

HEATHER PLAYGROUP

England & Wales · Charity number 802275

Details

Status Registered

Legal form Other

Registered 1989-11-10

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

Contact

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Horsham
West Sussex
RH12 5XL

Phone 01403262320

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Website www.heatherplaygroup.co.uk

Activities

Objects: TO ADVANC THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE BY: (A) PROVIDING SAFE AND SATISFYING GROUP PLAY, IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART; (B) ENCOURAGING OTHER CHARITABLE ACTIVITIES THROUGH WHICH PARENTS MAY HELP THE CHILDREN; (C) FURTHERING THE AIMS OF THE PRE-SCHOOL PLAYGROUPS ASSOCIATION.

Activities: Early years education for all children aged 3-5 years.

Classification

- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£129,500	£132,864	-	-
2024-08-31	£83,145	£94,620	-	-
2023-08-31	£85,860	£96,284	-	-
2022-08-31	£94,300	£83,499	-	-
2021-08-31	£99,105	£79,120	-	-

Trustees

Name	Role	Appointed
Katie Jones	Chair	2021-12-02
Georgina Horler		2023-02-22
Laura Rolley		2024-01-06
Sarah Branson		2024-06-26

HEATHER PLAYGROUP

England & Wales - Charity number 802275

Accounts

MEETING MINUTES

Aim/Purpose AGM

Date 24/02/2026

Page 1 of 1

Persons Present Georgina Horler, Sarah Branson, Lucy Richardson, Laura Rolley, Charlotte Shepherd, Delphine Maren, Debbie Simmonds, Denise Lee

Apologies from Katie Jones

Description of items discussed	Action (initials)
<p>Meeting opened at 7.30pm Debbie welcomed everyone to the agm and thanked them for coming. Manager’s report was read. Copy attached</p> <p>It was stated that we need to recruit another trustee as Vikki has resigned. No one had been approached about the vacancy. DL to send another email to parents asking if anyone would like to join the committee. The current trustees are all happy to continue with their roles.</p> <p>Fundraising – DS explained the grants received and what was purchased with the money. The climbing frame is still not built as it is complicated and with dark evenings and busy home lives, there has not been time. SB said that her husband is a carpenter and that she would ask him if he would be able to take a look and possibly build it. The staff are looking at doing another sponsored bounce this year and an Easter Raffle is in the pipeline.</p> <p>An update on the staffing was read from the report and DL went through the financial report and the accounts. A question was raised about the rent payment being high. DL explained that the school had not collected rent for a number of years and we paid the total amount for those missing years in one go. It should be a regular yearly payment moving forward.</p> <p>AOB – The outing this year will be to Washbrooks, with the same format as last year with parents making their own way to the farm. The setting has to remain open for those children who can not go.</p> <p>It was mentioned that the links for the Christmas play recordings were no longer working. These were extremely complicated to sort and send this year. DL will look into maybe drop box or something similar where the video can be stored for longer and that link then sent to parents.</p> <p>Meeting closed at 7.56pm</p>	



Annual General Meeting: 24th February 2026 Manager's Report

Good Evening and welcome to our AGM.

A vital part of Playgroup is our trustee committee: We say farewell to Vikki this year. Thank you to all the committee team for your time and commitment that you have shown. Are you all happy to continue on in your roles for another year?

(If you have a little time on your hands and would like to get more involved, please do consider joining our committee. As I mentioned just now, it is important that we have current parents as trustees, and you can help shape the future of the group by sharing your views. Please send us an email or ask if you would like more information.)

Fundraising has been very much on the agenda this year and we continue to explore new ways of raising vital funds for our equipment. Last April we held a sponsored bounce, which raised an amazing amount of money enabling us to create the stone play area. The committee also held a successful mystery plant sale. A cake sale was held just before Christmas and a total of £99.66 was raised. We received a grant of £1000 from Gatwick Airport Community Trust which we used to move the cabin to the front garden and replace the vegetable beds. We also received £500 from the Tesco blue tokens which was used to purchase a new climbing frame.

Thank you to the parents who came to stay and play, donated toys, equipment, or snack items, you are all an important part of our little playgroup community.

I want to take this opportunity to thank all the staff for their commitment and hard work. Although we have had a busy year, they have all taken the time to progress their training. Martin has settled in and is undertaking his Level 2 qualification. We have also taken on a new Bank Staff member, Lucy Richardson, who is currently doing her mandatory training. Emma Todman is now our Mental Health Lead and has completed a number of training courses. All staff attended their Safeguarding and Child Protection training this month and First Aid training was delivered last March for all the staff in the setting.

Finance

Accounts have been stable this year, with a slight deficit of £3363. There has been a decrease in the cost of our electricity and water over the last year due to Rocketeers having relocated. In other costs there has been a slight increase due to the fact that we are at full capacity and associated costs have increased.

We have received the funding rates from WSCC for the next financial year and these have increased just under 3% on last year. They are effective from the Summer Term 2026. We propose to increase our hourly fees in line with this by 3% from September 2026. This will make our hourly rates £6.70 for ages 3 and over and £7.85 for 2 year olds, which is still a very competitive rate for Horsham. We start September 2026 at approximately half full, which is about normal for a September, but we expect this to increase over the next two



terms. We have contingency funds to cover any shortfall in income.

Thank you to all of you for joining us tonight, and for helping us to support your children's development. When we all work together like this, the children can really thrive and benefit.
Debbie Simmonds

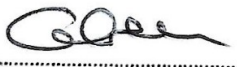
INCOME AND EXPENDITURE ACCOUNT : 1st September 2024 to 31st August 2025

<u>INCOME</u>	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>
Fees	121,078.70	75,351.70	Salaries / Wages	105,263.99	77,741.04
Outing	261.00	-	Uniform	60.00	163.80
Grant / Loan	-	-	Rent / Rates	4,538.92	538.92
Interest Accrued on savings account	488.35	663.62	Insurance	1,800.05	1,608.08
Donations / fundraising	3,985.59	974.04	Equipment / Materials	3,099.60	2,877.14
other	3,687.20	995.12	Advertising / Website	1,253.80	910.40
landlord /rocketeers	-	5,160.30	Seasonal (inc. Outing)	519.67	113.12
			Training	1,328.04	504.00
			family	3,369.60	2,145.60
			Telephone / Postage / Stationary	3,358.72	3,465.24
			Electricity / water	1,264.40	1,651.79
			Maintenance	5,358.06	1,243.63
			Prof Fees and Subs	397.22	360.82
			AGM Expenses	14.35	25.49
			Fundraising Costs	26.40	32.90
			Milk / Kitchen Supplies	448.02	766.98
			Travel / Motor Expenses	17.10	-
TOTAL	129,500.84	83,144.78	other	321.68	119.51
			landlord / rockateers	-	99.10
			waste removal	424.60	253.10
			TOTAL	132,864.22	94,620.66

BANK ACCOUNT BALANCES : As at 31st August 2025

	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	17,644.97	21,529.51	Increase / (Decrease) - Bank	-	3,363.38
Deposit Account	53,253.44	52,765.09	Surplus / (Deficit) - I&E	-	3,363.38
Petty Cash	76.54	43.73			
Total	70,974.95	74,338.33			

I have examined the financial records of Heather Playgroup and verify that the statements above accurately represents the financial activity of the Playgroup for the year 1st September 2024 to 31st August 2025



Claire Green

Oct-25

INCOME AND EXPENDITURE ACCOUNT : 1st September 2024 to 31st August 2025

<u>INCOME</u>	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>
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Claire Green

Oct-25

HEATHER PLAYGROUP

England & Wales - Charity number 802275

Accounts

Minutes AGM February 25th 2025

Taken by LR

Apologies: Vikki Mead

Attendees:

Dee Lee, Debbie Simmonds, Lisa Fairs, Sarah Branson, Anita Simmons, Laura Rolley, Katie Jones, Coral Whiten, Delphine Maren, Georgina Horler, Kirsty Mayes, Lucy Richardson.

Updates:

- We have taken on a new member of staff (Martin) who started on Monday
- Denise Cox has decided to leave and will no longer be bank staff
- The building extension is stuck currently while waiting for builders' quotes, numerous companies have not turned up or not sent a quote. New builders coming on Friday (25th) to give a quote.
- Welcome to Sarah Branson and Vikki Mead who have joined the committee
- Debbie had a meeting with Mrs Cheshire who would like to link up the school and the nursery more. A sign is now going to be on the fence behind the field to advertise the playgroup
- We will be doing a trip again this year, possibly to Tilgate park TBC. Will be for all the children.

Finances:

- We are looking to increase the settings fees by 5% to match increase in national insurance
- Fundraising has been boosted this year thanks to being part of Horsham Community Lottery. Cake sale also raised over £200.
- No shop and drop sessions currently due to being at capacity
- Fundraising ideas for 2025 to include: **Sponsored bounce** (17th March), **Easter cake sale** (Thursday 27th March), **Raffle** (Summer fair), **Santas grotto** (Christmas)

Laura Rolley

SEPT 23 - AUG 24

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Cash Flow Total
INCOME													
Free Entitlement over 3		6,870.74	30.92	10,136.20		4,740.80		11,293.13		7,355.23	12,319.78		52,746.80
Free Entitlement 2 years		402.19		1,239.50		374.98		2,084.04		4,080.96	4,619.62		12,801.29
Invoiced Fees	449.70	910.26	722.10	432.30	1,278.30	1,498.20	514.80	1,265.40		284.30	871.65	1,576.60	9,803.61
Fundraising/donations			152.80	287.00	57.00	7.00	78.50	4.00	5.00	9.00	339.00	5.00	944.30
Outing													0.00
Landlord & Rocketeers	450.00	602.16	510.00	679.38	330.00	649.38	480.00	589.38	360.00	510.00			5,160.30
Other (inc trf from acc)	59.42							365.70		300.00		570.00	1,295.12
Income Subtotal	959.12	8,785.35	1,415.82	12,774.38	1,665.30	7,270.36	1,073.30	15,601.65	365.00	12,539.49	18,150.05	2,151.60	82,751.42
EXPENDITURE													
Direct Staff	4,941.93	5,948.46	6,133.20	7,509.44	5,618.86	5,455.33	6,999.79	6,627.44	6,417.66	6,632.57	5,391.78	5,168.71	72,845.17
Tax and NI			121.76	332.02	114.19	92.89	280.04	143.95	181.75	174.26		264.06	1,704.92
Pension Contributions	199.20	267.46	293.40	316.50	242.30	246.58	327.48	266.28	275.64	279.26	209.35	267.50	3,190.95
Staffing subtotal	5,141.13	6,215.92	6,548.36	8,157.96	5,975.35	5,794.80	7,607.31	7,037.67	6,875.05	7,086.09	5,601.13	5,700.27	77,741.04
Uniform												163.80	163.80
Rent & Rates & Lease	54.00	54.00	54.00	54.00	54.00			52.92	54.00	54.00	54.00	54.00	538.92
Insurance (all)	708.03							900.05					1,608.08
Equipment	4.00		337.12	12.39	620.09	72.89	65.98			742.33	617.37		2,472.17
Materials	11.24	10.47	123.91	2.98	21.74	146.91	45.00			42.72			404.97
Famly												2,145.60	2,145.60
Training inc Noodlenow	24.00	240.00										240.00	504.00
Seasonal (inc outing)			24.99	22.33			26.47	11.46		3.60	17.89		106.74
Postage & Stationery	458.66		447.71		214.55	95.34	133.07	429.20	152.81	48.13	261.15	138.96	2,379.58
Advertising/Website	12.50	12.50	12.00	12.00	60.00	12.00	710.40	31.00	12.00	12.00	12.00	12.00	910.40
Maintenance(inc build)	180.00	96.00	260.00						417.87		146.64	80.00	1,243.63
Meeting Expenses						25.49							25.49
Prof fees		125.00		130.82	20.00						35.00	50.00	360.82
Fundrasing Costs				1.00			27.90			4.00			32.90
Kitchen Ex inc paper towels	82.09	7.55	129.99	15.92	76.35	94.11	88.84	31.69	79.54	55.91	70.38	10.50	742.87
Travel, petrol, & parking													0.00
Telephone + mobile	87.73	89.23	87.73	107.56	109.07	105.96	93.67	84.09	77.29	81.03	78.65	82.15	1,084.16
Electricity+Water						923.48		406.86				321.45	1,651.79
Tfr savings a/c													0.00
Landlord & Rocketeers									99.10				99.10
Waste Management						30.60	69.30	30.60	16.40	32.80	32.80	40.60	253.10
Misc (inc fee refunds)				6.24	13.29		82.80			8.59	8.59		119.51
Non Staffing Subtotal	1,622.25	634.75	1,477.45	365.24	1,189.09	1,569.90	1,343.43	1,977.87	909.01	1,085.11	1,334.47	3,339.06	16,847.63
Expenditure Subtotal	6,763.38	6,850.67	8,025.81	8,523.20	7,164.44	7,364.70	8,950.74	9,015.54	7,784.06	8,171.20	6,935.60	9,039.33	94,588.67
PROFIT/LOSS													
Total Revenue (cashflow)	(5,804.26)	1,934.68	(6,609.99)	4,251.18	(5,499.14)	(94.34)	(7,877.44)	6,586.11	(7,419.06)	4,368.29	11,214.45	(6,887.73)	(11,837.25)
Opening Balance	33,366.76	27,562.50	29,497.18	22,887.19	27,138.37	21,639.23	21,544.89	13,667.45	20,253.56	12,834.50	17,202.79	28,417.24	
Closing Balance	27,562.50	29,497.18	22,887.19	27,138.37	21,639.23	21,544.89	13,667.45	20,253.56	12,834.50	17,202.79	28,417.24	21,529.51	

HEATHER PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT : 1st September 2023 to 31st August 2024

<u>INCOME</u>	<u>2023/24</u> <u>CURRENT YEAR</u>	<u>2022/23</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2023/24</u> <u>CURRENT YEAR</u>	<u>2022/23</u> <u>PRIOR YEAR</u>
Fees	75,351.70	78,077.38	Salaries / Wages	77,741.04	74,482.36
Outing	-	477.00	Uniform	163.80	-
Grant / Loan	-	-	Rent / Rates	538.92	2,233.99
Interest Accrued on savings account	663.62	265.76	Insurance	1,608.08	1,566.93
Donations / fundraising	974.04	751.84	Equipment / Materials	2,877.14	2,072.80
other	995.12	1,128.37	Advertising / Website	910.40	2,172.95
landlord /rocketeers	5,160.30	5,160.00	Seasonal (inc. Outing)	113.12	1,166.43
			Training	504.00	479.80
			family	2,145.60	3,717.60
			Telephone / Postage / Stationary	3,465.24	2,549.66
			Electricity / water	1,651.79	1,551.50
			Maintenance	1,243.63	3,328.03
			Prof Fees and Subs	360.82	210.75
			AGM Expenses	25.49	-
			Fundraising Costs	32.90	-
			Milk / Kitchen Supplies	766.98	343.26
			Travel / Motor Expenses	-	6.95
TOTAL	83,144.78	85,860.35	other	119.51	400.99
			landlord / rockateers	99.10	-
			waste removal	253.10	-
			TOTAL	94,620.66	96,284.00

BANK ACCOUNT BALANCES : As at 31st August 2024

	<u>2023/24</u> <u>CURRENT YEAR</u>	<u>2022/23</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	21,529.51	33,366.76	Increase / (Decrease) - Bank	-	11,475.88
Deposit Account	52,765.09	52,401.47	Surplus / (Deficit) - I&E	-	11,475.88
Petty Cash	43.73	45.98		-	-
Total	74,338.33	85,814.21			

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Claire Green

Oct-24

HEATHER PLAYGROUP

England & Wales - Charity number 802275

Accounts

Heather Playgroup AGM 29th Feb 2024

Persons present – Mrs Simmonds, Mrs Lee, Laura Rolley, Mrs Simmons, Lisa Fairs, Katie Jones, Roxy Anning, Sam Knight, Kirsty Patterson, Georgina Horler

Apologies from – Mrs Whiten, Mrs Todman, Mrs Cherubini

- Managers report read from Mrs Lee. Key things to note:
 - Partnership with St Marks Church in going well
 - Goodbye to Kirsty, Roxy and Sam, thank you for your support
 - Fundraising is key to 2024 – suggestions welcome
 - Thank you to the parents who have visited for a stay and play
 - New outdoor sink has been installed and made a big impact
 - Parent WhatsApp group has been started and is open to all parents using the setting
 - Facebook interactions have increased lots, with thanks to Mrs Fairs

- Fees are increasing by 5% from September Under 3s £7.25 and over 3s £6.30

- Last years AGM meeting minutes signed off by Katie Jones

- Rocketeer partnership is now working better with effective communications between the two parties

- Mrs Simmonds working on funding for extension with WSCC to offer more space at the setting and a quieter space for 2yos.

- Two year olds joining the setting is going well so far. Some extended to after lunch sessions – child dependent.

Meeting end

HEATHER PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT : 1st September 2022 to 31st August 2023

	<u>2022/23</u> CURRENT YEAR	<u>2021/22</u> PRIOR YEAR	<u>EXPENDITURE</u>	<u>2022/23</u> CURRENT YEAR	<u>2021/22</u> PRIOR YEAR
INCOME					
Fees	78,077.38	87,611.04	Salaries / Wages	74,482.36	71,821.03
Outing	477.00	549.00	Uniform	-	380.70
Grant / Loan	-	-	Rent / Rates	2,233.99	314.93
Interest Accrued on savings account	265.76	6.05	Insurance	1,566.93	1,542.33
Donations / fundraising	751.84	259.04	Equipment / Materials	2,072.80	1,901.62
other (including fee deposit / ttf from savings)	1,128.37	1,075.80	Advertising / Website	2,172.95	120.00
landlord /rocketeers	5,160.00	4,800.00	Seasonal (inc. Outing)	1,166.43	1,059.18
			Training	479.80	342.60
			family	3,717.60	2,448.25
			Telephone / Postage / Stationary	2,549.66	922.39
			Electricity / water	1,551.50	1,625.91
			Maintenance	3,328.03	206.25
			Prof Fees and Subs	210.75	-
			AGM Expenses	-	1.00
			Fundraising Costs	-	250.48
			Milk / Kitchen Supplies	343.26	0.75
			Travel / Motor Expenses	6.95	-
			other	400.99	562.50
			landlord / rocketeers	-	-
TOTAL	85,860.35	94,300.93	TOTAL	96,284.00	83,499.92

BANK ACCOUNT BALANCES : As at 31st August 2022

	<u>2022/23</u> CURRENT YEAR	<u>2021/22</u> PRIOR YEAR	<u>I&E to Bank Reconciliation</u>	<u>2022/23</u> CURRENT YEAR	<u>2021/22</u> PRIOR YEAR
Current Account	33,366.76	44,067.90	Increase / (Decrease) - Bank	10,423.65	10,801.01
Deposit Account	52,401.47	52,135.71	Surplus / (Deficit) - I&E	10,423.65	10,801.01
Petty Cash	45.98	34.25			
Total	85,814.21	96,237.86			

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Claire Green

Oct-23



Annual General Meeting: 29th February 2024

Manager's Report

The last 10 months of being the new manager at the setting has gone very quickly, as always in early years there is always plenty to do with changes and improvements to our practices.

As you may know, we recently had our Ofsted inspection, of which the result is due in the next few weeks. Although we do not know the official result, we are, however, allowed to say that it went very well.

The children are always at the heart of what we do at Heather. With some having lived through lockdown some have not had the opportunity for wider experiences previously enjoyed. We have worked hard to improve this and have become regulars at our local Church, St Marks, during Harvest Festival and Christmas. We have also found that reducing paperwork enabling more adult time to support social and emotional development and speech and language has been essential and we can see improvements to these. The staff are now focusing on the needs and interests of the individual children.

A vital part of Playgroup is our management committee: We say farewell to Kirsty, Roxy and Sam and I'd like to thank them for all their hard work and commitment to the group. A big welcome to Laura Rolley who has joined us recently. Thank you to all the committee team for your time and commitment that you have shown. (If you have a little time on your hands and would like to get more involved, please do consider joining our committee. As I mentioned just now, it is important that we have current parents as trustees, and you can help shape the future of the group by sharing your views. Please send us an email or ask if you would like more information.)

Fundraising has been very much on the agenda this year and we continue to explore new ways of raising vital funds for our equipment. Christmas was incredibly busy this year and we joined in with North Heath Primary School to promote our setting and sell tickets for our hamper raffle which raised £243.00, this money was put to effective use and has gone towards much needed maths resources. We also engaged the children in a scavenger hunt over the Christmas holidays which raised £151.80. Thank you to everyone who supported this. Thank you also to the parents who came to stay and play, donated toys, equipment, or snack items, you are all an important part of our little playgroup community.

Our sand pit is a much used and loved resource and this has been earmarked for improvement. We have already built up the sides and laid slabs to enable less holes and easier clearing up. The fences have been fixed and new drainage installed in the entrance way. We also undertook the installation of an outdoor sink which has proved invaluable at keeping everything clean, including little hands after a trip to the mud kitchen! We moved our wellies outside and this has kept the indoor space cleaner. A new Wendy House was installed in the summer.

Following a recent survey involving social media use we were able to identify the most popular ways parents and carers engage with it. From this we added Instagram to our Facebook page and introduced a parent What's app group kindly organised by Laura Rolley to help communication between parents. Our Facebook viewing had gone up a



whooping 160% following this and the dedication and hard work of Mrs Fairs who is our regular poster on there.

I want to take this opportunity to thank all the staff for their commitment and hard work and for supporting me during my time at the setting so far.

Thank you to all of you for joining us tonight, and for helping us to support your children's development. When we all work together like this, the children can really thrive and benefit.

Debbie Simmonds

HEATHER PLAYGROUP

England & Wales - Charity number 802275

Accounts

Attendees

Mrs. Reeves

Mrs Fairs

Mrs Whitten

Mrs Todman

Mrs Lee

Mrs Cherubini

Katie

Kirsty

Sam

Georgina

Roksana Anning

Reviewing previously agreed actions

The meeting started by reviewing previously agreed actions from the last AGM.

Location for a playdate

Staff are on a lookout for a suitable place to hold a playdate for children and for parents to drop in, meet other parents and talk to staff. Previously the playdates were held in Holmbush farm which is not longer available.

Katie suggested Happy Scamps as a good alternative and Heather Playgroup staff will look into it.

Changes to committee members

Helen checked if everyone present is still happy to stand for another year and everyone agreed.

Sasha Manning resigned from committee and Georgina has joined to take Sasha's place. Georgina was nominated and seconded by Katie and Roxy. Welcome on board Georgina!

Manger's report

Helen read out manager's report. Please see attached for more information.

Finance report

Dee read out finance report. Please see attached for more information.

AOB - Recruitment process

2 suitable candidates have been selected and invited for an interview. Mrs. Whitten, Mrs. Reeves and Roxy will be interviewing candidates. The dates agreed are Tuesday 28th at 1 pm and Friday 3rd at 1 pm.

Kirsty will email interviewees the dates and will confirm their attendance.

Kirsty suggested to create a document outlining how the Playgroup is run and any information that can't be found on the website, but the candidates may appreciate to know before the interview.

Mrs. Whitten, Mrs. Reeves and Roxy are to meet on Friday 24th February to discuss and agree the interview questions that will be asked during the interview.

AOB – Nominated person for OFSTED

Since Helen is leaving and she a nominated person for Ofsted, someone else needs to take on that duty. Sam is the person who will be the next nominated person for Ofsted. Helen will help Sam with the application process.

SEPT 21 - AUG 22

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Cash Flow Total
INCOME													
Free Entitlement (plus Inc)		9,108.37		14,670.43		8,664.77		17,086.44		8,737.56	13,908.19		72,175.76
Invoiced Fees	2,198.38	903.80	2,281.88	837.00	2,295.60	2,576.60	380.10	2,502.80	405.60	187.20	827.82	38.50	15,435.28
Other (inc trf from acc)	58.00	5.00		300.00		15.00			150.00			150.00	678.00
Fundraising/donations			5.00	170.83		7.58			5.48	45.00			233.89
Outing									202.50	346.50			549.00
Landlord & Rocketeers		475.00	425.00		875.00	500.00	350.00	600.00	275.00		950.00	350.00	4,800.00
Grant/Loan													0.00
Income Subtotal	2,256.38	10,492.17	2,711.88	15,978.26	3,170.60	11,763.95	730.10	20,189.24	1,038.58	9,316.26	15,686.01	538.50	93,871.93
EXPENDITURE													
Direct Staff	3,445.97	5,859.84	5,835.06	6,486.09	5,586.62	4,579.27	6,249.00	6,822.19	6,317.24	5,576.92	6,819.94	3,212.61	66,790.75
Tax and NI		122.13	158.40	276.37	105.72		211.58	501.16	313.68	97.09	327.79		2,113.92
Pension Contributions	146.75	279.16	238.14	281.27	232.44	186.14	268.74	308.98	281.58	255.42	311.12	126.62	2,916.36
Staffing subtotal	3,592.72	6,261.13	6,231.60	7,043.73	5,924.78	4,765.41	6,729.32	7,632.33	6,912.50	5,929.43	7,458.85	3,339.23	71,821.03
Uniform						201.12			147.00	32.58			380.70
Rent & Rates & Lease								175.93		42.07	42.00	54.93	314.93
Insurance (all)			708.03					834.30					1,542.33
Equipment	53.02	13.19	3.50	10.48		29.99	619.20	227.96	82.99	4.00	606.67		1,651.00
Materials			5.99	6.00	7.19	19.39	41.85	2.00	148.80	14.97			246.19
Petty Cash													0.00
Training	30.00		35.90		30.00	140.90			20.90	64.00		20.90	342.60
Seasonal (inc outing)				8.60	13.61			712.08	13.00	5.00	288.00		1,040.29
Postage & Stationery	132.10	173.99	146.88	86.81	315.08	65.38	56.90	115.82	61.90	374.39	67.32		1,596.57
Advertising/Website	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Maintenance(inc build)			131.00		960.00		102.29		290.84		141.78		1,625.91
Prof Fees &subs		101.25		20.00							35.00	50.00	206.25
Meeting Expenses													0.00
Fundraising Costs													0.00
Kitchen Expenses		45.38		38.21	28.68		18.43	21.82	24.25	24.54	29.44		230.75
Travel, petrol, & parking													0.00
Telephone	57.92	50.86	65.53	73.44	76.82	71.08	69.16	70.03	77.26	80.92	76.21	81.45	850.68
Electricity+Water					466.26					456.13			922.39
Tfr savings a/c			5,000.00						5,000.00				10,000.00
Landlord & Rocketeers													0.00
Grant/Loan													0.00
Misc (inc fee refunds)	58.16					383.04	78.00			20.80	22.50		562.50
Non Staffing Subtotal	341.20	394.67	6,106.83	253.54	1,907.64	920.90	995.83	2,169.94	5,876.94	1,129.40	1,318.92	217.28	21,633.09
Expenditure Subtotal	3,933.92	6,655.80	12,338.43	7,297.27	7,832.42	5,686.31	7,725.15	9,802.27	12,789.44	7,058.83	8,777.77	3,556.51	93,454.12
PROFIT/LOSS													
Total Revenue (cashflow)	(1,677.54)	3,836.37	(9,626.55)	8,680.99	(4,661.82)	6,077.64	(6,995.05)	10,386.97	(11,750.86)	2,257.43	6,908.24	(3,018.01)	417.81
Opening Balance	43,650.09	41,972.55	45,808.92	36,182.37	44,863.36	40,201.54	46,279.18	39,284.13	49,671.10	37,920.24	40,177.67	47,085.91	
Closing Balance	41,972.55	45,808.92	36,182.37	44,863.36	40,201.54	46,279.18	39,284.13	49,671.10	37,920.24	40,177.67	47,085.91	44,067.90	

HEATHER PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT : 1st September 2021 to 31st August 2022

<u>INCOME</u>	<u>2021/22</u> <u>CURRENT YEAR</u>	<u>2021/21</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2021/22</u> <u>CURRENT YEAR</u>	<u>2020/21</u> <u>PRIOR YEAR</u>
Fees	87,611.04	94,094.93	Salaries / Wages	71,821.03	65,601.71
Outing	549.00	-	Uniform	380.70	-
Grant / Loan	-	-	Rent / Rates	314.93	-
Interest Accrued on savings account	6.05	3.58	Insurance	1,542.33	1,577.53
Donations / fundraising	259.04	376.91	Equipment / Materials	1,901.62	2,760.25
other (including fee deposit / trf from savings)	1,075.80	689.58	Advertising / Website	120.00	120.00
landlord /rocketeers	4,800.00	3,940.00	Seasonal (inc. Outing)	1,059.18	124.27
			Training	342.60	180.00
			Telephone / Postage / Stationary	2,448.25	2,543.03
			Electricity / water	922.39	1,324.37
			Maintenance	1,625.91	3,950.69
			Prof Fees and Subs	206.25	285.25
			AGM Expenses	-	-
			Fundraising Costs	1.00	-
			Milk / Kitchen Supplies	250.48	386.03
			Travel / Motor Expenses	0.75	-
TOTAL	94,300.93	99,105.00	other	562.50	266.90
			landlord / rockateers	-	-
			TOTAL	83,499.92	79,120.03

BANK ACCOUNT BALANCES : As at 31st August 2022

	<u>2021/22</u> <u>CURRENT YEAR</u>	<u>2020/21</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	44,447.90	43,650.09	Increase / (Decrease) - Bank	10,801.01	19,984.97
Deposit Account	52,135.71	42,129.66	Surplus / (Deficit) - I&E	10,801.01	19,984.97
Petty Cash	34.25	37.10			
Total	96,617.86	85,816.85			

I have examined the financial records of Heather Playgroup and verify that the statements above accurately represents the financial activity of the Playgroup for the year 1st September 2021 to 31st August 2022

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Claire Green

Oct-22

HEATHER PLAYGROUP

England & Wales - Charity number 802275

Accounts

MEETING MINUTES

Aim/Purpose AGM 2022

Date 21/03/22 8.30pm to 9pm

Page 1 of 1

Persons Present Sam Knight, Katie Jones, Helen Wood, Dee Lee, Anita Reeves, Coral Whiten, Pip Cherubini, Lisa Fairs, Emma Todman, Peter Yea

Apologies from Roxi Anning and Sasha Manning

Description of items discussed	Action (initials)
<ol style="list-style-type: none"> 1. Helen welcomed everyone and thanked them for coming. She read through her managers report – report is attached and forms part of the minutes. 2. Dee covered the finance report – copy is attached and forms part of the minutes 3. Mr Yea asked whether the playgroup looks for second hand items when looking for new resources etc. Helen advised that we do but we prefer ended open play items, eg crates and wooden planks to encourage imaginative play, rather than actual toys 4. Ways to re-engage with the parents – now that the pandemic is becoming part of everyday life and restrictions have been lifted, we need to look at how we can start to re-engage with parents. Dropping children at the gate in the morning is much better for the children to settle but not so good when a parent would like to talk to staff etc. Helen is looking at booking an outing in the Summer term after a positive response to the parent survey. Replies were split on the transport options of a coach or finding their own way there. A survey would be a good idea to get parents views on how they would like to engage and be involved with playgroup. As well as the option of a general stay and play morning once a term, another option mentioned was maybe to have a stay and play session at the end of the day – for the last hour of the session before pick up. 5. It was suggested that maybe at collection time, it was possible for the parents to wait in the playground, rather than in a queue at the gate, this would provide more opportunity for parents to mingle. 6. A social event like the ones we used to do at Holmbush Farm might be another option, where parents are free to turn up if they would like to – a picnic in the park in the summer was one suggestion, something that is easy to get to for those parents who do not drive and is also free of charge. 7. Minutes from the last AGM were read and signed. Meeting closed at 9pm 	

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SEPT 20 - AUG 21

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Cash Flow Total
INCOME													
Free Entitlement (plus Inc)		6,167.87	6,047.72	14,439.60		7,310.40	3,394.27	17,687.37		9,614.07	13,897.91		78,559.21
Invoiced Fees	1,643.40	846.60	1,613.20	389.32	1,382.40	1,843.60	1,405.40	1,474.00	1,794.40	843.60	1,988.40	311.40	15,535.72
Other (inc trf from acc)			4.75			134.19	117.40				429.73	3.51	689.58
Fundraising/donations			5.00	40.00		105.00	45.00	65.00				75.04	335.04
Outing													0.00
Landlord & Rocketeers	1,200.00	360.00	360.00	420.00	280.00			360.00	220.00	380.00	360.00		3,940.00
Grant/Loan													0.00
Income Subtotal	2,843.40	7,374.47	8,030.67	15,288.92	1,662.40	9,393.19	4,962.07	19,586.37	2,014.40	10,837.67	16,676.04	389.95	99,059.55
EXPENDITURE													
Direct Staff	4,105.46	5,277.57	5,306.72	6,038.24	4,763.98	4,746.32	5,191.23	4,354.59	6,644.00	5,021.31	7,092.86	2,966.25	61,508.53
Tax and NI		83.26	112.29	277.41		74.45	63.68	37.40	316.13	79.77	445.54		1,489.93
Pension Contributions	188.97	215.40	229.85	270.88	205.93	207.68	215.59	191.09	280.54	211.78	267.51	118.03	2,603.25
Staffing subtotal	4,294.43	5,576.23	5,648.86	6,586.53	4,969.91	5,028.45	5,470.50	4,583.08	7,240.67	5,312.86	7,805.91	3,084.28	65,601.71
Uniform													0.00
Rent & Rates & Lease													0.00
Insurance (all)	50.40		708.03							819.10			1,577.53
Equipment	27.95	228.54	75.54	27.59		29.99	146.94	13.50	274.22	648.35	735.99	12.95	2,221.56
Materials		126.35	50.82		9.90				250.90	87.30	1.50		526.77
Petty Cash													0.00
Training		30.00	48.20			45.00		15.00	20.90			20.90	180.00
Seasonal (inc outing)		30.00					74.52				7.70		112.22
Postage & Stationary	326.78	35.96	246.65	106.18	213.95	94.51	387.14		270.66	194.93	26.81		1,903.57
Advertising/Website	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Maintenance(inc build)			138.00	162.00		728.99	2,370.21	390.00			161.49		3,950.69
Prof Fees &subs	50.00		121.25	8.10		20.90					35.00	50.00	285.25
Meeting Expenses													0.00
Fundraising Costs													0.00
Kitchen Expenses	51.54	12.80	67.27	29.80	4.87	31.47	59.75		38.80		62.77		359.07
Travel, petrol, & parking													0.00
Telephone	50.68	51.98	58.52	55.52	50.70	51.56	56.43	51.48	47.98	49.45	60.10	55.06	639.46
Electricity+Water					550.68						773.69		1,324.37
Tfr savings a/c				6,000.00					6,000.00				12,000.00
Landlord & Rocketeers													0.00
Grant/Loan													0.00
Misc (inc fee refunds)			164.50		0.10		102.30						266.90
Non Staffing Subtotal	567.35	525.63	1,688.78	6,399.19	840.20	1,012.42	3,207.29	479.98	6,913.46	1,809.13	1,875.05	148.91	25,467.39
Expenditure Subtotal	4,861.78	6,101.86	7,337.64	12,985.72	5,810.11	6,040.87	8,677.79	5,063.06	14,154.13	7,121.99	9,680.96	3,233.19	91,069.10
PROFIT/LOSS													
Total Revenue (cashflow)	(2,018.38)	1,272.61	693.03	2,303.20	(4,147.71)	3,352.32	(3,715.72)	14,523.31	(12,139.73)	3,715.68	6,995.08	(2,843.24)	7,990.45
Opening Balance	35,659.64	33,641.26	34,913.87	35,606.90	37,910.10	33,762.39	37,114.71	33,398.99	47,922.30	35,782.57	39,498.25	46,493.33	
Closing Balance	33,641.26	34,913.87	35,606.90	37,910.10	33,762.39	37,114.71	33,398.99	47,922.30	35,782.57	39,498.25	46,493.33	43,650.09	

HEATHER PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT : 1st September 2020 to 31st August 2021

<u>INCOME</u>	<u>2020/21</u> <u>CURRENT YEAR</u>	<u>2019/20</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2020/21</u> <u>CURRENT YEAR</u>	<u>2019/20</u> <u>PRIOR YEAR</u>
Fees	94,094.93	85,632.57	Salaries / Wages	65,601.71	62,781.00
Outing	-	-	Uniform	-	-
Grant / Loan	-	-	Rent / Rates	-	104.00
Interest Accrued on savings account	3.58	12.26	Insurance	1,577.53	1,460.75
Donations / fundraising	376.91	454.34	Equipment / Materials	2,760.25	1,050.22
other (including fee deposit / trf from savings)	689.58	33.60	Advertising / Website	120.00	153.00
landlord /rocketeers	3,940.00	-	Seasonal (inc. Outing)	124.27	101.65
			Training	180.00	466.80
			Telephone / Postage / Stationary	2,543.03	2,086.14
			Electricity / water	1,324.37	757.14
			Maintenance	3,950.69	1,098.51
			Prof Fees and Subs	285.25	248.05
			AGM Expenses	-	25.84
			Fundraising Costs	-	1.00
			Milk / Kitchen Supplies	386.03	397.14
			Travel / Motor Expenses	-	18.40
TOTAL	99,105.00	86,132.77	other	266.90	1,461.17
			landlord / rocketeers	-	1,450.00
			TOTAL	79,120.03	73,660.81

BANK ACCOUNT BALANCES : As at 31st August 2021

	<u>2020/21</u> <u>CURRENT YEAR</u>	<u>2019/20</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	43,650.09	35,659.64	Increase / (Decrease) - Bank	19,984.97	12,471.96
Deposit Account	42,129.66	30,126.08	Surplus / (Deficit) - I&E	19,984.97	12,471.96
Petty Cash	37.10	46.16			
Total	85,816.85	65,831.88			

I have examined the financial records of Heather Playgroup and verify that the statements above accurately represents the financial activity of the Playgroup for the year 1st September 2020 to 31st August 2021

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Claire Green

Oct-21