



SUNFLOWER SEED

Sunflower Seed is a registered charity (no. 1177943) and is run by a group of volunteers called committee members which are made up of parents/carers and other members of the local community who have skills to offer. Sunflower Seed abides by a governing document or constitution which is a rulebook which sets out how the charity will run.

Aims and activities

To advance the education of children from families living/working within Northborough and surrounding area by providing childcare facilities for children aged 2-11. To assist in developing children's mental, physical and moral capabilities through leisure time activities for 2-11yr through provision of pre-school, before and after school club, and holiday club.

Staff team

The staff have worked tirelessly to support the children and Charlotte in the running of Sunflowers. Charlotte has now been the manager at Sunflower Seed for 6 years and continues to do an amazing job of leading the team, communicating effectively with the committee and acting on any issues that arise within the setting.

Claire Curt has been in her role as Deputy for nearly two years however after briefly returning to do her KIT days after maternity, has found a new position elsewhere. We wish her the best with her new position. Heather has been stepping in as deputy for almost a year and has done a fantastic job. She has organised a range of fundraising events in addition to following the tasks required within her new role. She has completed her level 3 SENCO qualification.

Stacey remains as the setting administrator and Lauren has been acting Senior Nursery Nurse. They continue to support the setting brilliantly and Charlotte reports that the whole leadership team are working well and fulfilling their roles effectively.

Toni remains as the setting's cook and prepares lovely fresh meals daily at the setting which the children really enjoy.

Since the last AGM Claire Rayner joined us in September as a level 3, Deanna in May and Cara in June as support staff. They have made a great start and good additions to the team.

Committee members

I would like to thank the committee members for their hard work and commitment over the last year. For the most part of this year, we have been a very small committee and I recognise that this has meant more responsibilities for each member. Meetings have been more consistent over the past year which has been a great improvement and Ben starting the role of treasurer has had a huge impact on the committee and we are extremely grateful for his support of Sunflower Seed with all the necessary financial support. Sadly, Fiona Ram had to leave the committee due to other commitments.

Thankfully, we have recently had more volunteers willing to join the committee so that it can grow in numbers again and return to strength. We welcome officially welcome Ben and Johnathan to the committee.

I have offered to continue the role of chair until someone is able to take over.

Finances

See separate report

Fundraising

This year we have raised funds for Children in need and done a sponsored walk.

For Sunflower Seed we have raised money through our Halloween disco, a toddle waddle, a cake sale, an Easter trail and we have a winter bake sale arranged. Through this fundraising we were able to raise an amazing total of £1917.54.

Current building

Currently the building is in a poor state of repair and we hope that the new build project will commence in Summer 2025 if we receive the grant that we have applied for.

The drains continue to cause issues for Sunflower Seed and are fixed with temporary fixes which are not sustainable long term. The issues are caused by large tree roots which need to be removed when the new build takes place. The school are currently looking into the tree situation as a matter of urgency and other trees surrounding the setting have been removed as a result of this so far.

There is also an issue with mould inside the building which requires a lot of maintenance, and the floor was fixed by a parent last year as the entrance area was rotten. Our outdoor area is also a risk as it is very uneven and not a cushioned landing for when the children fall. We have applied for funding through the tesco grant scheme to revamp the mud kitchen area and hope we will be able to sort this area soon too.

We have had new tables and chairs which were bought last year. We have also been donate a new sofa and are in the process of revamping our changing area. All of these things will have an amazing impact on the setting, staff and children.

New build

Sunflower Seed committee came to the realisation that a permanent new building as originally planned would not be possible due to funds. Therefore, a brand new temporary mobile building has been planned to replace the existing one. Plans have been drawn and costs continue to be looked at. The main stumbling block is the funding and cost. We estimate a cost in the region of £400,000 (and rising due to the cost of materials going up), and Sunflower Seed currently only has funds of approx. £150,000 that can be put towards the new build. We are hoping for some support from PCC. A range of purchase options were looked into. We will continue to consider these options when information regarding various grants has come through.

As a committee we recognise the importance of the new build in the sustainability of the setting long term however, we have found it a challenge to make serious progress due to a funding shortage.

Communications

The new website has now been up and running for over a year and seems to be working well.

Plans/objectives 2023/2024 and summary

The new build project remains the biggest challenge of the committee. We very much hope that this can go ahead during summer 2025.

I would like to thank everyone who has been involved in Sunflower Seed during the last year and most importantly the commitment of the staff in making Sunflower Seed a great place for children to learn and enjoy.

Lianne Desborough – Chair, Sunflower Seed Committee



Sunflower Seed

Annual Report 2023/24

Contents:

1. Introduction
2. Financial Performance 2023/24
3. Income Analysis
4. Expenditure Analysis
5. Cash Reserves
6. Balance Sheet

Registered charity number: 1177943

1. Introduction:

- Sunflower Seeds Preschool offers childcare provision for children age 2 – 11 in a form of following services:
 - Pre-School
 - After School Tea Club
 - Breakfast Club
 - Holiday Club
- The setting is run from a cabin located on the Northborough Primary School.
- Sunflower Seeds employs 16 members of staff on a full or part time basis.

2. Financial Performance: 2023/24 (Sept 23-Aug 24)

	2023/24	2022/23	Movement
INCOME	253,267	206,980	46,287
Staff Costs	-188,144	-196,643	8,498
Provision of Service	-8,037	-10,901	2,864
Premises	-7,524	-8,029	505
Office	-4,647	-6,065	1,418
Other Expenditure	-8,137	-3,176	-4,961
EXPENDITURE	-216,488	-224,813	8,325
TOTAL SURPLUS / (DEFICIT)	36,779	-17,834	54,612

- Sunflowers ended the Financial year with a £37k surplus this Financial Year. This represents a £55k improvement vs last year
- The Sunflower Seed New Build project has seen no further progression and therefore no further project costs (or income) were incurred during the year 2023/24.

3. Income Analysis

	2023/24	2022/23	Movement
Income			
Parents Fees	120,039	114,029	6,011
PCC Funding	130,096	83,636	46,460
PCC Sustainability Grant	0	7,500	-7,500
CJRS Claims	0	0	0
Fundraising	857	1,013	-157
Voluntary Contributions	0	0	0
Other	2,276	802	1,473
TOTAL BAU INCOME	253,267	206,980	46,287

- Income has increased by £46k year to date vs the same period in the previous year2.
- The majority of this is driven by an increase in PCC funding. The number of children attending their full allocated hours has increased.

4. Expenditure Analysis

	2023/24	2022/23	Movement
Staff Costs			
Net Wages	-161,156	-161,015	-141
PAYE Tax	-13,948	-22,792	8,844
Pension	-12,627	-12,642	15
Recruitment	-413	-193	-220
Sub Total	-188,144	-196,643	8,498
Provision of Service			
Teaching Materials	-814	-1,293	479
Staff Training	-894	-1,402	508
Groceries/Catering	-6,244	-7,528	1,284
Activities	-36	-132	96
Uniform	-48	-545	497
Sub Total	-8,037	-10,901	2,864
Premises			
Rent	0	-670	670
Maintenance / Cleaning	-6,774	-6,609	-165
Utilities	-750	-750	0
Sub Total	-7,524	-8,029	505
Office			
Office Supplies	-801	-1,003	202
Telephone	-740	-594	-146
Equipment	0	0	0
IT	0	-906	906
Insurance	-891	-850	-41
Fees and Licenses	-2,215	-2,712	497
Sub Total	-4,647	-6,065	1,418
Other Expenditure			
Cost of Fundraising	0	-132	132
Marketing	-216	-396	180
Misc. Expenditure	-7,789	-2,545	-5,244
Bank Charges	-132	-103	-29
Sub Total	-8,137	-3,176	-4,961
TOTAL BAU EXPENDITURE	-216,488	-224,813	8,325

- Total BAU expenditure reduced by £8k from the previous year.
- Favourable variance driven by Paye and a staff member being on Matt leave.
- Other favourable movements in Groceries/Catering & Maintenance and cleaning. A positive result amidst inflation and cost of living crisis.
- Misc Expenditure showing the largest YoY adverse movement, this was largely driven by the purchase of additional tables and chairs and the fitting of a new Kitchen. All essential for the setting to provide a high standard of service.

5. Cash Reserves

Cash Reserves (£)	31-Aug-24	31-Aug-23	Movement
Barclays: Main Current Account	698	5,094	-4,395
New Barclays Current	40,216	0	40,216
Barclays: New Building Account *	11,651	11,651	0
Barclays: Business Premium Account	0	118,553	-118,553
New Barclays Savings	119,511	0	119,511
Virgin Money Account	31,322	31,322	0
Total Cash Reserves	203,399	166,620	36,779

- Sunflower Seed total cash reserves increased by £36,779 over the year 2023/24, standing at £203,399 at the financial year end. The majority of the increase driven by increased PCC funding.
- During the FY Sunflower Seeds have transitioned to a new current and savings account, both with Barclays. The transition between accounts can be seen in the movement column above.
- This is still a healthy cash position. However, a large proportion of these reserves will be required to fund the New Build project, ensuring the long-term viability of the Sunflower Seed setting.

* Barclays Bank have placed the New Building Account into dormancy. Processes to reinstate the account are being followed.

6. Balance Sheet at 31 August 2024

Sunflower Seeds Balance Sheet

31-Aug-24

	£	£
Fixed Assets		0
Current Assets		
Deposits and Cash	162,484	
Bank Account	40,914	
Total		203,399
Current Liabilities		0
Current Assets less Current Liabilities:		203,399
Total Assets less Current Liabilities:		203,399
Long Term Liabilities		0
Total Assets less Total Liabilities:		203,399
Capital & Reserves		
Reserves	166,620	
P & L Account	36,779	
Total		203,399



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