

WINDMILLS OPPORTUNITY PLAYGROUP

England & Wales · Charity number 1072977

Details

Other names WINDMILLS SPECIAL NEEDS PLAYGROUP

Status Registered

Legal form Other

Registered 1998-12-16

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

Contact

Address St Johns Pavilion
Park Road
Burgess Hill
RH15 8HG

Phone 01444 220378

Email manager@windmillsplaygroup.co.uk

Website www.windmillsplaygroup.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF CHILDREN FROM BIRTH TO FIVE YEARS SOME OF WHOM HAVE SPECIAL EDUCATIONAL NEEDS THROUGH DISABILITY, DEPRIVATION OR OTHERWISE AND WITHOUT PREJUDICE TO THE GENERALITY THEREOF IN PARTICULAR(1) TO PROVIDE SAFE AND SATISFYING GROUP PLAY IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART AND (11) TO PROMOTE AND SUPPORT OTHER CHARITABLE ACTIVITIES WHEREBY PARENTS AND FAMILIES MAY HELP SUCH CHILDREN IN THE COUNTIES OF EAST AND WEST SUSSEX.

Activities: Aids development of children with medical/social needs. Supports the family of those mentioned. Liaise with schools to ease transition.

Classification

- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** EAST AND WEST SUSSEX
- East Sussex
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£170,486	£167,280	-	-
2024-07-31	£160,200	£146,006	-	-
2023-07-31	£142,606	£120,187	-	-
2022-07-31	£103,542	£96,568	-	-
2021-07-31	£89,497	£92,803	-	-

Trustees

Name	Role	Appointed
MARIA PALOMA KING	Chair	2016-11-09
Lesley-Anne Irving		2026-05-28
Sarah Ann John		2026-05-28

WINDMILLS OPPORTUNITY PLAYGROUP

England & Wales - Charity number 1072977

Accounts



Windmills Opportunity Playgroup

Annual General Report

1st August 2024 to 31st July 2025



SECTION A – Administration Details

Charity Name: Windmills Opportunity Playgroup

Charity Registered Number: 1072977

Charity Registered Address: Sheddingdean Community Hall, Maple Drive,
Burgess Hill, RH15 8UA

Current Trustee's: Paloma King – Chair
Mike Wigg
Sam Palmer

Persons involved that are not trustee's: Teresa Langley – Business Manager
Cheryl Jolly – Room Leader

SECTION B – Structure, Management and Governance

Type of Governing Document: Trust Deed

How is Charity Constituted: Trust

How are Trustee's appointed: Approved by existing Trustee's



SECTION C – Objectives of the Charity

Summary of the objectives set out in our governance document:

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects:

Windmills Opportunity Playgroup are a fully inclusive playgroup welcoming all children & their families to begin their learning journey in a safe, engaging & developmental environment. Learning through play in an outside environment is a fundamental aspect of the Early Years curriculum. Windmills are continually evaluating & adapting the environments with a view to ensuring that our children are happy, stimulated & making good development progress. At the heart of our care of the children we strive to ensure our ethos of learning through play is upheld.

- We aim to improve the overall appearance of the environment with bright, colourful and visual stimulating displays that allow the children to demonstrate curiosity about objects and the environment.
- We provide opportunities for the children to engage in open-ended and collaborative activities which allow them to initiate activities, seek challenges, show a 'can do' attitude and take risk, engaging in new experiences, and learning by trial & error.



SECTION D – Chair Report

The most significant item to report from this year's Trustees is that Windmills were awarded CIO (Charitable Incorporated Organisation) status by the Charity Commission. This was an arduous process involving primarily the Manager, Teresa, and myself. We worked closely with a legal firm to ensure that our new Constitution would be fit for purpose. As is well understood having CIO status is a much more secure model of managing a charity, in particular, it ensures a limited liability on Trustees, which an un-incorporated status does not. Having achieved the status, Windmills now will be undertaking the prolonged process of instituting its existence. This will require a re-registration with Ofsted and another Inspection, as well as all the administrative changes which go with a new registration. We started this process with Ofsted towards the end of the summer term and anticipate having a full transition to the new charity number and new Ofsted registration by the beginning of the Spring term in January 2026.

As part of the new Constitution trustees had to commit to a further three years of service. Last year two of our long-standing trustees stepped down, but we were able to recruit a new Trustee, Fay Flude, who works in and understand the early years sector very well. Additionally, the new Constitution allowed us to assign trustee status to the Manager and the Room Leader, Cheryl Jolly.

Towards the end of the term Richard Webb also joined the trustee board as an Associate Advisor and he has been busy looking at various areas of governance, such as our insurance, lease and the new contracts which will have to be offered at the point of full transition to CIO. I welcome this support very much.

Our financial accounts continue to show a healthy balance sheet and I hope will demonstrate our commitment to well-managed financial controls.

You will see from the Manager's report that much good work was accomplished by the team. Windmills continues to hold a high standing on the local community, evidenced by the waiting lists every term. Our partner agencies value our provision, and we continue to be the first point of call for families with children with special needs. Our team of qualified teachers all contribute to this reputation and the Trustees are very grateful for their diligence and commitment to providing an outstanding learning environment for the children.

I would like to extend my thanks to my fellow Trustees and Teresa, in particular, for the support they have given me in my role as Chair.

Paloma King

Chair of Trustees



SECTION E – Manager’s Report

It is amazing how quickly it comes around to me writing my manager’s annual general report!

I have been the Manager at Windmills for the last nine years, and over that time have seen the setting change considerably. The last academic year has seen further changes that have come about from the changes the Government have implemented with working families funding. We are receiving applications for places increasingly for two-year-olds, who are now eligible for the working family’s element of funding up to fifteen hours.

Our cohort of children remains diverse, with us supporting 13 children & their families with English as a second language. Alongside 7 neurodiverse children and their families who are progressing through the referral processes. I am incredibly proud of our inclusive practice and delighted to share with you that it was positively recognised during our annual review by our Early Years Advisor, Sarah Bennet-Leyh from WSCC. Sarah has asked us to guide another setting she is supporting. I have agreed to facilitate a site visit and share our inclusive practice.

In recent months, we have noticed a significant increase in the requirements for information gathering. There is now a greater expectation for settings to take the lead in collecting and sharing this information. As you can imagine, this has considerably increased the workload.

I take great pride in the retention of staff at Windmills. My team is knowledgeable and has a solid understanding of the Early Years Framework. We are continually seeking to provide opportunities for personal development. Over the past academic year, two members of our team completed Level 2 Autism Awareness training. They shared their learning with the wider team, and the insights gained have led to changes in our learning environment, including the introduction of our quiet area, “The Nest.”

Every member of staff has actively pursued personal development training as part of their appraisal reviews, focusing on various areas such as gardening, sustainability, behaviour management, Makaton and EAL

Recruitment has continued to be a challenge over this academic year; however, I am very pleased to say I have now successfully recruited Danielle, who comes to Windmills with a wealth of experience in early years. We continue to recruit and are actively working with our apprentice provider to find a suitable candidate.

Our curriculum is reviewed to ensure it is meaningful for the children we support, and this year, one highlight has been the introduction of our sensory garden. The children have been actively involved in the creation of the garden and caring for it. This is something we will continue to build on into the new academic year as part of our sustainability project.

At the end of another busy academic year, I would like to thank my team for their continued support and hard work. Additionally, to my trustees, thank you for the time you give to Windmill voluntarily. Windmill’s is a team effort, and I am very proud to be leading us into my tenth academic year as Manager.

Teresa Langley
Business Manager





SECTION F – Financial Report

Due to the introduction of the Working Families Childcare Funding Scheme the government we have seen a significant change in how we have received our income this academic year. Our parent contribution has dropped significantly by £10,000 over this academic year as more children are now eligible to receive Working Families funding. In addition, we have been successful in securing inclusion funding from West Sussex County Council for five children who have additional needs which has enabled us to enhance our staffing ratio.

Over the academic year as part of our due diligence review we opened an additional savings account at Cambridge & Counties to comply with the FCSC restrictions. This resulted in an increase in our interest rate and an additional £1,000 in income.

We would like to thank our families for their fundraising efforts over this academic year, we have held our annual cake sale, raffle and sponsored activity and have raised £625.

We would additionally like to thank our loyal donors for their support this year including Child Help Hassocks who make a monthly contribution.

Three Oaks Trust have been supporters of Windmills for many years and we are very grateful for their donations and ongoing support, thank you.

I would like to take this opportunity to thank Simon King who diligently and voluntarily reconciles our Quick Books accounts monthly.

Teresa Langley
Business Manager





SECTION G – Trustee Declaration

The trustee board declare that they formally approve the reports details above.

Signed of behalf of Windmills Opportunity Playgroup Trustee Board:

Name: Paloma King

Position: Chair

Signed:

A handwritten signature in black ink, enclosed in a rectangular box. The signature appears to read "Paloma King".

Date: 30/11/2025



SECTION H – Independent Examiners Report of Accounts

Report to the Trustee's on the accounts from 1st August 2024 to 31st.July 2025.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which

1. gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 145 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



SECTION I – Disclosure

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

Signed:	PAReas
Name:	PAUL READ
Relevant qualification or body (if any):	BANK MANAGER (NATWEST GROUP)
Address:	31 BRAMBLE GARDENS BURGESS HILL RH15 8UQ
Date:	30/11/25.



SECTION J – Balance Sheet (Cash Basis)

Cash at bank and in hand

1290 HSBC Windmills Op (2556)	4,259.33
1300 HSBC Savings (8282)	69,828.18
1330 Cambridge & Counties (0258)	70,000.00
Total Cash at bank and in hand	£144,087.51
NET CURRENT ASSETS	£144,087.51

Debtors: amounts falling due within one year

1370 Debtors	34.20
Total Debtor (uniform)	34.20
Total Debtors: amounts falling due within one year	£34.20

NET CURRENT ASSETS (LIABILITIES)	£144,121.71
TOTAL ASSETS LESS CURRENT LIABILITIES	£144,121.71
TOTAL NET ASSETS (LIABILITIES)	£144,121.71

Charity funds

3010 Opening Balance Equity	76,053.73
3110 Retained Earnings	50,650.03
Surplus/(Deficit)	17,417.95
Total Charity funds	£144,121.71



SECTION K – Financial Activity (Cash Basis)

Income

4010 Parent Fees	4,420.75
4110 Funding	
4111 2 YR Funding	42,665.46
4113 3/4 YR Funding	95,779.26
4115 Inclusion	18,578.00
4116 EYPP	5,358.72
4117 Deprivation	3,294.96
Total 4110 Funding	165,676.40
4160 Children's Uniform	388.50
 TOTAL	 £170,485.65

Expenditures

6005 Payroll Expenditure	
6010 Wages	119,131.42
6012 Tax	12,923.39
6014 Payroll admin	942.60
6016 Pension	7,509.98
Total 6005 Payroll Expenditure	140,507.39
6070 Cleaning costs	74.97
6110 Toys	735.70
6120 Playgroup Equipment	626.89
6130 Resources/materials (consumables)	753.79
6135 Playgroup Activities (EYPP)	5,056.37
6140 Personal Care -Toilet Consumables	179.15
6150 Housekeeping - Kitchen Consumables	207.46
6180 Office Equipment	254.82
6310 Rent / Lease	6,589.32
6320 Repairs and maintenance	956.13
6330 Utilities	403.84
6410 Advertising/Promotional/Website	187.26
6420 Telephone / Mobile /Internet	1,114.76
6430 Dues and Subscriptions Admin	1,045.29
6440 Dues and subscriptions - playgroup	524.48
6450 Insurance	1,805.34
6460 Bank Charges / Professional Fees	60.00
6470 Printing Postage and stationery	165.34
6610 Staff Uniform	453.80
6620 Staff Training	607.00
6630 Staff Travel and other misc. costs	1,635.20
6640 Solicitor / CIO	2,898.00
4800 Children's Uniform	437.54
Total Expenditures	£167,279.84

NET OPERATING INCOME £3,205.81



Other Income	
4310 Donations and legacies	9,450.00
4322 Donations with Gift Aid declaration	900.00
4324 Gift Aid Reclaimed	306.00
Total 4320 Donations with Gift Aid	1,206.00
4350 Fundraising	626.13
4610 Interest income	2,930.01
Total Other Income	£14,212.14
NET INCOME/(EXPENDITURE)	£17,417.95

SECTION L – Grants, Awards and Fund Raising

Grants

Three Oaks Trust	8,000.00
Child Help Hassocks	1,200.00
Burgess Hill Town Council	200.00
Budding Foundation	50.00
Total	9,450.00



Section M – Reserves Funding

Running costs for two terms #	£107,000
Redundancy Costs in the event of forced closure	£ 33,350
Premises reinstatement if event of forced closure	£ 5,000
TOTAL	£ 145,350

The running cost reserve funding has been calculated on the assumption that the playgroup with cease or have temporary loss of operation.

The calculation is based on Autumn 25 term costings and includes expenses such as staffing, amenities, service connections and insurance. The figures would allow the playgroup to continue to function for two terms without receiving WSCC funding.

Additional Unallocated Costs

Sensory Room Refurbishment	£13,500
Outside Environment Refurbishment	£ 5,000
Total	£18,500

The trustee board have been unable to allocate this spending due to the ongoing lease negotiation.

WINDMILLS OPPORTUNITY PLAYGROUP

England & Wales - Charity number 1072977

Accounts



Windmills Opportunity Playgroup

Annual General Report

1st August 2023 to 31st July 2024





SECTION A – Administration Details

Charity Name: Windmills Opportunity Playgroup
Charity Registered Number: 1072977
Charity Registered Address: Sheddingdean Community Hall, Maple Drive,
Burgess Hill, RH15 8UA
Current Trustees: Paloma King – Chair
Sue Hastie
Mike Wigg
Sam Palmer
Persons involved that are not Trustees: Teresa Langley – Business Manager
Cheryl Jolly – Room Leader

SECTION B – Structure, Management and Governance

Type of Governing Document: Trust Deed
How is Charity Constituted: Trust
How are Trustees appointed: Approved by existing Trustees

SECTION C – Objectives of the Charity

Summary of the objectives set out in our governance document:

The Trustees shall hold the trust fund and its income upon trust to apply them for the following objects:

Windmills Opportunity Playgroup are a fully inclusive playgroup welcoming all children & their families to begin their learning journey in a safe, engaging & developmental environment. Learning through play in an outside environment is a fundamental aspect of the Early Years curriculum. Windmills are continually evaluating & adapting the environments with a view to ensuring that our children are happy, stimulated & making good development progress. At the heart of our care of the children we strive to ensure our ethos of learning through play is upheld.

- We aim to improve the overall appearance of the environment with bright, colourful and visual stimulating displays that allow the children to demonstrate curiosity about objects and the environment.
- We provide opportunities for the children to engage in open- ended and collaborative activities which allow them to initiate activities, seek challenges, show a 'can do' attitude and take risk, engaging in new experiences, and learning by trial & error.





SECTION D – Chair Report

This past academic year has proven to be a very challenging year for the Manager and her team, insofar as there have been some very significant health needs experienced by various members of staff (including Teresa). The trustees are very impressed and grateful at the extraordinary way in which the whole team pulled together (almost on a weekly basis) to ensure that ratios were met, but more importantly children were not impacted in any way and their learning journeys remained the focus of each day. A testimony of the strength of the staff team.

From a Trustees perspective one major event which occurred this year was the Ofsted inspection. This was received with positive expectation from the team as they were well prepared for a visit at any time. The Inspector was extremely complementary to all the staff and in particular to Teresa. The Report itself can be found on the Ofsted website in the usual way. Trustees were very happy with the outcome of Good in all areas with a verbal outstanding in many of them.

As you will see from our financial accounts we have a healthy surplus, mostly due to the difficulties in recruiting to the vacant Level 3 staff hours we have had for a couple of years. Unfortunately, recruitment into the early years sector has become increasingly difficult since the Covid pandemic and we certainly have been impacted in similar ways as other settings. On a positive note, our retention of staff has been very positive and we were able to support an Apprentice to full qualification. Currently we have engaged a parent who is keen to undertake a Level 3 EYFS qualification so we are hopeful that our recruitment squeeze will ease somewhat in the coming year.

Trustees continue the process of transitioning to a CIO (Charitable Incorporated Organisation) status and although it has been a slow start, we hope this will be finalised in the coming academic year of 2024-25. We are receiving professional services from a solicitor to ensure that the Constitution we finalise is fit for purpose and for the longer term future. From their recommendations, trustees decided not to pursue to name change from Playgroup to Preschool. This is something which can be changed at a later date.

At the end of July 2024, we said goodbye to a very long-standing trustee Sue Hastie, who had served a volunteer trustee for over 14 years. In this time Sue helped re-shape the financial systems and ensured a professional overview of the accounts. Additionally, up until Covid she was regularly at the playgroup helping with “odd jobs” and making tea for staff. Thank you Sue for your commitment to the playgroup.

I end by recording my thanks to the staff. A very big thank you to Teresa, and the trustees for their support of me in my role as Chair. It’s a team effort and I value the discussions we have to ensure the continued quality of early years learning which Windmills is renowned for.

Paloma king
Chair of Trustees





SECTION E – Manager’s Report

As a team, we were very aware that our Ofsted inspection would be due over this academic year. We have spent time reviewing all of our learning environments over the last two academic years and enhanced them where we felt it was appropriate. When we received notification that our inspection was happening, we felt prepared and ready to share the provision we offer our local community.

We were delighted to receive a ‘Good’ outcome in every area and I think this reflects the commitment and hard work that has been demonstrated by the entire team. The report identifies the work we do building relationships with our families and health partners which contributes to a child developing and learning and being prepared to transition to school. I would like to thank my team for their professionalism during the inspection which provided us the opportunity to showcase the work we do every day.

Staffing as Paloma reported, has been a challenge over this academic year, recruiting has been difficult but when I speak with other local managers, they are experiencing the same issues. I have recruited an unqualified part time member of staff who would be willing to carry out the level three once they have completed their probationary period. Our apprentice successfully completed their course, we have been actively advertising for a new apprentice however have as yet not been successful. We are very fortunate to have a team that are very dedicated to Windmills and retention is thankfully very good.

As I reflect on the academic year, I can share that we had 47 children on the register. The diversity of the cohort was recognised in the Ofsted report. We delivered a well-planned and exciting curriculum which we enhanced with a visit from Police Officer Karen, The Gateway dentist team, Louisa from Burgess Hill library, Laura from Diddi-dance and not forgetting Father Christmas and the Easter bunny.

After reaching out to local companies, In the spring term, we were fortunate to be given a donation of play sand from Wickes, Bean bags for our outdoor reading area, and £130.00 worth of plants and seeds from The Budding Foundation.

I would like to take this opportunity to thank my room leader Cheryl and my team for their ongoing support as we complete another academic year, every year presents its challenges, and we continue to adapt and meet the needs of the children in our care. I additionally would like to thank the trustees for their support it is always appreciated.

Teresa Langley

Manager





SECTION F – Financial Report

We record a surplus in excess of £26K for this financial year and our total assets in excess of £125K.

Our demand for places remains high and we again have remained at capacity for the academic year resulting in income of £160k.

Salaries are our biggest expense and over this academic year the staff team salaries were increased to take in account the changes of the national living wage.

We reviewed our insurance policy to ensure this was in line with the current operation of the setting and this resulted in a large increase to £1,740.

Mid Sussex retrospectively increased our rent by £63 per month and presented us with an invoice of £739, which was not budgeted.

We would like to thank our families for supporting our fund-raising efforts over the academic year at our cake sale, raffle and sponsored animal movement activity raising £360.

Our regular donors have again been very loyal and donated £1065 which is eligible for gift aid reclaim.

Child help Hassocks continue to make a monthly donation which is greatly appreciated.

We would like to thank The Three oaks Trust for their donation, they have supported us over many years which has been invaluable.

Teresa Langley
Business Manager



SECTION G – Trustee Declaration

The trustee board declare that they formally approve the reports details above.

Signed of behalf of Windmills Opportunity Playgroup Trustee Board:

Name: Paloma King

Position: Chair

Signed:

A rectangular box containing a handwritten signature in black ink that reads "Paloma King".

Date: 14/10/2024



SECTION H – Independent Examiners Report of Accounts

Report to the Trustee's on the accounts from 1st August 2023 to 31st.July 2024.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which

1. gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 145 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



SECTION I – Disclosure

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

No comments

Signed:	PARead.
Name:	PAUL READ
Relevant qualification or body (if any):	BUSINESS MANAGER NATWEST GROUP.
Address:	31 BRAMBLE GARDENS BURGESS HILL WEST SUSSEX RH15 8UQ
Date:	13/10/24



SECTION J – Balance Sheet

Cash at bank and in hand

1290 HSBC Windmills Op (2556)	2,041.74
1300 HSBC Savings (8282)	124,627.82
Total Cash at bank and in hand	£126,669.56
NET CURRENT ASSETS	£126,669.56

Creditors: amounts falling due within one year

Trade Creditors	
2010 Creditors	742.11
Total Trade Creditors	£742.11
Total Creditors: amounts falling due within one year	£742.11

NET CURRENT ASSETS (LIABILITIES)	£125,927.45
TOTAL ASSETS LESS CURRENT LIABILITIES	£125,927.45
TOTAL NET ASSETS (LIABILITIES)	£125,927.45

Charity funds

3010 Opening Balance Equity	76,053.73
3110 Retained Earnings	23,069.09
Surplus/(Deficit)	26,804.63
Total Charity funds	£125,927.45



SECTION K – Financial Activity

Income

4010 Parent Fees	14,522.20
4110 Funding	
4111 2 YR Funding	27,390.96
4113 3/4 YR Funding	101,883.90
4115 Inclusion	11,199.84
4116 EYPP	2,433.96
4117 Deprivation	1,741.98
Total 4110 Funding	144,650.64
4160 Children's Uniform	21.00
4220 Grants Restricted	
4230 Grants restricted for a future use	1,000.00
4240 Prior restricted Income release	-1,000.00
Total 4220 Grants Restricted	0.00
4250 Grants restricted purpose accomplished	1,000.00
Total Income	£160,193.84
TOTAL	£160,193.84

Expenditures

6005 Payroll Expenditure	
6010 Wages	108,233.50
6012 Tax	9,171.95
6014 Payroll admin	749.70
6016 Pension	4,644.46
Total 6005 Payroll Expenditure	122,799.61
6070 Cleaning costs	28.49
6110 Toys	2,862.52
6130 Resources/materials (consumables)	720.49
6135 Playgroup Activities (EYPP)	2,154.25
6140 Personal Care -Toilet Consumables	254.26
6150 Housekeeping - Kitchen Consumables	234.16
6180 Office Equipment	540.76
6310 Rent / Lease	7,205.40
6320 Repairs and maintenance	1,322.70
6330 Utilities	384.27
6410 Advertising/Promotional/Website	129.59
6420 Telephone / Mobile /Internet	1,250.98
6430 Dues and Subscriptions Admin	983.13
6440 Dues and subscriptions - playgroup	676.88
6450 Insurance	1,742.52
6460 Bank Charges / Professional Fees	62.50
6470 Printing Postage and stationery	83.30
6610 Staff Uniform	365.18
6620 Staff Training	342.00
6630 Staff Travel and other misc. costs	931.86
6640 Managers Discretionary Spend	935.38
6780 Uncategorised Expenditure	-4.95
Total Expenditures	£146,005.28





NET OPERATING INCOME £14,188.56

Other Income	
4310 Donations and legacies	9,434.20
4312 Donations Restricted (header)	
4314 Donations restricted for future use	120.00
4316 Prior restricted donation released	-120.00
Total 4312 Donations Restricted (header)	0.00
4318 Donation restricted purpose accomplished	120.00
4320 Donations with Gift Aid	
4322 Donations with Gift Aid declaration	900.00
4324 Gift Aid Reclaimed	165.75
Total 4320 Donations with Gift Aid	1,065.75
4350 Fundraising	359.16
4610 Interest income	1,967.50
Total Other Income	£12,946.61
Other Expenditures	
4800 Other Types of Expenditures	330.54
Total Other Expenditures	£330.54
NET OTHER INCOME	£12,616.07
NET INCOME/(EXPENDITURE)	£26,804.63





SECTION L – Grants, Awards and Fund Raising

Grants

Three Oaks Trust	8,000.00
Child Help Hassocks	1,200.00
Parent Donation	234.20
Total	9,434.20



Section L – Reserves Funding

Running costs for two years	£46,500
Redundancy Costs in the event of forced closure	£29,750
Legal Fees for lease negotiation	£ 2,000
Legal Fees for CIO process	£ 1,500
Premises reinstatement if event of forced closure	£ 5,000
Sensory Room Refurbishment	£13,750
TOTAL	£98,500

WINDMILLS OPPORTUNITY PLAYGROUP

England & Wales - Charity number 1072977

Accounts



Windmills Opportunity Playgroup Annual Report FY2023





Trustees' Annual Report for the period							
		Period start date			Period end date		
From	1	August	2022	To	31	July	2023

Section A Reference and administration details

Charity name

Registered charity number

Charity's principal address

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	Paloma King	Chair		
2	Sue Hastie			
3	Sam Palmer			
4	Mike Wigg			

Names of persons involved with the charity, but not a member of the board of trustees

	Name	Office (if any)
1	Teresa Langley	Business Manager
2	Cheryl Jolly	Room Leader

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Appointed by existing trustees

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects

To advance the education of children from birth to five years some of whom have special educational needs through disability, deprivation or otherwise and without prejudice to the generality thereof in particular

[i] to provide safe and satisfying group play in which parents have the right to take part and ,

[ii] to promote and support other charitable activities whereby parents and families may help such children in the Counties of East and West Sussex

You will see from the Manager's report attached that once again we have had a successful and busy academic year. The team have pulled together remarkably through the year despite some difficult personal issues which have arisen for nearly all staff members. Teresa has managed to steer the team through these moments ensuring that the childrens' experience during their time at Windmills was not compromised. Parents have also been supported during some difficult times and I know that the individual parents have been very grateful for the care and thoughtfulness shown to them by Teresa, Cheryl and their child's keyworker.

From the point of view of the trustees this has been a year of challenging questions regarding the future development of the playgroup and our role as current trustees to ensure the longevity of the organisation. To that end, after much discussion, research with our peers, including legal advice, the trustees took the decision to change the status of the playgroup to a Charitable Incorporated Organisation (CIO). Typically, small charities such as Windmills have been unincorporated, which meant that trustees were personally liable if anything went wrong, financially and legal. In the past the only way to have mitigated this risk would have been by registering the charity with Companies House and becoming a corporate company, regulated not only by charity law, but also company law. Additionally, an unincorporated charity cannot enter into its own contracts, but only through the trustees taking on the full responsibility of assets, such as property contracts. By becoming a CIO, we can take advantage of being a corporate body, complying with only charity law and one regulator (i.e., the Charity Commission).

With this in mind and looking to the future stability of the playgroup the Trustees have begun the first phase of this change by applying to Ofsted to be re-registered as a new organisation, with a new Ofsted registration number. The second phase once approved by Ofsted (which will require an Ofsted inspection), will be to apply to the Charity Commission for CIO status.

As part of an ambition to maintain Windmill's professionalism of the playgroup in early years, the trustees also acknowledged and therefore applied to Ofsted for a change of name to better reflect the level of early learning offered by our skilled team. Provided Ofsted approve our application, we will eventually change our name to Windmill Community Preschool.

I hope the above gives you an indication of the complex and challenging issues the trustees have been grappling with this year. Of course, as things develop, we will keep you informed.

I will end this report by thanking all the staff for their consistent professional teamwork and especially to my fellow trustees for their support and hard work throughout the year.

Thank you.

Paloma King

Chair.

This academic year provided us with the opportunity of offering the full 30-hour week provision for the first time following the inclusion of Mondays from the previous spring term. This was embedded over the remainder of the 21/22 academic year and was then established fully for this year with the uptake of places on a Monday equal to the remainder of the days of the week. Over the academic year we had 41 children registered and we saw a vast range of diversity within the cohort with 17 of the children having English as a second language and 7 children on the child development pathway. As a team we constantly reflect on the provision we offer and are adapting to the needs of the children in our care. I would like to acknowledge the hard work and effort Cheryl Jolly (Room Leader) and the team have put in to make the learning environment inviting for all of the children. In the setting review carried out by our Early Years Advisor the team was praised on the apparent changes implemented and the positive engagement of the children.

We invited 'Speech and Language Support' to carry out a visit and audit of our provision in the autumn term. This resulted in them providing resources and suggestions to support children with English as a second language, the main principle being labelling objects with images and words. We have also invested in providing a visual timetable in each learning environment with the intention of delivering consistency for the children. Finally, SALS provided a bespoke training session to the entire team on the delivery of autism attention, bucket time. This is something we had previously provided, however, I felt it was important that all of the team had the first-hand training and understanding of the objectives of providing this activity. This was very positively received by the team, and we very quickly identified 6 children that would benefit from the activity and implemented this into our daily routine. The outcome for the children was very positive and we successfully transitioned 3 of the children to stage 2 to enhance the experience, these children are transitioning to school, and we have provided this information as part of our extensive transition plan.

As you may be aware, I am a keen supporter of the apprenticeship programme. Joseph Langley who completed his apprenticeship with distinction in 2022 left Windmills to head off to university at the end of the last academic year to undertake his Primary Education degree. Millie Hicks completed her apprenticeship in October 2022 and is now a full-time level 3 member of the Windmills team. We were able to successfully recruit Emma Gearing on a part time basis who came to us with extensive experience in early years. We have attempted recruitment on four separate occasions over the year with minimal interest and have been unsuccessful in recruiting a full-time level 3 practitioner. This we understand is not only a local but also a national issue. As I am sure you can appreciate this has presented challenges at times; we have remained absolutely committed to ensuring this does not impact on our offering to the children. The kind words we received from our families at the end of term expressed their level of appreciation and gratitude.

I would like to take this opportunity to thank the trustees, volunteers and my team for their hard work, dedication, and professionalism over this year. We are now embarking on our 40th year as the current custodians of Windmills, providing early years where every child has the opportunity to flourish and grow!

Thank you

Teresa Langley

Business Manager

We closed the year with total assets of around £100k.

Our operational surplus was £12k with an overall surplus of £22k. This was our first full year offering 5 full days/30hours a week. With a high demand for places, we were at capacity all year which resulted in an income of £129k, several of the children came with extra funding. At the same time, we struggled to recruit the staff we needed, consequently our spend on salaries was well under budget.

Cleaning material costs were still negligible as we consumed our stock from the previous year's acquisition but for most other expenditure, costs were up on the previous year. However, our largest expense by far is the salary bill so this has the greatest impact on the bottom line.

Again, in April we increased the staff's basic rates to try and maintain some sort of differential above the national living wage and at the same time our Free Entitlement funding rose by 10.5% for the 2 year olds and 5.5% for the 3/4 year olds. We gave notice to our parents that parent fees would rise in the autumn term, which would be by a similar percentage.

We received a £3000 grant from Sussex Community Foundation as contribution towards salary costs and a grant from MSDC for resources to celebrate the coronation.

The Maple Drive Community group made a donation of £350 to be spent to toys and resources for the playgroup. All restricted grants/donations were spent accordingly.

Regular direct gift aided donations yielded £1200, thank you.

Thanks to our parents and supporters for the fundraising activities, cake sale, Christmas raffle and a very successful sponsored event. Also worth noting is that purchases made through Easyfundraising all add up, even the pence, we received £132 from Easyfundraising this year. In total over £1000 was raised from fundraising events and activities.

And again, a big thank you to the Three Oaks Trust whose support over the years has been invaluable and very much appreciated.

Thank you

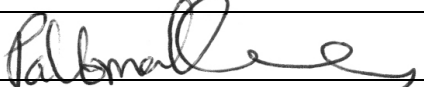
Sue Hastie

Trustee

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paloma King	

Position (eg Secretary, Chair, etc)	Chair	
-------------------------------------	-------	--

Date	1 st November 2023
------	-------------------------------



Independent examiner's report on the accounts

Section G Independent Examiner's Report

Report to the trustees/
members of

Windmills Opportunity Playgroup

On accounts for the year
ended

31st July 2023

Charity no
(if any)

1072977

Set out on pages

6 to 11

Respective responsibilities of trustees and examiner

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

Independent examiner's statement

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 145 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

PARead

Date:

28/10/23

Name:

PAUL READ.

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

Address:

31 Bramble Gardens, Burgess Hill, W. Sussex RH15 8UA

Only complete if the examiner needs to highlight material problems.

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

A large, empty rectangular box with a thin black border, intended for the user to provide details of items to be disclosed. The box is currently blank.

**Windmills Opportunity Playgroup
Financial Activities - Cash Basis
August 2022 - July 2023**

	Total		
	Aug 2022 - Jul 2023	Aug 2021 - Jul 2022 (PP)	% Change
Income			
4010 Parent Fees	11,812.10	9,973.45	18%
4012 Parent Closure Refund	-27.50	-725.00	96%
4110 Funding	117,006.72	80,647.28	45%
4140 Additional Income	120.00	90.00	33%
4160 Childrens Uniform	79.00	143.50	-45%
4250 Grants restricted purpose accomplished	3,175.27	3,644.53	-13%
Unapplied Cash Payment Income	34.20	0.00	
Total Income	132,199.79	93,773.76	41%
Expenditures			
6005 Payroll Expenditure	101,177.43	82,789.99	22%
6070 Cleaning costs	36.91	201.97	-82%
6110 Toys		76.85	-100%
6120 Playgroup equipment	1,073.56	656.96	63%
6130 Resources/materials (consumables)	792.30	381.28	108%
6135 Playgroup Activities (EYPP)	1,695.60	567.25	199%
6140 Personal Care -Toilet Consumables	374.42	254.86	47%
6150 Housekeeping - Kitchen Consumables	91.09	50.44	81%
6160 Snack Time		8.30	-100%
6180 Office Equipment	54.11	45.69	18%
6310 Rent / Lease	6,337.50	5,772.57	10%
6320 Repairs and maintenance	934.53	638.30	46%
6330 Utilities	366.66	557.32	-34%
6410 Advertising/Promotional/Website	917.39	366.31	150%
6420 Telephone / Mobile /Internet	1,224.60	1,118.10	10%
6430 Dues and Subscriptions Admin	1,174.24	639.27	84%
6440 Dues and subscriptions - playgroup	655.28	608.48	8%
6450 Insurance	964.31	878.41	10%
6460 Bank Charges / Professional Fees	60.00	40.00	50%
6470 Printing Postage and stationery	327.47	327.78	0%
6610 Staff Uniform	253.80		
6620 Staff Training	768.41	182.00	322%
6630 Staff Travel and other misc. costs	556.94	226.35	146%
Total Expenditures	119,836.55	96,388.48	24%
Net Operating Income	12,363.24	-2,614.72	573%
Other Income			
4310 Donations and legacies	7,200.95	8,277.98	-13%
4318 Donation restricted purpose accomplished	350.00	180.00	94%
4320 Donations with Gift Aid	1,200.75	440.00	173%
4350 Fundraising	1,009.14	819.18	23%
4610 Interest income	645.24	51.08	1163%

Total Other Income	10,406.08	9,768.24	7%
---------------------------	------------------	-----------------	-----------

Other Expenditures

4800 Other Types of Expenditures	350.00	180.00	94%
Total Other Expenditures	350.00	180.00	94%
Net Other Income	10,056.08	9,588.24	5%
Net Income/(Expenditure)	22,419.32	6,973.52	221%

Section I FY20212 Accounts cont'd

Windmills Opportunity Playgroup Balance Sheet - Cash Basis As of July 31, 2023

	Total		
	As of Jul 31, 2023	As of Jul 31, 2022 (PP)	% Change
Cash at bank and in hand			
1290 HSBC Windmills Op (2556)	2,007.11	1,587.35	26%
1300 HSBC Savings (8262)	60,501.04	38,599.27	57%
1310 Virgin Savings (1439)	34,030.58	33,894.86	0%
1320 Virgin Reserve (1440)	3,658.29	3,643.70	0%
Total Cash at bank and in hand	100,197.02	77,725.18	29%
Net current assets	100,197.02	77,725.18	29%
Creditors: amounts falling due within one year			
Credit Cards			
2020 TL Credit Card	1,040.00	987.48	5%
Total Credit Cards	1,040.00	987.48	5%
Total net assets (liabilities)	99,157.02	76,737.70	29%
Charity funds			
3010 Opening Balance Equity	76,053.73	76,053.73	0%
3110 Retained Earnings	683.97	-6,289.55	111%
Surplus/(Deficit)	22,419.32	6,973.52	221%
Total Charity funds	99,157.02	76,737.70	29%

**Windmills Opportunity Playgroup
Grants, Donations and Fundraising
August 2022 to July 2023**

Grants (Restricted)

Sussex Community Foundation	3000
MSDC – Coronation Grant	<u>175</u>
Total Restricted Grants	<u><u>3175</u></u>

Donations (Restricted)

Maple Drive Community Group - To purchase toys and resources	<u>350</u>
Total Restricted Donations	<u><u>350</u></u>

Donations (Unrestricted)

The Three Oaks Trust	6000
Childhelp Hassocks	1200
Adhoc donations	1
Regular gift-aided donation	<u>1201</u>
Total Unrestricted Donations	<u><u>8402</u></u>

Fundraising

Easyfundraising	132
Cake sale	74
Sponsored event	376
Xmas Raffle	105
Match funding	<u>322</u>
Total Fundraising	<u><u>1009</u></u>

Windmills Opportunity Playgroup Reserves July 2023

Running Costs

2 years monies needed if no grants, donations and fundraising received	<u>40000</u>
Running Cost Total	<u><u>40000</u></u>

Other

Redundancy in case of closure	23042
Final months salaries in case of closure	10000
Reinstating premises in case of closure	5000
Professional fees - lease negotiations	2000
Professional fees - CIO	<u>1500</u>
Total Other	<u><u>41542</u></u>
Grand Total	<u><u>81542</u></u>

WINDMILLS OPPORTUNITY PLAYGROUP

England & Wales - Charity number 1072977

Accounts



Windmills Opportunity Playgroup Annual Report FY2022





Trustees' Annual Report for the period							
Period start date				Period end date			
From	1	August	2021	To	31	July	2022

Section A Reference and administration details

Charity name

Registered charity number

Charity's principal address

Postcode

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	Paloma King	Chair		
2	Sue Hastie			
3	Sam Palmer			
4	Mike Wigg			

Names of persons involved with the charity, but not a member of the board of trustees

	Name	Office (if any)
1	Teresa Langley	Business Manager
2	Cheryl Jolly	Room Leader

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Appointed by existing trustees

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects

To advance the education of children from birth to five years some of whom have special educational needs through disability, deprivation or otherwise and without prejudice to the generality thereof in particular

[i] to provide safe and satisfying group play in which parents have the right to take part and ,

[ii] to promote and support other charitable activities whereby parents and families may help such children in the Counties of East and West Sussex

This past academic year has seen Windmills Opportunity Playgroup expand its provision by opening sessions on Mondays. This was accomplished with no extra recruitment but with the goodwill of the current staff, some of whom extended their hours and others changed their working days to accommodate the new structure. I would like to thank all staff and in particular Teresa (Business Manager) and Cheryl (Room Leader) who led the implementation of this offer.

As we are aware the Covid Pandemic has subsided – but not gone away. Therefore, I can report that all Covid-related policies and procedures continue to be adhered to. I thank staff and Parent/Carers for being mindful of the need to continue our Covid- safe regulations.

In last years' Chair's Report I advised about the forthcoming Lease renewal discussions (for the Maple Room) we were engaged in with Mid Sussex District Council. As information, the main Lease for the rest of the building was retained by the Landlords (MSDC). To date, there has been no interested party in taking up the full repair Lease proposed by MSDC. Although the Council does hire out evening and weekend use of the property, we remain the sole daily users of the Hall. As a consequence, we maintain a good and regular working relationship with the Council and many times liaise on behalf of the Council with contractors who maintain the building. This is in large part to the pro-active and professional approach from our Manager, Teresa.

This year we have been successful with a number of small funding applications. Please see financial report for further information. In particular I would like to formally thank The Three Oaks Trust for their continued support of the playgroup.

My thanks to the Trustees for another strong year and their support of my role. In a small Charity such as ours the role of the trustees is crucial to the overall management of the organisation. The Trustees as well as the Manager, Teresa Langley have fulfilled their roles exceptionally well.

Well done to the staff, who this year had significant personal issues to contend with, as well as maintaining the high quality early learning for which we are well-known for.

Thank you.

Paloma King

Chair.

The autumn term saw significant changes to the 'Early Years Foundation Stage' which is the statutory framework outlining the early years curriculum we offer. These changes primarily saw a much greater emphasis on spending time engaging with the children and less on completing paperwork. These changes were welcomed by the team and very quickly became embedded in our practise.

The spring term saw us adding in Mondays which gave the opportunity to provide the 30 hour offer for the first time. The additional staffing hours were covered by the existing team changing their working patterns; we did not recruit any further staff.

With the Covid-19 restrictions easing in the Spring term, it was very much felt by the team that reintroducing some parent engagement activities should be prioritised. A highlight being 'The Queen Who Came to The Jubilee Tea'. The children had worked hard in the lead up to the event creating bunting and making the scones. The families were invited in for the tea party and this was supported by the Friends of Windmills parent group who organised a raffle and cake sale. The feedback we received was very positive and the event was enjoyed by the entire Windmills community - staff, children, parents, and trustees alike.

This academic year has once again been influenced, in part, by the effects of Covid-19. Over the course of the academic year, with the exception of one member of staff, all have contracted the virus - and this has had a significant impact on the day-to-day operations of the playgroup. Unfortunately, this did result in a two-week closure at the end of the autumn '21 term- when 3 members of the team tested positive on the same day. It is also important to acknowledge that we have identified within our current cohort that there is a greater need for support within the communication and personal, social development, in which we attribute as an indirect consequence of the pandemic. We are actively reaching out to our health partners for support and making appropriate referrals.

I have now been the manager of Windmills Opportunity Playgroup for six years. As I look back over this period, I am very proud of the early years provision that we offer to our local community. Both myself and my team continue to strive to make Windmills the very best it can be and provide an environment where children can flourish.

I would like to take this opportunity to thank the parent volunteers that kindly offered their time to the Friends of Windmills, organising fund raising events during the summer term which were very successful. I would also like to express my gratitude to my team and trustee board for their continued professionalism, commitment and hard work.

Thank you.

Teresa Langley

Business Manager.

Section F

Financial review

We retain our healthy bank balances at year end totalling just under £77k, our operational loss was £2615 but overall, we ended with a surplus for the year of £6974, which was a little unexpected. In the last couple of weeks of our financial year we received some extra free entitlement funding that we weren't expecting, had some very successful fundraising and Childhelp in Hassocks who used to support us prior to Covid gave us a £2000 lump sum and reinstated their regular donation. Thank you, Childhelp Hassocks.

We did not escape COVID this year and had to shut for a short while just before Christmas as there were not enough "well" staff which meant we had to refund some parent fees. Fortunately, we did not lose our free entitlement funding as we still had all the usual bills to pay.

In November, our landlord changed from the Sheddingdean Community Association (SCA) to Mid Sussex District Council (MSDC). We now pay a regular monthly amount rather than the haphazard invoices that we used to get from SCA. It makes budgeting easier.

We opened 5 days a week from January with a reasonable take up of places.

In April we increased the staff's basic rates to try and maintain some sort of differential above the national living wage and at the same time our Free entitlement funding rose by 4% for the 2 year olds and 3.5% for the 3/4 year olds. We gave notice to our parents that parent fees would rise in the autumn term, which would be by a similar percentage.

At the end of May, Burgess Hill Town Council granted us £1000 to offset our rental costs.

During the previous year, when due to covid we were the only users of the building, we had to fund the majority of the cleaning of it. This is now picked up by MSDC and along with the acquisition of a substantial quantity of "no longer required" anti bac we reduced our spend on cleaning/cleaning materials significantly. Spend was up on maintenance, a new fire extinguisher, various carpentry repairs, new barrier mesh, for when the grass is too wet, ready for next winter and other bits and pieces. Our bank has introduced charges, thankfully minimal. We did not issue any staff uniform this year, instead plan to do this at the start of the academic year going forward. The staff training budget was not consumed, we had access to some excellent and cheap training as a perk of our insurance and the planned first aid training will take place this coming year.

Virgin Money Giving closed in November 2021 and although we have only a handful of regular donors it is all extremely welcome. Other alternatives to Virgin all charge a rate that makes no sense for us. We approached our supporters to continue giving to us but directly and we will make the Gift Aid claims, they all continued, some even increasing their donation.

Thanks to our parents and supporters for the fundraising activities during the last couple of weeks of term, for so long Covid has prevented us from doing any. Also worth noting is that purchases made through Easyfundraising all add up, even the pence, we received £142 from them this year.

And again, a big thank you to the Three Oaks Trust whose support over the years has been invaluable and very much appreciated.

Thank you

Sue Hastie

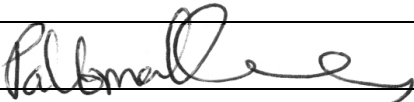
Trustee

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paloma King	
Position (eg Secretary, Chair, etc)	Chair	
Date	1 st November 2022	



Independent examiner's report on the accounts

Report to the trustees/
members of

Windmills Opportunity Playgroup

On accounts for the year
ended

31st July 2022

**Charity no
(if any)**

1072977

Set out on pages

6 to 11

**Respective
responsibilities of
trustees and examiner**

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

**Independent
examiner's statement**

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 145 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

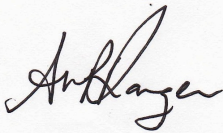
Section I

Disclosure

Only complete if the examiner needs to highlight material problems.

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

Signed:



Date:

30th October 2022

Name:

Alan Ranger

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

FRICS

Address:

3 Coopers Close, Burgess Hill, RH15 8AN

**Windmills Opportunity Playgroup
Financial Activities - Cash Basis
August 2021 - July 2022**

	Total		
	Aug 2021 - Jul 2022	Aug 2020 - Jul 2021 (PY)	% Change
Income			
4010 Parent Fees	9973.45	6170	62%
4012 Parent Closure Refund	-725.00		
4110 Funding	80647.28	71414	13%
4140 Additional Income	90.00		
4150 Unexplained income		425	-100%
4160 Childrens Uniform	143.50	-207	169%
4250 Grants restricted purpose accomplished	3644.53	4634	-21%
Total Income	93773.76	82435	14%
Expenditures			
6005 Payroll Expenditure	82789.99	78935	5%
6070 Covid-19 / cleaning costs	201.97	1096	-82%
6110 Toys	76.85	20	284%
6120 Playgroup equipment	656.96	565	16%
6130 Resources/materials (consumables)	381.28	300	27%
6135 Playgroup Activities (EYPP)	567.25	908	-38%
6140 Toilet Consumables	254.86	185	38%
6150 Kitchen Consumables	50.44	43	17%
6160 Snack Time	8.30	6	51%
6180 Office Equipment	45.69	23	95%
6310 Rent / Lease	5772.57	4763	21%
6320 Repairs and maintenance	638.30	368	74%
6330 Utilities	557.32	943	-41%
6410 Advertising/Promotional/Website	366.31	249	47%
6420 Telephone / Mobile /Internet	1118.10	1083	3%
6430 Dues and Subscriptions - Admin	639.27	888	-28%
6440 Dues and subscriptions - Playgroup	608.48	528	15%
6450 Insurance	878.41	793	11%
6460 Bank Charges / Professional Fees	40.00		
6470 Printing Postage and stationery	327.78	163	102%
6610 Staff Uniform		380	-100%
6620 Staff Training	182.00	465	-61%
6630 Staff Travel and other misc. costs	226.35	100	126%
Total Expenditures	96388.48	92803	4%
Net Operating Income	-2614.72	-10368	75%
Other Income			
4310 Donations and legacies	8277.98	6903	20%
4318 Donation restricted purpose accomplished	180.00		
4320 Donations with Gift Aid	440.00	0	
4350 Fundraising	819.18	84	874%
4610 Interest income	51.08	74	-31%
Total Other Income	9768.24	7062	38%
Other Expenditures			
4800 Other Types of Expenditures	180.00		
Total Other Expenditures	180.00	0	
Net Other Income	9588.24	7062	36%
Net Income/(Expenditure)	6973.52	-3306	311%

Windmills Opportunity Playgroup Balance Sheet

As of July 31, 2022 - Cash Basis

	As of Jul 31, 2022	Total As of Jul 31, 2021 (PY)	% Change
Cash at bank and in hand			
1100 Cash	0	0	
1290 HSBC Windmills Op (2556)	1587	813	95%
1300 HSBC Savings (8262)	38599	31684	22%
1310 Virgin Savings (1439)	33895	33854	0%
1320 Virgin Reserve (1440)	3644	3639	0%
Total Cash at bank and in hand	77725	69990	11%
Net current assets	77725	69990	11%
Creditors: amounts falling due within one year			
Credit Cards			
2020 TL Credit Card	987	226	338%
2030 MW Credit Card	0	0	
Total Credit Cards	987	226	338%
Total net assets (liabilities)	76738	69764	10%
Charity funds			
3010 Opening Balance Equity	76054	76054	0%
3110 Retained Earnings	-6290	-2983	-111%
Surplus/(Deficit)	6974	-3306	311%
Total Charity funds	76738	69764	10%

**Windmills Opportunity Playgroup
Grants, Donations and Fundraising
August 2021 to July 2022**

Grants (Restricted)

JASE Training and assessment - apprentice	500
HMRC - SSP	145
HMRC - Apprentice Grant	2000
BHTC - rent	<u>1000</u>
Total Restricted Grants	<u><u>3645</u></u>

Donations (Restricted)

To supply food assistance over summer holidays to our low income families	<u>180</u>
Total Restricted Donations	<u><u>180</u></u>

Donations (Unrestricted)

The Three Oaks Trust	6000
Childhelp Hassocks	2000
Regular donations	100
Regular gift-aided donation	<u>618</u>
Total Unrestricted Donations	<u><u>8718</u></u>

Fundraising

Easyfundraising	143
Cake sale	165
Sponsored event	354
Funday	<u>158</u>
Total Fundraising	<u><u>819</u></u>

**Windmills Opportunity Playgroup
Reserves
August 2021 to July 2022**

Running Costs

2 years monies needed if no grants, donations and fundraising received	<u>40000</u>
Running Cost Total	<u><u>40000</u></u>

Other

Redundancy in case of closure	17270
Reinstating premises in case of closure	5000
Professional fees - lease negotiations	<u>2000</u>
Total Other	<u><u>24270</u></u>
Grand Total	<u><u>64270</u></u>

WINDMILLS OPPORTUNITY PLAYGROUP

England & Wales - Charity number 1072977

Accounts



Windmills Opportunity Playgroup Annual Report FY2021





Trustees' Annual Report for the period							
Period start date				Period end date			
From	1	August	2020	To	31	July	2021

Section A Reference and administration details

Charity name

Registered charity number

Charity's principal address

Postcode

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	Paloma King	Chair		
2	Sue Hastie			
3	Sam Palmer			
4	Mike Wigg		December 2020 onwards	

Names of persons involved with the charity, but not a member of the board of trustees

	Name	Office (if any)
1	Teresa Langley	Business Manager
2	Cheryl Jolly	Room Leader

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Appointed by existing trustees

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects

To advance the education of children from birth to five years some of whom have special educational needs through disability, deprivation or otherwise and without prejudice to the generality thereof in particular

[i] to provide safe and satisfying group play in which parents have the right to take part and ,

[ii] to promote and support other charitable activities whereby parents and families may help such children in the Counties of East and West Sussex

You will see from the Manager's report this year that the playgroup has continued to provide its excellent pre-school learning throughout the year, despite the extra constraints of the on-going COVID situation has imposed. I would like to start by commending the whole staff team, led by Teresa and Cheryl for the dedication and professionalism they have consistently shown. We are all now very aware of the hardships and the heartache for some families, which the pandemic has inflicted on us as a society, I can say that although our staff have had their fair share of personal difficulties, they have given of their very best to the playgroup.

I will not repeat the statistics in the Manager's report, but I would like to make reference to the extremely high level of parent engagement throughout this difficult academic year. It is heartening to see that parents feel part of their children's learning and are using the tools available to them to work with staff for their child's continued development.

It is now public knowledge that the Sheddingdean Association will be disbanding in November 2021. They have indicated to Mid Sussex District Council that they will give up their lease for the building. During the spring and summer terms of 2021, the Trustees and Manager have been engaged in discussions with the Council to ensure the stability of our Playgroup, which will be caused by the proposed changes. At the end of the summer term in July 2021 the Trustees informed the Council that their preference would be to expand the playgroup provision in the academic term 2021-2022, by including a Monday session. This has been agreed to and will be put into effect in January 2022. Meanwhile, at close of business in July 2021 the Council did not have a firm idea of who might take over the Lease of the building. Let me re-assure you all, that the Council is determined to maintain the Playgroup in situ and will be managing the building themselves for the foreseeable future. Windmills will be entering into a renewed Lease Agreement, which will support our current status (i.e., maintaining a Lease on the Maple Room) which is paramount to our effective delivery.

It is hoped that by November 2021, the Council will be in a position to advise who the long term Lease holders will be. However, until that is confirmed and ratified by a new Lease, the Council will be covering all repair and utilities costs in the same way as the Sheddingdean Association has done during their tenure.

As in the previous year the Trustees have had a challenging time and I would like to thank them for the many hours of dialogue and commitment to work with Mid Sussex District Council on behalf of the Playgroup. Although we are all volunteers, we take our role very seriously and I would like to assure staff, Donors, and community leaders that we will continue to work to make Windmills a strong, stable Playgroup which can demonstrate a professional adherence to the needs of today's early learning agenda, as well as maintain our well-regarded place in the community.

Thank you.

Paloma King

Chair.

The 2020/2021 academic year was once again influenced by the global COVID 19 pandemic. I am very proud to say that Windmills remained open throughout the entire year for all children. As a team we have adapted our practice and implemented our risk assessment in our commitment to keep everyone at Windmills safe. Father Christmas even had to visit in a COVID safe way out of hours to leave presents and read the children a story virtually. I would like to take this opportunity to thank my team for their professionalism and support throughout this time.

Engagement with our families remained a priority and we adapted our methods to maintain contact, this was mainly through the Tapestry online journal. The interaction on Tapestry has been very positive and 97% of our families accessed their record during the Summer 21 term. We invited our families to complete our parent questionnaire and 81.82% strongly agreed and 18.18% agreed that the information provided on Tapestry was informative. This is something that we plan to build on and enhance going forward as we value the partnership working that the Tapestry tool provides us with our families.

Windmills remains very busy and during the summer term we operated at 100% capacity whilst maintaining a waiting list for places. Our school transition plan was implemented for the nineteen children that were transitioning to school, we worked in partnership with all of our feeder schools and secured visits for the majority of the children. We provided detailed reports for each child including learning and development progress, health information and the more personal little traits of the children. We also supported school visits which were very beneficial for the children. Although the COVID restrictions remained in place, I feel that our transition plan for our school leaver cohort was very effective and the children were as prepared for school as was possible.

The Windmills staff team remained unchanged throughout the academic year with the exception of the introduction of an apprentice Millie Hicks who joined us in October 21. Millie is now undertaking an Early Educator Level 3 apprenticeship.

During the summer holidays I was invited to a community event organised by Sheddingdean Baptist Church thanking the local community for their support during the pandemic. I attended the event; it gave me the opportunity to reflect on the importance that Windmills have as the only early years provider within the local community and how much our provision is appreciated.

Finally, I would like to thank my team for their ongoing professionalism throughout the last year I genuinely do appreciate the dedication you give to Windmills. Additionally, I thank the trustee board for the time and commitment that you voluntarily give Windmills, we could not do it without you.

Thank you.

Teresa Langley

Business Manager.

Section F

Financial review

We end the year with healthy bank balance totalling just under £70k with a deficit for the year of £3306. This was achieved by having a very tight control on expenses in a time when we had to contend with the effects of COVID. Our accounts are produced on a cash basis and in July 2020 (last financial year) we received a £13k free entitlement prepayment in respect of Autumn 2020 term, however in July 2021 we did not take any prepayment in respect of Autumn 2021 term (next financial year). We tend to have a 2 year cycle of a significant number of the “younger” two years olds followed by a year of mainly “older” three or four year olds. This was an “older” year as can be seen reflected in the reduced parent fee income from FY2020.

We received a small increase to our free entitlement funding from April 2021 but at the same time the extra payments we normally receive has reduced. The net effect is most likely a reduction in funding.

Four unexplained payments totalling £425 were received from MSDC in June 2021 however it took three months for them to confirm that they had paid us in error and request it be returned. The return will be in 2021/22's accounts.

Throughout COVID, where grants have been available, we have taken advantage of them and were very pleased to be eligible for an unexpected WSCC grant of £898 which made a welcome contribution to our extra COVID related cleaning costs. We had hope to receive £1k apprentice grant from the Education and Skills Funding Agency (ESFA) in June, but this is now expected in November. As we produce our accounts on a cash basis this does not appear in the figures.

Last year's restructuring coupled with the net loss of one staff member has enabled us to take on another apprentice, we were also able to give all the staff a small pay rise.

Due to COVID we have been unable to do any real fundraising for the entire year but by encouraging internet purchasing through Easyfundraising we raised £84, and it looks this will be increased considerably in the next financial year.

Thank you to all our regular donors, be it direct or through Virgin Money Giving and a big thank you to the Three Oaks Trust whose support over the years has been invaluable and very much appreciated.

Looking forward, we will be opening 5 days a week from January 2022. This will increase our income and our salary and rental bill but should enable us to spread the cost of other regular expenditure across 5 days rather than 4. We will also be able to offer the full 30 hour extended free entitlement, which we have not been to offer before.

Thank you

Sue Hastie

Trustee

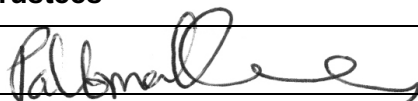
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Paloma King

Position (eg Secretary, Chair, etc)

Chair

Date

1st November 2021



Independent examiner's report on the accounts

Section G Independent Examiner's Report

Report to the trustees/
members of

Windmills Opportunity Playgroup

On accounts for the year
ended

31st July 2021

**Charity no
(if any)**

1072977

Set out on pages

6 to 12

Respective responsibilities of trustees and examiner

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

Independent examiner's statement

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 145 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Section H

Disclosure

Only complete if the examiner needs to highlight material problems.

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

Signed:

Date:

Name:

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

Address:

Windmills Opportunity Playgroup
Financial Activities Comparison - Cash Basis
 August 2020 - July 2021

	FY2021	Total FY2020	% Change
Income			
4010 Parent Fees	£6,170	£13,408	-54%
4110 WSCC Fees	£71,414	£80,896	-12%
4150 Unexplained income	£425		
4160 Childrens Uniform	-£207	£82	-354%
4250 Grants restricted purpose accomplished	£4,634	£7,173	-35%
Total Income	£82,435	£101,558	-19%
Expenditures			
6005 Payroll Expenditure	£78,935	£94,178	-16%
6070 COVID related costs	£1,096	£380	188%
6110 Toys	£20	£69	-71%
6120 Playgroup equipment	£565	£516	9%
6130 Resources/materials (consumables)	£300	£427	-30%
6135 Playgroup Activities (EYPP)	£908	£240	279%
6140 Toilet Consumables	£185	£177	4%
6150 Kitchen Consumables	£43	£69	-38%
6160 Snack Time	£6	£64	-91%
6180 Office Equipment	£23	£180	-87%
6310 Rent / Lease	£4,763	£3,541	34%
6320 Repairs and maintenance	£368	£349	5%
6330 Utilities	£943	£1,896	-50%
6410 Advertising/Promotional/Website	£249	£130	92%
6420 Telephone / Mobile /Internet	£1,083	£1,083	0%
6430 Dues and Subscriptions Admin	£888	£765	16%
6440 Dues and subscriptions - playgroup	£528	£446	19%
6450 Insurance	£793	£721	10%
6470 Printing Postage and stationary	£163	£318	-49%
6610 Staff Uniform	£380	£122	212%
6620 Staff Training	£465	£625	-26%
6630 Staff Travel and other misc. costs	£100	£288	-65%
Total Expenditures	£92,803	£106,583	-13%
Net Operating Income	-£10,368	-£5,025	-106%
Other Income			
4310 Donations and legacies	£6,903	£8,226	-16%
4318 Donation restricted purpose accomplished		£43	-100%
4320 Fundraising	£84	£486	-83%
4610 Interest income	£74	£319	-77%
Net Other Income	£7,062	£9,074	-22%
Net Income/(Expenditure)	-£3,306	£4,048	-182%

Windmills Opportunity Playgroup
Balance Sheet Comparison - Cash Basis
 As of July 31, 2021

	Total		
	FY2021	FY2020	% Change
Cash at bank and in hand			
1100 Cash	0	0	
1290 HSBC Windmills Op (2556)	813	1,210	-33%
1300 HSBC Savings (8262)	31,684	34,481	-8%
1310 Virgin Savings (1439)	33,854	33,790	0%
1320 Virgin Reserve (1440)	3,639	3,632	0%
Total Cash at bank and in hand	£ 69,990	£ 73,113	-4%
Creditors: amounts falling due within one year			
Credit Cards			
2020 TL Credit Card	226	42	432%
2030 MW Credit Card	0	0	
Total Credit Cards	£ 226	£ 42	432%
Total net assets (liabilities)	£ 69,764	£ 73,070	-5%
Charity funds			
3010 Opening Balance Equity	76,054	76,054	0%
3110 Retained Earnings	-2,983	-7,032	58%
Surplus/(Deficit)	-3,306	4,048	-182%
Total Charity funds	£ 69,764	£ 73,070	-5%

Windmills Opportunity Playgroup
Grants, Donations and Fundraising
 August 2020 - July 2021

Donations (unrestricted)	
Virgin Money Giving	£738
Chatterbox	£50
Donation on behalf of the late Janet Willcock	£100
The Three Oaks Trust	£6,000
Misc.	£15
Total for Donations (unrestricted)	£6,903
Fundraising (unrestricted)	
Easyfundraising	£84
Total for Fundraising (unrestricted)	£84
Grants (restricted)	
Furlough claim	£2,044
SSP Claim	£192
Jase	£500
WSCC for COVID Costs	£898
BHTC for Rent	£1,000
Total for Grant (restricted)	£4,634

**Windmills Opportunity Playgroup
Reserves**

As of July 31, 2021

Running costs2 years monies needed if no grants,
donations and fundraising received

£ 45,000

Running costs Total£ **45,000****Other**

Redundancy in case of closure

£ 16,000

Reinstating of premises in case of closure

£ 5,000

Total Other£ **21,000****Grand Total**£ **66,000**