



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 Apr 2022 Period start date to 31 Mar 2023 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 £13,112 was received in donations, due to the generosity of the parent body of The Reigate Priory Junior School. In addition, £43 was received as bank interest income. Administration costs relate primarily to monthly banking charges and payment charges relating to the receipt of parental donations. Trustees were delighted to make our first grant, of £5,000, to the Reigate Priory Junior School to purchase books, for the School Library, to further the education of pupils by helping to raise the reading standards of all age groups at Reigate Priory School. These books are in addition to those that are required and purchased by the Education Authority.

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 £33,938.
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 2023 was £23,938. £10,000 is currently held as restricted funds, recognising the specific usage request from the benefactor concerned.
Amount of reserves held	Para 1.22	£33,938.
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		Cost of living increases have negatively impacted parental donations. Trustees continue to work with the school to publicise the charity and remain grateful to both Reigate Priory Junior School and the parental body for their continuing support.

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	Kate Emberson	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.

Kate Emberson was appointed as a Trustee with effect from 1 September 2022.

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)

	
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Full name(s)

Andrew Hessey	Pamela Hutchison
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Position (eg Secretary,
Chair, etc)

Trustee	Trustee
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Date

2/11/2023

Annual Accounts**Reigate Priory School Charity**
No. 1182206**Income Statement****For the year ended 31 March 2023**

	1-Apr-22 31-Mar-23 £
Income	
- From Parental Donations	13,155.20
- Loan bequest	
- Repayment of initial deposit received from Reigate Priory Junior School	
- Transfer of funds received in error	
	<u>13,155.20</u>
Costs:	
- Bank account fees	(72.00)
- DD Global Payment Charges	(111.41)
- Donation to RPS	(5,000.00)
	<u>(5,183.41)</u>
Net income for the year	<u>7,971.79</u>

Check: Sum of all transactions to 31 March 2020	7,971.79
Diff	-

Bank Balance as at 31 March 2023	33,938.37
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Balance Sheet**As at 31 March 2020**

	As at 31-Mar-23 £
Assets	
- Bank balance	33,938.37
	<u>33,938.37</u>
Liabilities	
- Loan from School	-
- DD Global Payment Charges	-
	<u>-</u>
Net Assets	<u>33,938.37</u>
Reserves	
- Unrestricted funds	23,938.37
- Restricted funds	10,000.00
Total Reserves	<u>33,938.37</u>
Diff	-