



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 Apr 2021 Period start date to 31 Mar 2022 Period end date

Charity name: Reigate Priory School Charity

Charity registration number: 1182206

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the children of Reigate Priory Junior School in Reigate for the public benefit by providing and assisting in the provision of facilities and resources, determined at the sole discretion of the trustees, for education at the school and not required to be provided by the local education authority.
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	Benefit to the children of the school, as well as their parents. Also benefits the wider Reigate area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)', when reviewing the charity's aims and objectives, planning future activities and setting the grant making policy for the year. The Trustees are confident that the charity's activities are fully in line with public benefit requirements.

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	During the period £3,968 was received in donations, due to the generosity of the parent body of The Reigate Priory Junior School. In addition, a bequest was received for £10,000 from a family connected with the school, in memory of their late husband and father. This has been requested to be used over the subsequent five academic years in support of cultural and sporting enrichment at the school. The Trustees agreed that this falls within our broader charitable objectives, but will consider these funds as restricted for this specific range of sub-objectives. Administration costs relate primarily to monthly banking charges and payment charges relating to the receipt of parental donations. Due to the impact of the Covid-19 pandemic no spending has yet been undertaken pursuant to the Charity's aims.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the period end the Charity held funds of £25,967.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is the policy of the charity to maintain unrestricted income funds, which are the free reserves of the charity, at a level that is sufficient to cover a minimum of six months unrestricted expenditure. This provides sufficient funds to cover administration costs that are estimated to be no more than £150. The unrestricted income funds balance as at 31 March 2022 was £15,967. £10,000 is currently held as restricted funds, recognising the specific usage request from the benefactor concerned.
Amount of reserves held	Para 1.22	£25,967.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Trustees note that the charity does not have any expenditure commitments beyond the administration costs mentioned above and are therefore of the view that the charity is a going concern.

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	The principal source of funds is the parental body of The Reigate Priory Junior School.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Available funds have to date been held on deposit with our bankers. The charity does not invest in longer term investments as the charity's policy is to donate funds raised to the cause for which they were raised without delay. Under the Foundation Model Constitution, the charity has the power to make any investment which the Trustees see fit.
A description of the principal risks facing the charity	Para 1.46	The Trustees have considered the major strategic and operational risks that the charity faces, and systems have been established to mitigate these risks. These risks are identified as theft of the donations received and fraud on the part of recipients of the charity's grants. To mitigate risks the Trustees have put in place relevant controls, the most notable of which are: - Segregation of duties between individuals accounting for income & expenditure and staff banking cash and making payments from the charity's bank account. - Payment authorisation: payments are only authorised after review by a quorum of Trustees written approval by the charity's secretary. Payments cannot be made from the bank account without the online approval of two Trustees.

		- Regular reporting and monitoring of the level of cash received from donations. - All Charity Trustees also sit on the main Board of Governors of The Reigate Priory Junior School. This enabled the Trustees to ensure a close working relationship with the school to ensure any funds donated will be used to meet the objectives of the charity. The Trustees have also considered risks external to the charity, in particular how a global or UK economic slowdown may adversely affect the level of donations received.
Other		Covid-19 has again had a significant impact on the level of parental donations received in the year to 31 March 2022, and Trustees expect to see a rise in the level of donations in the 2022/3 school year. Covid-19 also impacted Trustees ability to invest any monies received to advance the education of the children of Reigate Priory Junior School, due to the limitations placed on the school, including lockdowns and restrictions on movements and gatherings of pupils. As restrictions ease during 2021/22 Trustees expect to be able to start spending pursuant to the Charity's aims. One formal request for funding has been received from the Reigate Priory Junior School. Trustees are in the process of seeking additional information to ensure the money would be spend pursuant to our charitable aims.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Model Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Institution
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	Trustees will be appointed at Trustee meetings.

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 trustees will make available to each new charity trustee, on or before his or her first appointment: (1) a copy of the current version of this constitution; and (2) a copy of the CIO's latest Trustees' Annual Report and statement of Accounts.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity works with The Reigate Priory Junior School.
Relationship with any related parties	Para 1.51	n/a
Other		n/a

Reference and Administrative details

Charity name	The Reigate Priory School Charity
Registered charity number	1192206
Charity's principal address	Bell Street Reigate Surrey RH2 7RL

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	Andrew Robert Hessey	Trustee	n/a	n/a
2	Pamela Jane Hutchinson	Trustee	n/a	n/a
3	Helen Jane Boddy	Trustee	n/a	n/a
4	Jason Daniel Perfitt	Trustee	n/a	n/a
5	Michael John Magee	Trustee	n/a	n/a

Trustees' three year terms completed on 26 February 2022 after which all were extended for a further three year period, with the exception of Mr Michael John Magee. Trustees thank Mr Magee for his support to the charity and will appoint a replacement Trustee in due course.

All Trustees, other than Mr Magee, acted for the whole period.

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

Director name		
n/a		

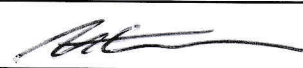
Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

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)	PAMELA J. HUTCHINSON	ANDREW HESSEY
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE

Date

26/6/22.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Reigate Priory School Charity

No (if any)
1182206

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2021

To

Period end date
31/03/2022

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 £
A1 Receipts					
Parental Donations	3,968	-	-	3,968	-
Bequest	10,000	-	-	10,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	13,968	-	-	13,968	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,968	-	-	13,968	-
A3 Payments					
Bank account fees	96	-	-	96	-
DD Global Payment Charges	45	-	-	45	-
Return of deposit from Reigate Priory Junior School	1,000	-	-	1,000	-
Transfer to Reigate Priory Junior School of funds received in error	297	-	-	297	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,438	-	-	1,438	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,438	-	-	1,438	-
Net of receipts/(payments)	12,530	-	-	12,530	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	12,530	-	-	12,530	-

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 £
B1 Cash funds	CAF bank	15,967	10,000	-
		-	-	-
		-	-	-
	Total cash funds	15,967	10,000	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Restricted Funds	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		ANDREW HESSEY		
		PAMELA HUTCHINSON		