

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2022		31	March	2023

## 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	Meryl White	Chair (resigned)	1/04/2022 – 27/01/2023	
2	Sandra Cunningham			
3	Catherine Park			
4	Alexander Rennie Campbell	Chair (appointed)	27/01/2023 – 31/01/2023	
5				
6				
7				
8				
9				
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 £46,988 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 £20,875, no claim was made for gift aid during the period.

## 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 Rennie Campbell
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	5 March 2024	5 March 2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Claygate Primary School

1172759

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-22

To

31-Mar-23


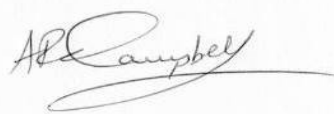
### Section A Receipts and payments

	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	20,875	-	-	20,875	23,898
Gift Aid reclaimed	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	20,875	-	-	20,875	23,898
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	20,875	-	-	20,875	23,898
<b>A3 Payments</b>					
	-	-	-	-	-
Donations to Claygate Primary School	46,988	-	-	46,988	35,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	46,988	-	-	46,988	35,000
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	46,988	-	-	46,988	35,000
<b>Net of receipts/(payments)</b>	- 26,113	-	-	- 26,113	- 11,102
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	33,325	-	-	33,325	44,427
<b>Cash funds this year end</b>	7,212	-	-	7,212	33,325

## 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	7,212	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	7,212	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Catherine Park	05-Mar-24
	Alexander Rennie Campbell	05-Mar-24





**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 2023

**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 / 2023**.

**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:** 5/3/24

**Name:**

Janet Millerd

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

South Africa Institute of Chartered Accountants

**Address:**

7 Woodlands Close

Claygate

KT10 0JF

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.**