



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st Sep 2023
Period end date

Period start date To 31st August 2024

Charity name: Marlow Bottom Pre-School CIO

Charity registration number: 1155265

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The CIO works for the public benefit having as its objects the development and education of children and young people in particular by: (1) promoting their care and safety; (2) promoting their education and promoting parental involvement; (3) promoting their health and wellbeing; (4) providing services to support them and their families and carers; (5) providing services to individuals holding membership of the CIO; and (6) furthering the aims of the Pre-school Learning Alliance.
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	<p>The preschool has promoted the care and safety of all children who have attended during the year. All staff members are expected to complete and keep up to date safeguarding and Paediatric first aid training.</p> <p>The preschool has promoted their education by assessing all the children in the prime (U3) and specific areas of learning and their starting points noted. We monitor closely any developmental areas of concern and provide directed teaching to support each child to improve on these areas and continue to thrive.</p> <p>The preschool has promoted the children's health and wellbeing by providing healthy snacks.</p> <p>The preschool has encouraged parental involvement through an open-door policy, key person system, website, weekly emails, open days, written reports. In addition, the management committee is made up of parents.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the guidance issued by the Charity Commission on public benefit. See clauses 5, 6 and 7 of the constitution.
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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 investment including program related investment	Para 1.38	
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>The manager and staff provide a curriculum that follows children's interests and focuses on the development of the skills they will need for future learning. Staff use their observations and knowledge of the children to provide activities and opportunities to enhance children's learning.</p> <p>Staff have high expectations for children's behaviour, and children generally behave well. Children have good attitudes to learning, and the staff plan focused activities that develop a variety of skills at one time and develop and extend children's language skills and understanding of the world. Staff support children's use of mathematical language and understanding of numbers well, and the children learn to recognise numbers and count confidently.</p>

		<p>Parents are highly valued as partners and speak very positively about the provision. They warmly describe how happy their children are to attend the preschool and talk about the 'phenomenal' progress their children have made.</p> <p>A significant strength of the pre-school is the quality of the relationships between staff and children. Children settle quickly due to the very caring and welcoming nature of the staff, as well as the well established routines.</p>
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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		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The preschool completed the year with a surplus of £7,362. The main source of income is fees received from Bucks County Council (75% of total fees) Year on Year increase in fees was 14% with costs increasing by 9%
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Preschool Learning Alliance recommends holding 3 months running costs in reserve – approximately £34,000. Due to the uncertain nature of pupil attendance numbers each year the pre-school looks to manage staffing hours to return a small operating surplus each year
Amount of reserves held	Para 1.22	£113,000
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	n/a

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	75% of fees for the year were received from Bucks County Council
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	Whilst the charity holds significant reserves the principal risks facing the charity are: <ul style="list-style-type: none"> a reduction in fees in the event that pupil numbers were to decrease. This reduction would need to be managed by a corresponding reduction in staff hours physical loss of access to the building in which the pre-school operates
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	Trustees elected to post

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	Marlow Bottom Pre-School CIO
Other name the charity uses	
Registered charity number	115265
Charity's principal address	The Village Hall, Marlow Bottom, Buckinghamshire, SL7 3NA

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	Chris Stevens	Treasurer	Appointed 24 th Jan '25	
2	Stephanie McKellar	Secretary	Appointed 24 th Oct '24	
3	Danielle Woodcraft	Chairperson	Appointed 24 th Oct '24	
4	Sophia Corbitt	Chairperson	Resigned 24 th Oct '24	
5	Bethan Jansing	Treasurer	Resigned 24 th Jan '25	
6	Hayley Horn	Secretary	Resigned 24 th Oct '24	
7	Jassmine Wixon	Communications	Resigned 24 th Oct '24	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

Tina Horler

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)	Chris Stevens	
Full name(s)	Chris Stevens	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	25 th June '25	

Management Report

Marlow Bottom Pre-school Charitable Incorporated Organisation
For the period ended 31 August 2024

Prepared on
24 June 2025

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Statement of Activity

September 2023 - August 2024

	Total
INCOME	
Donations for Provisions	2,359.13
Fees - Bucks CC	105,680.35
Fees - Parent Under 3	21,245.69
Fees - Parents Over 3	5,415.53
Fundraising Income	6,433.42
Other Income	922.92
Total Income	142,057.04
GROSS PROFIT	142,057.04
EXPENSES	
Accountancy	204.00
Advertising/Promotional	130.00
Children's Events	1,970.80
Cleaning	775.21
Computer Costs	359.06
Fundraising Expenses	1,034.84
Insurances	863.62
Learning Resources	2,729.70
Office/General Administrative Expenses	2,875.50
Payroll Expenditures	115,989.77
Pension	1,442.58
Rent	6,760.00
Supplies Refreshments	998.28
Training	683.00
Total Expenses	136,816.36
NET OPERATING INCOME	5,240.68
OTHER INCOME	
Interest earned	2,121.17
Total Other Income	2,121.17
NET OTHER INCOME	2,121.17
NET INCOME	£7,361.85

Statement of Financial Position

As of August 31, 2024

	Total
FIXED ASSET	
Total Fixed Asset	
CASH AT BANK AND IN HAND	
Petty cash	2.05
Santander Business Account	61,329.69
Savings United Bank	61,018.17
Savings Virgin	10,371.02
Total Cash at bank and in hand	132,720.93
NET CURRENT ASSETS	132,720.93
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Trade Creditors	
Creditors	137.96
Total Trade Creditors	137.96
Current Liabilities	
Accruals and Deferred Income	17,291.89
Client Trust Accounts - Liabilities	1,517.50
Tax and National Insurance	649.63
Total Current Liabilities	19,459.02
Total Creditors: amounts falling due within one year	19,596.98
NET CURRENT ASSETS (LIABILITIES)	113,123.95
TOTAL ASSETS LESS CURRENT LIABILITIES	113,123.95
TOTAL NET ASSETS (LIABILITIES)	£113,123.95
CAPITAL AND RESERVES	
Retained Earnings	105,762.10
Profit for the year	7,361.85
Total Capital and Reserves	£113,123.95

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Marlow Bottom Pre-School CIO

On accounts for the year ended

31st August 2024

Charity no
(if any)

1155265

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 31/08/2024

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

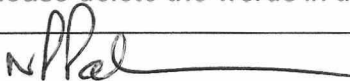
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:



Date:

26 June 2025

Name:

Neil Patrick Palmer

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

FCMA (Retired)

Address:

6 Frogmill Spinney

Hurley

Maidenhead, SL6 5NN

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.