

# BUCKLES AND BOWS PRE-SCHOOL NURSERY

England & Wales · Charity number 1182528

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-03-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Grounds of Holy Family School  
Ongar Hill  
Addlestone  
KT15 1BP

**Phone** 01932827556

**Email** [admin@bucklesandbows.org.uk](mailto:admin@bucklesandbows.org.uk)

**Website** <http://www.bucklesandbows.org.uk/>

## Activities

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**Objects:** THE CHARITY 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.

**Activities:** Plan and provide a wide range of fun and exciting learning opportunities following the EYFS guidance, to meet children's individual interests and needs, to enable them to build on skills and experiences whilst learning through their natural curiosity. Learning opportunities take place indoors and outdoors. Observe and record achievements and progress, share /exchange information with parent/carer.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Surrey

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£231,295	£187,955	-	-
2024-08-31	£171,565	£160,949	-	-
2023-08-31	£156,764	£151,202	-	-
2022-08-31	£153,143	£149,537	-	-
2021-08-31	£135,825	£125,664	-	-
2020-08-31	£135,825	£125,664	-	-

## Trustees

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Name	Role	Appointed
<b>Michael Quinlan</b>	Chair	2016-09-05
Anna Bessent		2023-09-04
Anna Germany		2022-09-05
Christopher Turvill		2015-09-03
Lorraine Anderson-Reid		2025-09-02
Louise Gough		2025-09-02
Rianne Denyer		2024-09-04
Zoe Hall		2020-02-26

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**

England & Wales - Charity number 1182528

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# Accounts

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## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2024 To 31<sup>st</sup> August 2025

Charity name: Buckles and Bows Pre-School (CIO)

Principal address: The grounds of Holy Family School, Ongar Hill, Addlestone  
KT15 1BP

Charity registration number: 1182528

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Development and education of pre-school aged children from 2 – 4 years old
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	Plan and provide a wide range of fun and exciting learning opportunities following the EYFS guidance, to meet children's individual interests and needs, to enable them to build on skills and experiences whilst learning through their natural curiosity. Learning opportunities take place indoors and outdoors. Observe and record achievements and progress, share /exchange information with parent/carer.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit and follow the Pre School learning alliance model constitution for child care providers

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	We thank all the trustees and volunteers for their contributions throughout the year, without whose input the nursery would cease to be
Other		We thank Lisa and all the staff for their fantastic work with the children throughout the academic year

## 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	We have continued to prepare the children in our care to be in the best position they can be for starting school once they complete their time at Buckles and Bows.

## Financial Review

Review of the charity's financial position at the end of the period 23-24	Para 1.21	As at 28/08/25 the main account bank balance held at HSBC Weybridge was £20,669.13. There are some outstanding payments (accruals) less SCC monies already received for the coming term leave an actual starting balance for the year 25-26 of c£12,687.05 in the main account. This results in <b>an overall surplus for the period September 24 to August 25 of c£3,460.46</b> (yet to be audited). This demonstrates that we have balanced the books over the year, leaving a small surplus that, once firmed up, will be transferred to contingency
Audited accounts for the period Sept 23 – August 24		Our accounts are audited around 9 months after the end of each accounting period, in order to submit to the Charities Commission. Our 23-24 audited accounts (copy available for review) show turnover of £171,565.00 against expenditure of £160,949.00 giving a surplus in the year of £10,616.00, which was about £5k better than I had reported at the last AGM – some contingent costs allowed this time last year did not come to fruition. £8,000.00 of this surplus was transferred to contingency during the year. Whenever possible and prudent to do so, after expenditure on new resources, we transfer surplus to our reserve account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for three specific reasons; <ol style="list-style-type: none"> <li>1. Mandatory requirement to cover costs – mainly redundancies in the unlikely event of having to wind up the charity. These currently stand at c£25,000</li> <li>2. General contingency for unknown circumstances – no specific amount</li> <li>3. Sinking fund for replacement of our nursery building, which is effectively a large temporary portable office container that was repurposed c35 years ago. Replacement would cost in the region of £250k, so we are mindful of working towards a significant contribution towards that at some stage, along with researching potential options for 3<sup>rd</sup> party funding.</li> </ol>
Amount of reserves held	Para 1.22	In April 2025 we opened a higher interest earning savings account with Virgin Money, so most of our reserves have been transferred into that account.

		Current reserves stand at £20,574.79 in the HSBC contingency account, and £65,598.26 in the Virgin Money Account. <b>Giving a total reserve of £86,173.04</b> – which is a £9,871.44 increase on last year. So, bearing in mind the replacement building project at some time, we do need to keep topping that up whenever we can, without distracting from ensuring we have good quality resources for the current cohort of children.
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	No known concerns about the continuity of the setting – we signed a new lease with the parish for the grounds taking us to 2030, with earliest break 2027, so as long as Surrey CC rates keep pace with covering costs, we are in a strong position to continue providing our service. We are still in the early stages of understanding how the recent policy changes providing Government funding for younger children, will impact upon our in-take and ultimately our viability. We do not have the capacity, sleeping facilities or the will to take on children younger than 2 years old – we are a pre-school not a nursery. So time will tell on that one.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	We operate under the Pre-school Learning Alliance Model CIO Constitution for Childcare providers
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	We are constituted as a Charitable Incorporated Organisation, which essentially means that the Trustees have no personal liability for any debts.
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 are selected from family members or affiliate membership volunteering and being voted on at this the AGM. For the year 24-25 now ending, we had 5 family member trustees, and 4 affiliate trustees as listed below.

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Family member (F) or Affiliate member (A)
1	Mike Quinlan	Chairperson		A
2	Chris Turvill	Treasurer		A
3	Rianne Denyer	Secretary		F
4	Anna King	General member / Fundraising		F

5	Anna Germany	Ditto		F
6	Rebecca Corrie	Ditto		F
7	Louise Gough	Ditto		A
8	Matt Dobson	Ditto		F
9	Zoe Hall	Ditto		A
10				
11				
12				

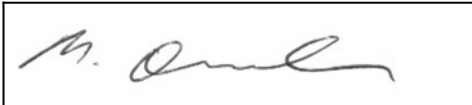
<b>Staff Members attending management meetings</b>	
Lisa Fuller	Manager
Nikki Wimms	Administrator

### Other optional information

### 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) Michael Quinlan

Position (eg Secretary, Chair, etc) Chairperson

Date 28/08/2025



**Section A Independent Examiner's Report**

**Report to the trustees** BUCKLES & BOWS PRE-SCHOOL NURSERY

<b>On accounts for the year ended</b>	31 AUGUST 2025	<b>Charity no (if any)</b>	1182528
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**Set out on pages** 3  
(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 31/0/2025.

**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:** *Lesley Marshall* **Date:** 26/3/26

**Name:** LESLEY MARSHALL OF LE MARSHALL & CO

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

**Address:**

UNIT B1F

FAIROAKS AIRPORT

CHOBHAM GU24 8HU

**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.**

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2025**  
**CHARITY NUMBER 1182528**

	2025 £	2024 £
<b>RECEIPTS</b>		
School fees	192,949	167,985
School fees received relating to next year	33,556	0
Fund raising	1,703	1,186
Uniform	215	298
Trips	613	580
Snacks	153	0
Miscellaneous income	50	0
Deposits received	0	100
Bank interest received	2,056	1,416
<b>Total Receipts</b>	<u><b>231,295</b></u>	<u><b>171,565</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	119,274	116,895
Employer's NI contributions	20,144	1,553
Pensions	8,061	6,989
Training & DBS checks	753	737
Travel & subsistence	0	39
Recruitment	0	0
<b>Total Staff Expenditure</b>	<u><b>148,232</b></u>	<u><b>126,214</b></u>
<b>General</b>		
Toys and books	1,058	1,259
Uniform	773	2,043
Trips	769	191
Milk and snacks	1,949	1,846
Presents	2,131	552
Subscriptions	1,105	795
Consumables	2,444	2,808
Donations	0	0
<b>Total General Expenditure</b>	<u><b>10,229</b></u>	82 <u><b>9,494</b></u>
<b>Administration</b>		
Salaries	11,608	8,760
Bookkeeping & accountancy	1,580	1,604
Post and telephone	420	557
Stationery	531	710
Computer expenses	712	2,222
Bank charges	124	126
<b>Total Administration Expenditure</b>	<u><b>14,975</b></u>	82 <u><b>13,979</b></u>
<b>Establishment expenses</b>		
Rent & rates	6,000	5,250
Insurance	2,315	1,154
Electricity	1,965	1,291
Cleaning	0	174
Premises expenses	4,239	1,646
Repairs and maintenance	0	1,748
<b>Total Establishment Expenditure</b>	<u><b>14,519</b></u>	<u><b>11,263</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>187,955</b></u>	<u><b>160,949</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>43,340</b></u>	<u><b>10,616</b></u>



Section A Independent Examiner's Report

Report to the trustees BUCKLES & BOWS PRE-SCHOOL NURSERY

On accounts for the year ended 31 AUGUST 2025 Charity no (if any) 1182528

Set out on pages 3 (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 31/0/2025.

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: Lesley Marshall Date: 26/3/26

Name: LESLEY MARSHALL OF LE MARSHALL & CO

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

**Address:**

UNIT B1F

FAIROAKS AIRPORT

CHOBHAM GU24 8HU

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

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
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**CHARITY NUMBER 1182528**

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Premises expenses	4,239	1,646
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Miscellaneous	0	0
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<b>Total Expenditure</b>	<u><b>187,955</b></u>	<u><b>160,949</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>43,340</b></u>	<u><b>10,616</b></u>

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**

England & Wales - Charity number 1182528

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# Accounts

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## **Buckles and Bows Pre-School Nursery Annual General Meeting**

Wednesday 4<sup>th</sup> September 2024 7:30 pm held at the Nursery

### **Agenda**

- **Opening remarks (Chair)**
- **Apologies and list attendees – in person or via Zoom**
- **Presentation of Annual Report (Chair)**
- **Adoption of Annual Report**
- **Adoption of Audited Accounts (2022 -2023)**
- **Election of Trustees/Officers**
- **Any Other Business**
- **Closing remarks**



o **Presentation of Annual Report by Mike Quinlan (Chair)**

This year we have adopted the Charity Commission standard format Annual report, which was distributed prior to the meeting to all current members and Trustees. I will read through, please save any questions for the end of the report.



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Trustees' Annual Report for the period**

**From 1<sup>st</sup> September 2023 To 31<sup>st</sup> August 2024**

**Charity name: Buckles and Bows Pre-School (CIO)**

**Principal address: The grounds of Holy Family School, Ongar Hill, Addlestone KT15 1BP**

**Charity registration number: 1182528**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Development and education of pre-school aged children from 2 – 4 years old
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	Plan and provide a wide range of fun and exciting learning opportunities following the EYFS guidance, to meet children's individual interests and needs, to enable them to build on skills and experiences whilst learning through their natural curiosity. Learning opportunities take place indoors and outdoors. Observe and record achievements and progress, share /exchange information with parent/carer.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit and follow the Pre School learning alliance model constitution for child care providers

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	We thank all the trustees and volunteers for their contributions throughout the year, without whose input the nursery would cease to be
Other		We thank Lisa and all the staff for their fantastic work with the children throughout the academic year

## 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	We have continued to prepare the children in our care to be in the best position they can be for starting school once they complete their time at Buckles and Bows.

## Financial Review

Review of the charity's financial position at the end of the period 23-24	Para 1.21	As at 27/0/24 the main account bank balance held at HSBC Weybridge was £17,226.59. Outstanding payments of c£3,300.00. To leave a starting balance for the year 24-25 of c£13,900.00 in the main account. This gives us a surplus in the period 23-24 of c£5,700.00 (yet to be audited).
Audited accounts for the period Sept 22 – August 23		Our accounts are audited around 9 months after the end of each accounting period, in order to submit to the Charities Commission. Our 22-23 audited accounts (copy available for review) show turnover of £156,764 against expenditure of £151,202 giving a surplus in the year of £5,563.00. So, the year just finished, should conclude with a similar surplus to 22-23. Whenever possible, after expenditure on new resources, we transfer surplus to our reserve account.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for three specific reasons; <ol style="list-style-type: none"> <li>1. Mandatory requirement to cover costs – mainly redundancies in the unlikely event of having to wind up the charity. These currently stand at c£20,000</li> <li>2. General contingency for unknown circumstances – no specific amount</li> <li>3. Sinking fund for replacement of our nursery building, which is effectively a large temporary portable office container that was repurposed c34 years ago. Replacement would cost in the region of £250k, so we are mindful of working towards a significant contribution towards that at some stage, along with researching potential options for 3<sup>rd</sup> party funding.</li> </ol>
Amount of reserves held	Para 1.22	Current reserves stand at £76,301.60, so we do need to keep topping that up whenever we can, without distracting from ensuring we have good quality resources for the current cohort of children.
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	No known concerns about the continuity of the setting – we have recently signed a new lease with the parish for the grounds taking us to 2030, with earliest break 2027, so as long as Surrey CC rates keep pace with covering costs, we are in a strong position to continue providing our service.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	We operate under the Pre-school Learning Alliance Model CIO Constitution for Childcare providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We are constituted as a Charitable Incorporated Organisation, which essentially means that the Trustees have no personal liability for any debts.
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 are selected from family members or affiliate membership volunteering and being voted on at this the AGM.  For the year 23-24 now ending, we had 5 family member trustees, and 4 affiliate trustees as listed below.

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Family member (F) or Affiliate member (A)
1	Mike Quinlan	Chairperson		A
2	Chris Turvill	Treasurer		A
3	Anna King	Secretary	From January 2024	F
4	Lauren Cann	Vice-Treasurer		A
5	Anna Germany	General member / Fundraising		F
6	Rebecca Corrie	Ditto		F
7	Lauren Barnes	Ditto		F
8	Matt Dobson	Ditto		F
9	Zoe Hall	Ditto		A
10				
11				
12				

Staff Members attending management meetings	
Lisa Fuller	Manager
Louise Gough	Administrator


## 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)		
Full name(s)	Michael Quinlan	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	29/08/2024	

There are no major decisions to make this evening, as far as I am aware other than voting in the new committee of trustees, so unless there are any questions, I would ask for a proposer and seconder to adopt the annual report

### Any questions?

- o **Adoption of Annual Report**

Proposer \_\_\_\_\_

Secunder \_\_\_\_\_

Vote – Show of hands from all

- **Adoption of Audited Accounts (2022 -2023)**

The accounts for the year ending 31 August 2023 were distributed prior to the meeting, if anyone would like a hard copy let me know.

The headline figures are as described in the annual report above – turnover of £156,764 with a surplus in the year of £5,563.00.

If there are no questions, I put these forward for adoption.

Any questions?

- **Adoption of Accounts (2022 -2023)**

Proposer \_\_\_\_\_

Secunder\_\_\_\_\_

Vote – Show of hands from all

## ○ Election of Trustees/Officers

Buckles and Bows is dependent on the committee of trustees, who volunteer their time to assist in the decision making and management tasks outside of the day to day caring for the children that Lisa leads, and the administrative tasks of fee collection and the like, that Louise our administrator is responsible for.

The Trustee main tasks are – overall budgetary control, staff recruitment and setting of salaries, treasurer role of paying wages, bills etc. Maintaining the building and grounds, fundraising for and deciding on expenditure of funds for new equipment, supplies and activities for the children.

To be perfectly honest, Chris the current Treasurer who has been in the role for 9 years and I the current Chair who started a year later than Chris pretty much have the main tasks under control, and having had a successful on-line based single fundraiser for the year that we intend to continue with this year (other than bags to school etc) there is not much we ask of the family members, but we do appreciate and encourage family member participation in the decision making and to bring fresh ideas to the table.

We hold a Trustees committee meeting once every half term, other than that limited communication is needed and that is conducted by email or WhatsApp.

Our constitution states that the minimum number of Trustees shall be 3 and maximum 12. From those elected, we will then need to elect a Chair, Treasurer and Secretary – who are the Officers. That can be done and roles agreed at the 1<sup>st</sup> committee meeting after this AGM.

All members are eligible to stand for election as a Trustee, as a CIO there is no possibility of personal liability for the trustees in the unlikely event of the nursery folding.

I am really pleased to say that six / seven of the current nine trustees have indicated their willingness to continue this year, subject to being voted in this evening. and it would be great if we had one or two (up to max 12) new faces to join us.

I would like to take this opportunity to thank the current trustees for all their efforts throughout the year.

Lauren Cann and Lauren Barnes are standing down as their children have now left, and they leave with our thanks for their contributions. Zoe Hall who has been involved in the nursery in one capacity or another for the last 10 or 11 years, and brings a wealth of experience and enthusiasm, has kindly said that she will stay on as a Trustee if needed, thank you Zoe.

Those that are interested and willing to carry on are;

Myself (Chair)

Chris Turvill (Treasurer)

Zoe Hall

Anna Germany

Rebecca Corrie

Anna King

Matt Dobson

**Staff members attending meetings;**

Louise Gough

Lisa Fuller

Ok, so unless there are any objections, I propose that we vote en bloc to elect the seven existing trustees listed above who are willing to continue, and any new or continuing members either present this evening or not present but have expressed an interest, who would like to join the committee of trustees?

Is anyone else interested in joining our merry crew?

List any new names;

If we can have a show of hands **to vote in the new committee of trustees.**

Vote – show of hands from all

- **Motions to be put to the AGM – anything raised by the members prior to the AGM that would have a significant effect on the setting.**

Nothing raised prior to the meeting.

- **Any Other Business**

Anything raised?

Date for 1<sup>st</sup> Committee meeting at which various roles will be decided upon – suggesting **Wednesday 18<sup>th</sup> September.**

- **Closing remarks – thanks for coming, and welcome to all our new members and their children.**



**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	BUCKLES & BOWS PRE-SCHOOL NURSERY		
<b>On accounts for the year ended</b>	31 AUGUST 2024	<b>Charity no (if any)</b>	1182528
	3		

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").

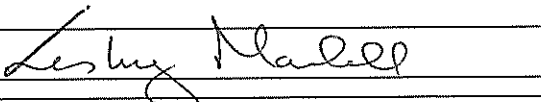
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 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.

**Signed:**  **Date:** 24/04/2025

**Name:** LESLEY MARSHALL OF LE MARSHALL & CO

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

**Address:** UNIT B1F  
FAIROAKS AIRPORT

**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.

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2024**  
**CHARITY NUMBER 1182528**

	2024	2023
	£	£
<b>RECEIPTS</b>		
School fees	167,985	151,254
Fund raising	1,186	3,328
Uniform	298	254
Trips	580	954
Miscellaneous income	0	0
Deposits received	100	550
Bank interest received	1,416	424
<b>Total Receipts</b>	<u><b>171,565</b></u>	<u><b>156,764</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	116,895	112,887
Employer's NI contributions	1,553	916
Pensions	6,989	7,376
Training & DBS checks	737	553
Travel & subsistence	39	0
Recruitment	0	0
<b>Total Staff Expenditure</b>	<u><b>126,214</b></u>	<u><b>121,732</b></u>
<b>General</b>		
Toys and books	1,259	1,390
Uniform	2,043	1,148
Trips	191	611
Milk and snacks	1,846	1,322
Presents	552	456
Subscriptions	795	512
Consumables	2,808	1,624
Donations	0	500
<b>Total General Expenditure</b>	<u><b>9,494</b></u>	<u><b>7,563</b></u>
<b>Administration</b>		
Salaries	8,760	7,753
Bookkeeping & accountancy	1,604	1,383
Post and telephone	557	823
Stationery	710	1,201
Computer expenses	2,222	1,109
Bank charges	126	98
<b>Total Administration Expenditure</b>	<u><b>13,979</b></u>	<u><b>12,367</b></u>
<b>Establishment expenses</b>		
Rent	5,250	4,350
Insurance	1,154	1,308
Electricity	1,291	1,255
Cleaning	174	906
Premises expenses	1,646	1,721
Repairs and maintenance	1,748	0
<b>Total Establishment Expenditure</b>	<u><b>11,263</b></u>	<u><b>9,540</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>160,949</b></u>	<u><b>151,202</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>10,616</b></u>	<u><b>5,563</b></u>



**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	BUCKLES & BOWS PRE-SCHOOL NURSERY		
<b>On accounts for the year ended</b>	31 AUGUST 2024	<b>Charity no (if any)</b>	1182528
	3		

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").

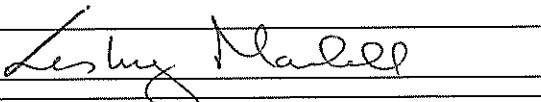
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 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.

**Signed:**  **Date:** 24/04/2025

**Name:** LESLEY MARSHALL OF LE MARSHALL & CO

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

**Address:** UNIT B1F  
FAIROAKS AIRPORT

**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.

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2024**  
**CHARITY NUMBER 1182528**

	2024	2023
	£	£
<b>RECEIPTS</b>		
School fees	167,985	151,254
Fund raising	1,186	3,328
Uniform	298	254
Trips	580	954
Miscellaneous income	0	0
Deposits received	100	550
Bank interest received	1,416	424
<b>Total Receipts</b>	<u><b>171,565</b></u>	<u><b>156,764</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	116,895	112,887
Employer's NI contributions	1,553	916
Pensions	6,989	7,376
Training & DBS checks	737	553
Travel & subsistence	39	0
Recruitment	0	0
<b>Total Staff Expenditure</b>	<u><b>126,214</b></u>	<u><b>121,732</b></u>
<b>General</b>		
Toys and books	1,259	1,390
Uniform	2,043	1,148
Trips	191	611
Milk and snacks	1,846	1,322
Presents	552	456
Subscriptions	795	512
Consumables	2,808	1,624
Donations	0	500
<b>Total General Expenditure</b>	<u><b>9,494</b></u>	<u><b>7,563</b></u>
<b>Administration</b>		
Salaries	8,760	7,753
Bookkeeping & accountancy	1,604	1,383
Post and telephone	557	823
Stationery	710	1,201
Computer expenses	2,222	1,109
Bank charges	126	98
<b>Total Administration Expenditure</b>	<u><b>13,979</b></u>	<u><b>12,367</b></u>
<b>Establishment expenses</b>		
Rent	5,250	4,350
Insurance	1,154	1,308
Electricity	1,291	1,255
Cleaning	174	906
Premises expenses	1,646	1,721
Repairs and maintenance	1,748	0
<b>Total Establishment Expenditure</b>	<u><b>11,263</b></u>	<u><b>9,540</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>160,949</b></u>	<u><b>151,202</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>10,616</b></u>	<u><b>5,563</b></u>

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**

England & Wales - Charity number 1182528

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# Accounts

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**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
**BUCKLES & BOWS PRE-SCHOOL NURSERY**

**On accounts for the year  
ended**

**31 AUGUST 2023**

**Charity no  
(if any)**

**1182528**

**Set out on pages**

**3**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

**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 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.

**Signed:**

*Lesley Marshall*

**Date:**

**20/05/2024**

**Name:**

**LESLEY MARSHALL OF LE MARSHALL & CO**

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

**ACA**

**Address:**

**UNIT B1F**

**FAIROAKS AIRPORT**

**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.

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2023**  
**CHARITY NUMBER 1182528**

	2023	2022
	£	£
<b>RECEIPTS</b>		
School fees	151,254	146,638
Fund raising	3,328	2,973
Uniform	254	235
Trips	954	951
Government grants -CJRS	0	424
Miscellaneous income	0	1,537
Deposits received	550	375
Bank interest received	424	12
Refund of bank charges	0	0
<b>Total Receipts</b>	<u><b>156,764</b></u>	<u><b>153,143</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	112,886	105,956
Employer's NI contributions	916	1,436
Pensions	7,376	5,771
Training & DBS checks	553	695
Travel & subsistence	0	0
Recruitment	0	162
<b>Total Staff Expenditure</b>	<u><b>121,732</b></u>	<u><b>114,021</b></u>
<b>General</b>		
Toys and books	1,390	1,212
Uniform	1,148	426
Trips	611	843
Milk and snacks	1,322	1,314
Presents	456	700
Subscriptions	512	2,797
Consumables	1,624	1,801
Donations	500	0
<b>Total General Expenditure</b>	<u><b>7,563</b></u>	<u><b>9,093</b></u>
<b>Administration</b>		
Salaries	7,753	8,323
Bookkeeping & accountancy	1,383	1,648
Post and telephone	823	1,133
Stationery	1,201	1,229
Computer expenses	1,109	1,952
Bank charges	98	114
<b>Total Administration Expenditure</b>	<u><b>12,367</b></u>	<u><b>14,398</b></u>
<b>Establishment expenses</b>		
Rent	4,350	4,350
Insurance	1,308	1,378
Electricity	1,255	2,332
Cleaning	906	1,421
Premises expenses	1,721	2,545
Repairs and maintenance	0	0
<b>Total Establishment Expenditure</b>	<u><b>9,540</b></u>	<u><b>12,025</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>151,202</b></u>	<u><b>149,537</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>5,563</b></u>	<u><b>3,606</b></u>

## **Buckles and Bows Pre-School Nursery Annual General Meeting**

**RE-Scheduled for Wednesday 11<sup>th</sup> October 2023 7:30 pm held at the  
Nursery**

### **Agenda**

- **Welcome drinks and nibbles / meet the current Trustees**
- **Opening remarks (Chair)**
- **Apologies and list attendees**
- **Presentation of Annual Report (Chair)**
- **Adoption of Annual Report**
- **Presentation of Accounts (Treasurer)**
- **Adoption of Audited Accounts (2021 -2022)**
- **Election of Management Committee/Officers**
- **Any Other Business**
- **Closing remarks**

- **Opening remarks / Welcome (Chair)**
  
- Welcome to the 2023/24 AGM of Buckles and Bows Charitable Incorporated Organisation - and thank you for attending.
  
- In order for this meeting to be constitutionally binding we must have a minimum of 3 members present – at the time of writing we had 46 Family Memberships on role for this year with 36 of those new starters at sometime during this academic year.
  
  
- **Attendees**
  
  
  
  
  
  
  
  
  
  
- **Staff attendees**  
Louise Gough (Admin / minutes)  
Lisa Fuller (Manager)
  
  
- **Apologies**
  
  
  
  
  
  
  
  
  
  
- Minutes of the previous AGM were recorded and approved as a true and accurate record at the 1<sup>st</sup> general meeting of the now out-going trustees for 2022-23.

- **Chairperson's Report by Mike Quinlan**

### **Looking back over the academic year**

From the point of view of my general duties I am pleased to report a nice quiet year with settled staff, no Ofsted to worry about, relatively minor maintenance issues and a great set of Staff and Trustees handling their various tasks without me having to get too involved.

The feedback we received from parents this year has all been so positive, we are content that we have sent all the little ones moving on to big school this September off in the best possible shape.

### **Investment, Maintenance Improvements and Safety:**

We have spent approximately £1,500.00 this year on essential maintenance and improvements which is really low compared to previous years, so I am acutely aware that something big is probably lurking around the corner. We have replenished the sand pit and given the sensory room a splash of paint, other than that Lisa's husband Garry and I have had relatively few weekends spent here this year.

New play equipment and supplies for the children have been purchased throughout the year, in large part thanks to the fundraising efforts of the trustees and parents. We will continue to ensure that we spend all monies raised through fundraising quickly and effectively on new equipment and facilities for the children within the same academic year, so that it is your children that are benefitting 1st.

We have left the possibility of the ambitious project of building an extension to the nursery to provide an office for staff, more internal floor play space, and better in / out free flow for the children on the back burner for now – to be discussed further by the new trustees, if we have the appetite for that.

### **Staff and Continued Development:**

Lisa and her team continue to provide an outstanding early education experience for the children in our care. We are regarded by Surrey CC as one of the lead nurseries in the area for special educational needs provision. However, we have fewer children registered as requiring SEN support starting this year and we have had to take the decision not to renew Sophie Norman's contract as a 1:1 support worker.

Claire Turvill has decided not to carry on her role as cleaner this year, and we are trialing a different approach to that role, which we will monitor for the first half term to see how that works.

We wish both Sophie and Claire all the best for the future.

Other than that, I am pleased to say that all staff remain in place and all are keen to continue their professional development through various courses and in-house learning.

I want to particularly thank Louise Gough in the administration role, who has seamlessly completed her first full year in the role, and again the feedback we receive from parents as to the help, advice and service they receive from Lou, with the various paperwork that needs completing is second to none.

We will continue the successful use of Tapestry to keep parents / carers up to speed with their children’s progress, and that continues to be a very valuable tool for parental interaction and feedback with key workers.

We managed to increase the opportunities for parent / carers to come into the setting during the year, with the Easter and Coronation parties being added to Sports day and graduation as opportunities to see their little ones in action.

**General:**

Finally, it has again been a pleasure working with the other trustees this year.

We have been very lucky these past few years to have a great set of trustees willing to give their time to ensure the smooth running of the setting.

I am confident that the new Committee of Trustees you vote in tonight will continue to assist Lisa and the staff to improve the setting and continue to make it an outstanding sought-after nursery.

There are no major decisions to make this evening, as far as I am aware other than voting in the new committee of trustees, so unless there are any questions, I would ask for a proposer and seconder to adopt the Chairs annual report?

**Any questions?**

- o **Adoption of Chairperson’s Annual Report**

Proposer \_\_\_\_\_

Secunder\_\_\_\_\_

Vote – Show of hands from all

## **Treasurer's Report by Chris Turvill**

Prior to the beginning of the academic year in September last year we updated all staff contracts including making adjustments to holiday pay in accordance with new legislation, and I am pleased to say we have managed to absorb the additional cost and back-pay owed to staff due to that change in legislation.

We posted an audited surplus for the year to end of August 2022 of £3,606 compared to a deficit in 2021 of £6,329 as per our independent examiner's report on a turnover of £153,143.00 (2021 £137,767.00).

Based on our internal accounts to date for the year ending August 2023 we are expecting a surplus in the year to August 2023 of c£2,200.00 on a turnover of c£156,000.00.

Staffing costs have risen by c6% to £129,000 due in the main to keeping up with minimum wage increases and ensuring we keep qualified staff rates at a premium to unqualified.

We have spent c£9,000.00 on new equipment and supplies, which is around £1,000.00 more than the previous year, other costs have remained reasonably stable, and we have controlled spending in all areas well to be able to achieve (subject to audit) this small surplus.

We retain a contingency fund of c £75,000.00, approximately £25,000.00 of which is statutory requirements to hold sufficient contingent fund to cover redundancy payments in the highly unlikely event of full closure of the setting. The rest we retain for possible large-scale expenditure such as the extension or possibly having to look for alternative premises if the Holy Family school ever expands to two form entry.

So, we are still very well placed, and it seems that at last the government has acted to increase the rates they pay for each child's "free" hours from this September, which should see us post a further surplus this year.

The main account is healthy and stood at c £10,000.00 prior to any September fees having been paid.

I set out below the total expenditure, income and bank balances of the main account over the past three years;

	2020-21 audited	2021-22 audited	2022-23 (as at end August '23)
Income	£137,767	£153,143	£155,987
Expenditure	£144,096	£149,537	£153,780
Surplus / (deficit)	-£6,329	+£3,606	+£2,207 (est)

Following the deficit two years ago, we are pleased to return to surplus, and on that basis have resolved to keep the hourly rate for non-government hours from at £7.50 an hour.

We will continue to monitor and manage the budget throughout the coming financial year to ensure the setting stays in overall surplus and a strong position going forward.

Any ideas or suggestions that any members may have to improve the setting or provide additional facilities for the children would be welcomed.

The accounts for the year ending 31 August 2022 are available to peruse this evening, and I put these forward for adoption.

**Any questions?**

- o **Adoption of Accounts (2021 -2022) and Treasurer’s report**

Proposer \_\_\_\_\_

Seconder \_\_\_\_\_

Vote – Show of hands from all

- **Election of Management Committee/Officers**

Buckles and Bows is a charitable incorporated organisation (CIO), a trustee run setting and depends fully on the committee of trustees, who volunteer their time to assist in the decision making and management tasks outside of the day to day caring for the children that Lisa leads, and the administrative tasks of fee collection from both Surrey CC and parents, management of the register and regulatory administration of policies and the like, that Louise is responsible for.

The Trustee main tasks are – overall budgetary control, staff recruitment and setting of salaries, treasurer role of paying wages, bills etc. Maintaining the building and grounds, fundraising for and deciding on expenditure of funds for new equipment, supplies and activities for the children.

We hold a Trustees committee meeting once every half term, other than that limited communication is needed and that is conducted by email or WhatsApp. There are tasks to undertake through the year depending on the role, but we really try not to burden any individual with too much to do.

The parents and guardians of the children who will be attending Buckles and Bows this coming year are the Members of the Pre-School, and the likes of myself, Chris and Zoe, have been Affiliate members for some years now, who have decided to stay on as Trustees after our children (or in my case grandchildren) have moved on.

Our constitution states that the minimum number of Trustees shall be 3 and maximum 12. From those elected, we will then need to elect a Chair, Treasurer and Secretary – who are the Officers. That can be done and roles agreed at the 1<sup>st</sup> committee meeting after this AGM.

All members are eligible to stand for election as a Trustee, and whilst I am really pleased that we have long standing Affiliate members currently holding the officer roles, it is vital that we have current family members on board too.

As a CIO there is no possibility of personal liability for the trustees in the unlikely event of the nursery folding.

I am really pleased to say that five of the current trustees have indicated their willingness to continue this year, and I hope that is testament to how rewarding and relatively undemanding this voluntary role can be.

Continuity and previous experience is a great asset to the setting in general and the new committee members in particular.

I would like to take this opportunity to thank the current trustees for all their efforts throughout the year.

A particular massive thank you though, must go out to Zoe Hall who has decided to step down now that both her daughters have moved on to Salesians, after at least 10 years in various roles – Chair, Secretary and for a good while on the staff as Administrator, during which time she shaped the way the nursery is run, to the well-oiled machine it now is, and we have Zoe to thank to a large extent for that. On a personal note, I doubt I would have lasted more than a year without Zoe's support, and she leaves us with our best wishes and a permanent invite to all staff and Trustee nights out!

As well as Zoe, Committee members who are now resigning their posts as their children move on up to primary school are;

- Dionne Lo Bue

Those that are interested and willing to carry on are;

Myself (Chair)

Chris Turvill (Treasurer)

Lauren Cann

Anna Germany

Becca Corrie?

Staff members attending meetings;

Louise Gough

Lisa Fuller

**Are there any of our new or continuing members either present this evening or not present but have expressed an interest in joining the committee of trustees?**

If we can have a show of hands **to vote in the new committee of trustees.**

Vote – show of hands from all

- **Motions to be put to the AGM – anything raised by the members prior to the AGM that would have a significant effect on the setting.**

Nothing raised prior to the meeting.

- **Any Other Business**

Anything raised

Date for 1<sup>st</sup> Committee meeting at which various roles will be decided upon – suggesting **Wednesday 20<sup>th</sup> September.**

- **Closing remarks – thanks for coming, and welcome to all our new members and their children.**

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**

England & Wales - Charity number 1182528

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# Accounts

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# **Buckles and Bows Pre-School Nursery Annual General Meeting**

Tuesday 6<sup>th</sup> September 2022 7:30 pm held at the Nursery

## **Agenda**

- o **Welcome drinks and nibbles / meet the current Trustees**
- o **Opening remarks (Chair)**
- o **Apologies and list attendees**
- o **Presentation of Annual Report (Chair)**
- o **Adoption of Annual Report**
- o **Presentation of Accounts (Treasurer)**
- o **Adoption of Audited Accounts (2020 -2021)**
- o **Election of Management Committee/Officers**
- o **Any Other Business**
- o **Closing remarks**

- o **Opening remarks / Welcome (Chair)**

- o Welcome to the 2022/23 AGM of Buckles and Bows Charitable Incorporated Organisation - and thank you all for attending.

- o In order for this meeting to be constitutionally binding we must have a minimum of 3 members present - at the time of writing we had 42 Family Memberships on role for this year with 35 of those starting in September.

- o **Attendees**

Mike Quinlan  
Zoe Hall  
Chris Turvill  
Lauren Cann  
Russell Cann  
Kirsty Newell  
Dionne Lo Bue  
Becca Corrie  
Asli Ungan

- o **Staff attendees**

Louise Gough (Admin / minutes)  
Lisa Fuller (Manager)

- o **Apologies**

Anna Germany

- o Minutes of the previous AGM were recorded and approved as a true and accurate record at the 1<sup>st</sup> general meeting of the out-going trustees for 2021-22.

No matters arising. Members voted to adopt the previous AGM minutes as a true and accurate record.

## o **Chairperson's Report by Mike Quinlan**

### **Looking back over the academic year**

Following the Covid years, we are pleased to report a fairly uneventful year, other than our Ofsted inspection in November 2021 where we received an overall rating of Good, with Outstanding for behaviour and attitudes. As anyone in education will tell you it is really difficult these days to receive an overall outstanding as general Ofsted policy is to reduce the number of settings with that status. We are very pleased with the report we received, including the feedback from parents praising the hard-working staff, and we have sought to address the couple of points of improvement that the inspector noted in the report, which is available for all to read on our website.

### **Investment, Maintenance Improvements and Safety:**

We have spent approximately £4,000.00 this year on essential maintenance and improvements – the main outlay being a pumped drainage system to stop the rainwater from flooding the sensory room area when we get heavy downpours. We overhauled the plumbing internally replacing a lot of dripping taps, and over the summer we had some tree surgery work carried out following damage to the covered area roof during storms last winter.

New play equipment and supplies for the children have been purchased throughout the year, including replenishing the sand pit, thanks to the fundraising efforts of the trustees and parents. We will continue to ensure that we spend all monies raised through fundraising quickly and effectively on new equipment

and facilities for the children within the same academic year, as after all it is those parents / carers raising the funds.

We have left the possibility of the ambitious project of building an extension to the nursery to provide an office for staff, more internal floor play space, and better in / out free flow for the children on the back burner for now – to be discussed further by the new trustees.

### **Staff and Continued Development:**

Lisa and her team continue to provide an outstanding early education for the children in our care. Sarah Feline returned to us in January as an outstanding SENCo and we are regarded by Surrey CC as one of the lead nurseries in the area for special educational needs provision. All the staff are keen to continue their professional development through various courses and in-house learning.

Louise Gough has smoothly taken over the administration role from Zoe Hall, who I am very pleased to say has swapped her admin role for a Trustee role as Secretary, and that has greatly helped the transition.

We will continue the successful use of Tapestry to keep parents / carers up to speed with their children's progress, and that has proved to be a very valuable tool for interaction and feedback now that there is less parental contact within the setting.

We decided to keep the drop off at the gate routine that was introduced during Covid in place permanently, however, we will be looking at ways of being able to invite parent / carers in to setting during the year to see their little ones in action!

### **General:**

Finally, it has again been a pleasure working with the other trustees this year.

We have been very lucky these past few years to have a great set of trustees willing to give their time to ensure the smooth running of the setting.

I am confident that the new Committee of Trustees you vote in tonight will continue to assist Lisa and the staff to improve the setting and continue to make it an outstanding sought-after nursery.

We do need to find a way of engaging early with new parents to ensure we have some continuity and new blood coming through as Trustees, to maintain that smooth running for all the children and staff.

There are no major decisions as far as I am aware other than voting in the new committee of trustees tonight, so unless there are any questions, I would ask for a proposer and seconder to adopt the Chairs annual report?

**Any questions?**

o **Adoption of Chairperson’s Annual Report**

Proposer \_\_\_\_\_ Chris  
Turvill \_\_\_\_\_

Seconder \_\_\_\_\_ Louise  
Gough \_\_\_\_\_

Vote - Show of hands from all

**Treasurer’s Report by Chris Turvill**

We posted an audited deficit for the year to end of August 2021 of £6,329 (2020 +£10,161) as per the independent examiner’s report on a turnover of £137,767.00 (2020 £135,825.00). (We had forecast a deficit of around £2,800.00 on a turnover of around £142,500.00.). However, the audited figure did not include transferring funds from the Fundraising account, so we actually ended up with a deficit of £2,930.00 pretty much as forecast. Leaving us at the beginning of the year commencing September 21 with £20,091.00 in the current account.

Based on our internal accounts to date for the year ending August 2022 we are expecting a further deficit in the year to August 2022 of c£2,200.00 on a turnover of c£150,000.00. Staffing costs have risen by c12% to £121,000 due in the main to a large increase in minimum wage and needing to keep qualified staff rates at a premium to unqualified. Energy costs have pretty much doubled (and expecting to go even higher

this year). However, we have controlled spending in other areas well to be able to achieve (subject to audit) this small deficit.

We retain a contingency fund of c £52,000.00, approximately 50% of which is statutory requirements to hold sufficient contingent fund to cover redundancy payments in the highly unlikely event of full closure of the setting. The rest we retain for possible large-scale expenditure such as the extension or possibly having to look for alternative premises if the Holy Family school ever expands to two form entry. So we are still very well placed, but as all other settings, we need the government to act on increasing the rates they pay for each child's "free" hours.

The main account is healthy and stood at c £18,600.00 prior to any September fees having been paid.

I set out below the total expenditure, income and bank balances of the main account over the past three years;

	2019-20 audited	2020-21 audited	2021-22 (as at end August '22)
Income	£135,825	£137,767	£149,364
Expenditure	£125,664	£144,096	£151,948
Surplus / (deficit)	+£10,161	-£6,329	-£2,197 (est)

Based on this trend towards a deficit after several years of surplus, and with continuing rising staff and energy costs, we have this coming year increased the hourly rate for non-government hours from £7.00 to £7.50 an hour, our 1<sup>st</sup> hourly rate increase since at least 2015.

We will continue to monitor and manage the budget throughout the coming financial year to ensure the setting stays in overall surplus and a strong position going forward.

Any ideas or suggestions that any members may have to improve the setting or provide much needed additional funds would be welcomed.

The accounts for the year ending 31 August 2021 are in the pack handed out this evening, and I put these forwards for adoption.

Any questions?

- o **Adoption of Accounts (2020 -2021) and Treasurer’s report**

Proposer \_\_\_\_\_Mike  
Quinlan\_\_\_\_\_

Seconder \_\_\_\_\_ Zoe Hall \_\_\_\_\_

Vote – Show of hands from all

- o **Election of Management Committee/Officers**

Buckles and Bows is a charitable incorporated organisation (CIO), a trustee run setting and depends fully on the committee of trustees, who volunteer their time to assist in the decision making and management tasks outside of the day to day caring for the children that Lisa leads, and the administrative tasks of fee collection from both Surrey CC and parents, management of the register and regulatory administration of policies and the like, that Louise is responsible for.

The Trustee main tasks are – overall budgetary control, staff recruitment and setting of salaries, treasurer role of paying wages, bills etc. Maintaining the building and grounds, fundraising for new equipment and supplies for the children.

We hold a committee meeting every half term, other than that most communication is conducted by email. There are tasks to undertake through the year depending on the role, but we really try not to burden any individual with too much to do.

The parents and guardians of the children who will be attending Buckles and Bows this coming year are the Members of the Pre-School, and the likes of myself, Chris and Zoe, are Affiliate members who have decided to stay on as Trustees after our children (or in my case grandchildren) have moved on.

Our constitution states that the minimum number of Trustees shall be 3 and maximum 12. From those elected, we will then need to elect a Chair, Treasurer and Secretary – who are the Officers. That can be done and roles agreed at the 1<sup>st</sup> committee meeting after this AGM.

All members are eligible to stand for election to the committee, and whilst I am really pleased that we have long standing Affiliate members currently holding the officer roles, it is vital that we have current family members on board too.

As a CIO there is no possibility of personal liability for the trustees in the unlikely event of the nursery folding.

I am really pleased to say that four of the current trustees have indicated their willingness to continue this year, and I hope that is testament to how rewarding this voluntary role can be. Continuity and previous experience is a great asset to the setting in general and the new committee members in particular.

I would like to take this opportunity to thank the current trustees for all their hard work and dedication.

Committee members who are now resigning their posts as their children move on up to primary school are;

- Michelle Loake

Those that are interested and willing to carry on are;

Myself (Chair)

Chris Turvill (Treasurer)

Zoe Hall (Secretary)

Lauren Cann

Staff members attending meetings;

Louise Gough

Lisa Fuller

**Are there any of our new or continuing from last year members either present this evening or not present but have expressed an interest in joining the committee of trustees?**

Anna Germany

Becca Corrie

Dionne Lo Bue

If we can have a show of hands **to vote in the new committee of trustees.**

Vote - show of hands from all - carried unanimously

- o **Motions to be put to the AGM - anything raised by the members prior to the AGM that would have a significant effect on the setting.**

Nothing raised prior to the meeting.

- o **Any Other Business - none**

Nothing raised

Date for 1<sup>st</sup> Committee meeting - **Wednesday 21<sup>st</sup> September @ 7:30pm.**

- o **Closing remarks - thanks for coming, look forward to seeing all the children next week.**



Section A Independent Examiner's Report

Report to the trustees/ members of

BUCKLES & BOWS PRE-SCHOOL NURSERY

On accounts for the year ended

31 AUGUST 2022

Charity no (if any)

1182528

Set out on pages

3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

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 (other than that disclosed below \*) 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.

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

Signed: Lesley Marshall

Date: 11/4/2023

Name: LESLEY MARSHALL OF LE MARSHALL & CO

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

ACA

Address:

UNIT B1F
FAIROAKS AIRPORT
CHOBHAM GU24 8HU

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.**

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022**  
**CHARITY NUMBER 1182528**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
School fees	146,638	134,727
Fund raising	2,973	2,003
Uniform	235	303
Trips	951	292
Government grants -CJRS	424	0
Miscellaneous income	1,537	0
Deposits received	375	437
Bank interest received	12	5
Refund of bank charges	0	0
<b>Total Receipts</b>	<u><b>153,143</b></u>	<u><b>137,767</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	105,956	91,357
Tax & NI contributions	1,436	2,188
Pensions	5,771	3,933
Training & DBS checks	695	1,172
Travel & subsistence	0	0
Recruitment	162	430
<b>Total Staff Expenditure</b>	<u><b>114,021</b></u>	<u><b>99,081</b></u>
<b>General</b>		
Toys and books	1,212	1,373
Uniform	426	1,619
Trips	843	165
Milk and snacks	1,314	1,274
Presents	700	1,119
Subscriptions	2,797	1,554
Consumables	1,801	4,169
Donations	0	0
<b>Total General Expenditure</b>	<u><b>9,093</b></u>	<u><b>11,272</b></u>
<b>Administration</b>		
Salaries	8,323	9,632
Bookkeeping & accountancy	1,648	1,427
Post and telephone	1,133	720
Stationery	1,229	1,888
Computer expenses	1,952	2,379
Bank charges	114	32
<b>Total Administration Expenditure</b>	<u><b>14,398</b></u>	<u><b>16,077</b></u>
<b>Establishment expenses</b>		
Rent	4,350	4,350
Insurance	1,378	1,489
Electricity	2,332	1,081
Cleaning	1,421	2,389
Premises expenses	2,545	8,147
Repairs and maintenance	0	210
<b>Total Establishment Expenditure</b>	<u><b>12,025</b></u>	<u><b>17,666</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>149,537</b></u>	<u><b>144,096</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>3,606</b></u>	<u><b>-6,329</b></u>



Section A

Independent Examiner's Report

Report to the trustees/ members of

BUCKLES & BOWS PRE-SCHOOL NURSERY

On accounts for the year ended

31 AUGUST 2022

Charity no (if any)

1182528

Set out on pages

3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and basis of report

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Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

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

Signed: LESLEY MARSHALL

Date: 11/4/2023

Name: LESLEY MARSHALL OF LE MARSHALL & CO

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

ACA

Address:

UNIT B1F
FAIROAKS AIRPORT
CHOBHAM GU24 8HU

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.**

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022**  
**CHARITY NUMBER 1182528**

	2022 £	2021 £
<b>RECEIPTS</b>		
School fees	146,638	134,727
Fund raising	2,973	2,003
Uniform	235	303
Trips	951	292
Government grants -CJRS	424	0
Miscellaneous income	1,537	0
Deposits received	375	437
Bank interest received	12	5
Refund of bank charges	0	0
<b>Total Receipts</b>	<u><b>153,143</b></u>	<u><b>137,767</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	105,956	91,357
Tax & NI contributions	1,436	2,188
Pensions	5,771	3,933
Training & DBS checks	695	1,172
Travel & subsistence	0	0
Recruitment	162	430
<b>Total Staff Expenditure</b>	<u><b>114,021</b></u>	<u><b>99,081</b></u>
<b>General</b>		
Toys and books	1,212	1,373
Uniform	426	1,619
Trips	843	165
Milk and snacks	1,314	1,274
Presents	700	1,119
Subscriptions	2,797	1,554
Consumables	1,801	4,169
Donations	0	0
<b>Total General Expenditure</b>	<u><b>9,093</b></u>	<u><b>11,272</b></u>
<b>Administration</b>		
Salaries	8,323	9,632
Bookkeeping & accountancy	1,648	1,427
Post and telephone	1,133	720
Stationery	1,229	1,888
Computer expenses	1,952	2,379
Bank charges	114	32
<b>Total Administration Expenditure</b>	<u><b>14,398</b></u>	<u><b>16,077</b></u>
<b>Establishment expenses</b>		
Rent	4,350	4,350
Insurance	1,378	1,489
Electricity	2,332	1,081
Cleaning	1,421	2,389
Premises expenses	2,545	8,147
Repairs and maintenance	0	210
<b>Total Establishment Expenditure</b>	<u><b>12,025</b></u>	<u><b>17,666</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>149,537</b></u>	<u><b>144,096</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>3,606</b></u>	<u><b>-6,329</b></u>

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**

England & Wales - Charity number 1182528

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# Accounts

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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
BUCKLES & BOWS PRE-SCHOOL NURSERY

**On accounts for the year  
ended**

31 AUGUST 2021	<b>Charity no (if any)</b>	1182528
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**Set out on pages**

3  
(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 August 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.

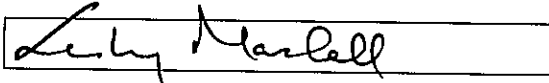
**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

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

**Signed:**  **Date:** 15/08/2022

**Name:** Lesley Marshall of LE Marshall & Co

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

ACA

**Address:**

Unit B1F
Fairoaks Airport
Chobham GU24 8HU

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.**

N/A

**BUCKLES AND BOWS PRE-SCHOOL NURSERY**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021**  
**CHARITY NUMBER 1182528**

	2021 £	2020 £
<b>RECEIPTS</b>		
School fees	134,727	122,640
Fund raising	2,003	1,474
Uniform	303	192
Trips	292	739
Government grants -CJRS	0	7,481
Miscellaneous income	0	3,000
Deposits received	437	225
Bank interest received	5	74
Refund of bank charges	0	1
<b>Total Receipts</b>	<u><b>137,767</b></u>	<u><b>135,825</b></u>
<b>PAYMENTS</b>		
<b>Direct nursery expenditure</b>		
<b>Staff expenditure</b>		
Wages	91,357	88,840
Tax & NI contributions	2,188	1,549
Pensions	3,933	4,021
Training & DBS checks	1,172	785
Travel & subsistence	0	0
Recruitment	430	68
<b>Total Staff Expenditure</b>	<u><b>99,081</b></u>	<u><b>95,263</b></u>
<b>General</b>		
Toys and books	1,373	1,326
Uniform	1,619	800
Trips	165	160
Milk and snacks	1,274	992
Presents	1,119	1,198
Subscriptions	1,554	525
Consumables	4,169	1,648
Donations	0	200
<b>Total General Expenditure</b>	<u><b>11,272</b></u>	<u><b>6,849</b></u>
<b>Administration</b>		
Salaries	9,632	8,183
Bookkeeping & accountancy	1,427	1,381
Post and telephone	720	647
Stationery	1,888	1,377
Computer expenses	2,379	780
Bank charges	32	32
<b>Total Administration Expenditure</b>	<u><b>16,077</b></u>	<u><b>12,401</b></u>
<b>Establishment expenses</b>		
Rent	4,350	2,538
Insurance	1,489	1,172
Electricity	1,081	2,285
Cleaning	2,389	107
Premises expenses	8,147	5,050
Repairs and maintenance	210	0
<b>Total Establishment Expenditure</b>	<u><b>17,666</b></u>	<u><b>11,151</b></u>
<b>Building furniture and equipment</b>		
Miscellaneous	0	0
<b>Total Building furniture and equipment Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Expenditure</b>	<u><b>144,096</b></u>	<u><b>125,664</b></u>
<b>EXCESS OF RECEIPTS OVER EXPENDITURE</b>	<u><b>-6,329</b></u>	<u><b>10,161</b></u>