/06/21	Subs by BACS (Ashton for Spiers)		£10.00	
03/06/21	Subs by BACS (Glover)		£10.00	
07/06/21	Interest			
06/07/21	Subs by BACS (Moseley)		£10.00	
19/08/21	Subs by cheque (White)		£10.00	

Gate	Interest	Totals
	£0.14	£0.14
		£110.00
£466.00		£678.00
		£10.00
		£10.00
		£20.00
		£50.00
		£20.00
		£20.00
		£20.00
		£10.00
		£10.00
		£10.00
		£10.00
		£10.00
		£20.00
		£10.00
		£40.00
		£10.00
		£10.00
		£15.00
		£20.00
		£10.00
	£0.03	£0.03
		£10.00
		£60.00
		£10.00
		£6.00
		£10.00
	£0.03	£0.03
		£10.00
		£10.00
		£10.00
		£10.00
		£10.00
		£20.00
		£10.00
		£10.00
		£10.00
	£0.03	£0.03
		£10.00
		£10.00
		£0.00
		£0.00

Totals		£20.00	£636.00	£217.00
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Expenses

Date	Description	Insurance	Guide book	Publicity
01/09/20	Izettle			
22/10/20	Insurance	£172.27		
23/10/20	Open day expenses			£27.00
28/10/20	Guide books DOXZOO		£27.27	
02/02/21	Web hosting and domain			£34.00
07/07/21	Notice board			£97.13

Totals		£172.27	£27.27	£158.13
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		£0.00
		£0.00
£466.00	£0.23	£1,339.23

Misc	Ref	Payment
£22.80		BACS
		BACS
		Cash
		BACS
		BACS
		BACS
£22.80		£380.47

Bank

Friends of Priestfield Accounts: 1/9/2020-31/08/2021: Bank Current Account

Charity number 1191183

Date	Ref	In	Out	Running Balance
1/9/20	Opening Balance			£857.79
1/9/20	Izettle		£22.80	£834.99
24/9/20	Subs + donation by cheque	£110.00		£944.99
20/10/20	Subs by SO	£10.00		£954.99
21/10/20	Cashless from open day (Paypal)	£258.00		£1,212.99
22/11/20	David for Insurance		£172.27	£1,040.72
23/10/20	Open day cash	£393.00		£1,433.72
26/10/20	Subs by BACS	£10.00		£1,443.72
6/11/20	Subs by BACS	£20.00		£1,463.72
9/11/20	Subs by BACS	£50.00		£1,513.72
10/11/20	Subs by BACS	£20.00		£1,533.72
16/11/20	Subs by BACS	£10.00		£1,543.72
18/11/20	Subs by BACS	£10.00		£1,553.72
19/11/20	Subs by BACS	£10.00		£1,563.72
24/11/20	Pay in slip 100101 (PO)	£60.00		£1,623.72
24/11/20	Subs by SO	£20.00		£1,643.72
25/11/20	Subs by BACS	£10.00		£1,653.72
30/11/20	Subs by BACS	£40.00		£1,693.72
30/11/20	Subs by SO	£10.00		£1,703.72
1/12/20	Subs by BACS	£10.00		£1,713.72
1/12/20	Subs + donation by SO	£15.00		£1,728.72
9/12/20	Pay in slip 100102 (PO)	£30.00		£1,758.72
10/12/20	Joyce for guide books (BACS)		£27.27	£1,731.45
21/12/20	Subs by SO	£10.00		£1,741.45
4/1/21	Subs + donation by BACS	£60.00		£1,801.45
19/1/21	Subs by BACS	£10.00		£1,811.45
2/2/21	Web hosting		£34.00	£1,777.45
2/3/21	Subs by BACS	£6.00		£1,783.45
3/3/21	Subs by BACS	£10.00		£1,793.45
12/4/21	Subs by BACS	£10.00		£1,803.45
30/4/21	Subs by BACS	£10.00		£1,813.45
4/5/21	Subs by BACS	£10.00		£1,823.45
10/5/21	Subs by BACS	£10.00		£1,833.45
11/5/21	Subs by BACS	£10.00		£1,843.45
24/5/21	Subs by BACS	£20.00		£1,863.45
25/5/21	Subs by SO	£10.00		£1,873.45
1/6/21	Subs by BACS	£10.00		£1,883.45

Savings

Friends of Priestfield Accounts: 1/9/2020-31/08/2021: Bank Savings Acco **Charity number 1191183**

Date	Ref	In	Out	Running Balance
1/9/20	Opening Balance			£1,005.69
07/09/20	Interest	£0.14		£1,005.83
07/12/20	Interest	£0.03		£1,005.86
08/03/21	Interest	£0.03		£1,005.89
07/06/21	Interest	£0.03		£1,005.92
				£1,005.92
				£1,005.92

Cash

Friends of Priestfield Accounts: 1/9/2020-31/8/2021: Cash

Charity number 1191183

Date	Ref	In	Out	Running Balance
1/9/20	Opening Balance			£39.10
18/10/20	open day	£420.00		£459.10
20/10/20	open day expenses		£27.00	£432.10
23/10/20	transfer to bank		£393.00	£39.10
				£39.10
				£39.10
				£39.10

Summary

Friends of Priestfield Accounts: 1/9/2020-31/08/2021

Charity number 1191183

Opening Balance	£1,902.58
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Income

Subscriptions	£636.00
Guide book sales	£20.00
Donations	£217.00
Open day gate money	£466.00
Interest	£0.23
	£1,339.23

Expenses

Insurance	£172.27
Stationery/publicity	£158.13
Guide book production	£27.27
Maintenance	
Miscellaneous	£22.80
	£380.47

Closing Balance	£2,861.34
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