

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1	April	2020		31	March

## Section A Reference and administration details

**Charity name** Friends of Claygate Primary School

**Other names charity is known by**

**Registered charity number (if any)** 1172759

**Charity's principal address**

Claygate Primary School

Foley Road, Claygate

Esher

KT10 0NB

### 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	Mark Aulds	Chair		
2	Catherine Wotton		1.04.20 – 16.07.20	
3	Forsyth McGarrity		1.04.20 – 31.12.20	
4	Laura Stonehouse		1.04.20 – 31.12.20	
5	Sandra Cunningham			
6	Catherine Park			
7	Steven Forman		3.11.20 – 31.3.21	
8	Alexander Rennie Campbell		3.11.20 – 31.3.21	
9	Gillian Hall		20.07.20 – 31.3.21	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity has no direct employees and relies on time given by trustees and other volunteers for its day to day operations. The administrative office at Claygate Primary School, with its various resources, provides support on record-keeping and accounting issues.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the charity are to advance the education of the pupils at Claygate Primary School by providing or assisting in the provision of funding, facilities, equipment or other support in connection with or in furtherance of education of pupils at the School.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The main activity has been the raising of funds to improve educational standards at Claygate Primary School. The grant of funds made to the School at the end of the year will benefit all pupils at the School.

In conducting their activities, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The main achievement of the charity since its formation has been to secure a regular stream of donations from parents of pupils at Claygate Primary School, in order to be able to support the school financially. During the year the charity was able to make total grants of £15,058 to the school, in order to be able to support the overall budget as well as maintaining existing levels of classroom and curriculum support.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The charity feels it is appropriate to distribute most of any funds raised to the School reasonably promptly, subject to the needs of the school at the time. A small amount of funds is retained in case urgent ad hoc funding requests are received.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

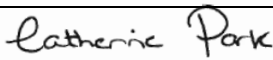
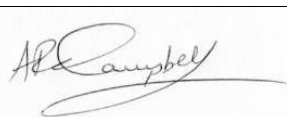
The charity's funds were raised almost entirely from donations by parents who have children at the School. Total donations received were £28,015, which was supplemented by Gift Aid of £7,865 reclaimed from HMRC for periods up to 31 March 2021.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Catherine Park	Alexander Campbell
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	12 February 2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Claygate Primary School

1172759

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## Receipts and payments accounts

For the period from	01-Apr-20	To	31-Mar-21
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations received	28,015	-	-	28,015	38,329
Gift Aid reclaimed	7,865	-	-	7,865	9,129
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	35,879	-	-	35,879	47,458
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	35,879	-	-	35,879	47,458
<b>A3 Payments</b>					
	-	-	-	-	-
Donations to Claygate Primary School	15,058	-	-	15,058	43,950
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	15,058	-	-	15,058	43,950
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	15,058	-	-	15,058	43,950
<b>Net of receipts/(payments)</b>	20,821	-	-	20,821	3,508
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	23,605	-	-	23,605	20,097
<b>Cash funds this year end</b>	44,426	-	-	44,426	23,605

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account with Natwest	44,426	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	44,426	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

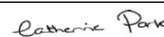
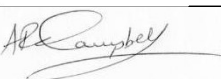
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Catherine Park	12-Feb-22
	Alexander Campbell	12-Feb-22



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Friends of Claygate Primary School

On accounts for the year  
ended

31 March 2021

Charity no  
(if any)

1172759

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

8/2/2022

Name:

Janet Millerd

Relevant professional  
qualification(s) or body  
(if any):

South African Institute of Chartered Accountants

Address:

7 Woodlands Close

Claygate

Kt10 0JF

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



**Give here brief details of any items that the examiner wishes to disclose.**