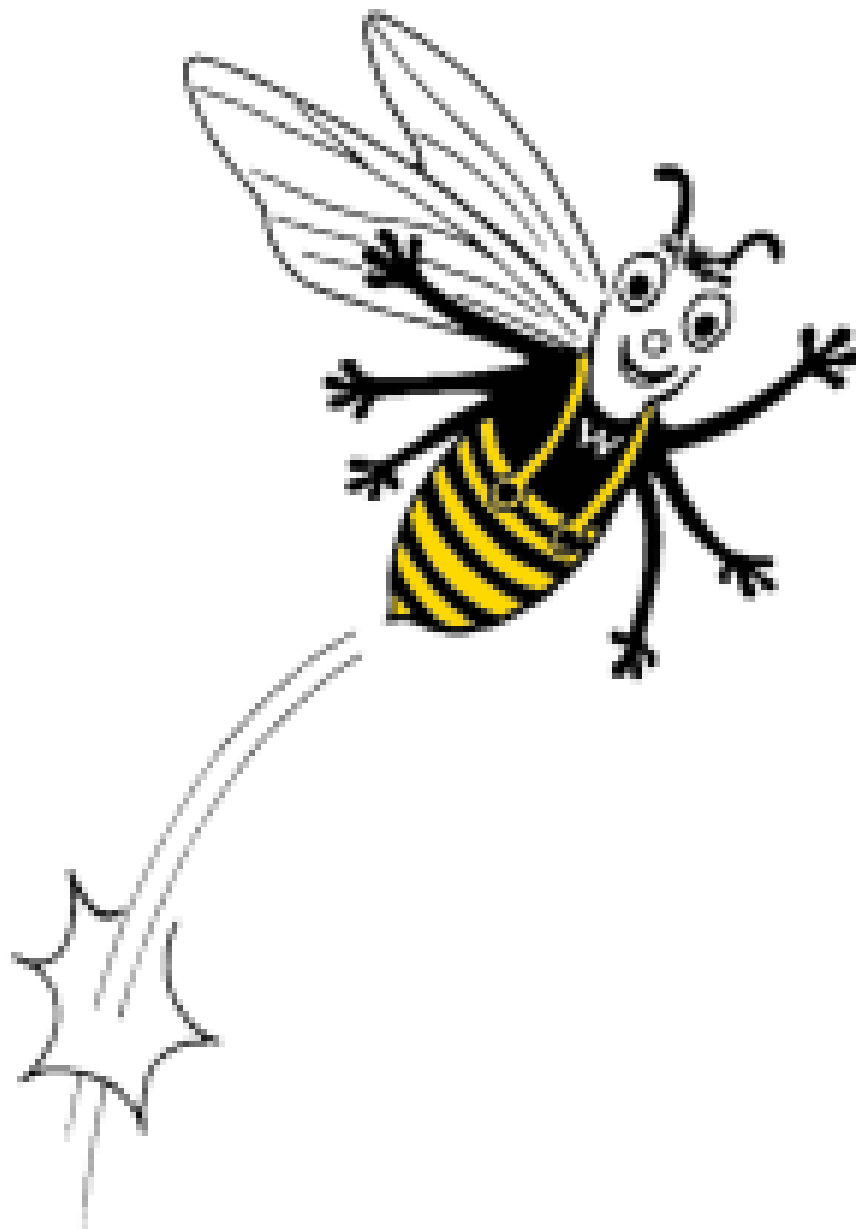


Waterbeach After School Play Scheme



Annual Report 2021-2022

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This report has been prepared by:

Zoe Badcock	Deputy Manager
Sarah Heil	Manager
Catherine Williamson	Treasurer
Temoc Rodriguez	Chairman

The reporting period is 1st September 2021 to 31st August 2022.

1. Synopsis

This year we have seen a full return to normal operations after the measures taken during the pandemic. The club finances have returned to a healthy cash flow level with only a marginal loss over the year. This was caused by a lower than forecast attendance to both breakfast and after-school clubs, which in turn was caused by new competition from a new out of school club offering services from within the school grounds. It is perceived that this new club offers a different experience for children focused more on sport activities compared to the home for home service offered by WASPS. It is therefore expected that both clubs can co-exist and maintain break-even finances. The club was also re-inspected by Ofsted and met all the criteria for out of school clubs. This is a great achievement by the staff and the committee to maintain high standards of the provision.

2. Chairperson's Report

Club Status

The club is in great form led by our manager Sarah Heil, who has maintained high standards of service whilst keeping the expenditure to within budget. We have had some staff turn around due to personal reasons but we have been able to recruit without disruption to our services. We have had some one large unforeseen expense that tipped our finances. In February storm Eunice knocked down our front fence and this was not covered by our insurance. The club had to finance its replacement at a cost of approximately £1,400. Without this expense the club would have broken even in the year.

Fundraising provided an additional source of income that was used to refill the bark in the playing area and purchase new materials and playing resources.

Ofsted Inspection

The Ofsted inspection that was postponed due to the pandemic finally took place in September 2021. The findings from the previous inspection have been addressed and the new inspection concluded that our provision meets the requirements for out of school clubs. This is a great achievement and a testament to the hard work from staff and the committee to maintain high quality standards.

Opening of Premier

Premier Education opened a wrap-around care service in February 2020. Due to the pandemic had not been able to ascertain the impact on our operations. As operations have returned to normal, we now understand that some families moved their children to their provision. Premier Education is a profitable organisation with multiple sites around Cambridgeshire. They offer a range of activities to children by bringing specialists facilitators to coordinate sports, music, arts, and other activities. WASPS offers a different kind of service by providing a home for home experience, which many children appreciate. We believe that our attendance numbers have stabilised and we are able to operate at a cash neutral position. Therefore, both clubs should be able to co-exist going forwards.

Covid-19

Protective measures were gradually reduced over the year. Some staff reported positive through the year and were temporarily covered by bank staff to maintain normal service. Overall there was no

further disruption to the club from the effects of covid-19.

Premises

This year the club contributed £8,367 towards the maintenance and upkeep of our building and facilities. This sum was larger than budgeted due to unexpected replacement of the front fence.

3. Treasurer's Report

The club's finances were mostly in line with the plan with the exception of unforeseen expenditure to replace the fence. This was offset by higher than planned fundraising.

Fees and Grants

The total fees collected for the year were approximately £63k versus a budget of £65k. The lower income was due to lower attendance in some club sessions.

Fundraising and grants this year totalled £2.4k against no set budget. This helped the club offset the lower income and unforeseen expenditure.

The total income for this year was £65k versus a budgeted income of £65k.

Salaries

The club paid £50.7k in salaries compared to a budget of £53k. The slightly reduce expense was due to some staff absences and the management team adjusting to deliver the sessions without agency cover.

An increase to salaries of 4% is proposed from 1st January 2023 subject to a favourable financial position from strong pupil attendance and fees collection.

Capital Expenditure

This year we made additional contributions to the premises Joint Venture to replace the front fence £2600. The club paid for half of the item costs, with the other half paid for the other charity that shares the building.

Training

The club made investment in staff training of £270 versus £500 budgeted.

Premises

WASPS paid a total £8,367 to the premises Joint Venture for the upkeep of the building and grounds versus a budget of £7,000. Additional contributions were made to cover the cost of the new front fence.

Licences, DBS, and Memberships

License fees were above budget at £707 compared to £250 budgeted.

Food and Sundries

Grocery expenditure was slightly higher than budgeted at £2.5k versus £2.4k.

Reserves

The reserve fund is £17,750 at the end of this financial period (August 2022). The club has not had to withdraw any more funds as it was returned to positive cashflow after 2 years of losses due to the pandemic.

Fundraising

The club raised £2.4k from various events throughout the year, the village Feast, and a grant from Tesco's.

Budget Summary

The following table summarises the budgeted and the expenditure for the financial year 2022-2023.

	Budget (£) 2021-2022	Actual (£) 2021-2022
INCOME		
Fees	65,446	63,136
Grants, donations, fund-raising	0	2,422
EXPENDITURE		
Salaries	52,891	50,743
JV Contribution	7,000	8,367
iPAL Fees	340	602
Telephone Line / Mobile	400	255
BOX	180	173
Expense Claims	250	356
Groceries (Fairfax card)	2,400	2,500
Training	500	270
Materials	200	50
Refunds	100	497
Memberships, DBS	350	607
Accounts Examination	150	300
Staff Socials	100	100
Capital Expenditure	0	0
Agency Fees	500	0
Total Income	65,446	65,558
Total Expenditure	65,361	64,820
Balance	85	738

4. Manager's and Deputy Manager's Report

It has been good to get back to more usual sessions over this past year, attendance numbers have been healthier as parents/carers have returned to workplaces and more usual work patterns following all the disruption of the pandemic. We have been able to get back to usual activities, mixing all ages and offering our term time sessions and holiday clubs too. We have been busy with hands on arts and crafts, supporting free play, baking, celebrating events with parties and making the most of our indoor and outdoor spaces throughout the year. We said farewell to our year 6 children at the end of the summer term and wish them all the best for the next part of their school journey. Over the past few weeks, we have been welcoming our new Early Years Foundation Stage children and families, as always, the older children have been helping to settle the children in and welcome them to the club showing them the routines. There have been a few challenges over the past year, we have had some staff absences due to covid and staffing has been very tight at times. We continue to feel the financial implications of the pandemic and have had to be very careful with spending on staffing and resources, we have therefore needed to be creative around this.

WASPS has been running since September 1997, this September we celebrated 25 years of WASPS

with a week of birthday activities ending with a WASPS Birthday Party on Friday afternoon, which the children really enjoyed! The club is well established in the community of Waterbeach, providing a reliable, affordable service. WASPS continues to run fulfilling its original aim; to provide a home from home family atmosphere. The children decide how to spend their time in the club and the staff team facilitate child led play and offer a variety of play opportunities, both inside and outside. With the growth of Waterbeach Community Primary School and Waterbeach village, we hope WASPS continues going from strength to strength into the future.

The Breakfast Club can cater for up to 24 children in the mornings; we currently have availability at all sessions.

The After School Club can cater for up to 40 children in the afternoons; we currently have availability at all sessions although some days are nearly full.

Although restrictions had been lifted WASPS spent most of the year recovering from the Covid-19 pandemic. The pandemic left us in a difficult financial situation and so we have had to be careful over the year with staffing and the number of children in attendance. Numbers have been higher this year and continue to improve with regular ad-hoc bookings. A competitor on site has had an impact on our attendance in both a positive and negative way. We both offer different types of provision, so it depends on what the child/ family are looking for. We continued to work with the County Advisors until we had our long awaited Ofsted visit in October, where I'm pleased to say we 'Met' the requirements. Children have enjoyed making their own snack in the afternoons, whether it's as soon as we get to the playhouse or after they have spent some time playing. The main snack is available for most of the session to allow children time to eat when they are hungry. The children enjoy being independent and making their own snack and it has been great to see the older children helping the younger, newer children to spread butter or jam on their toast! They have enjoyed taking part in fun activities, including arts and crafts, outside play and role play to name just a few, which have stemmed from their interests and ideas. We have had many beauty salon's in the afternoon sessions offering massages and hair appointments. Lots of the children get involved in this as there are many jobs to fill and lots of children needed for the hair appointments or beauty treatments. We still have the Minecraft club on a Monday where the children have the opportunity to play with their friends for a short time. We also ran a STEM session on a Friday, which were coordinated by an approved STEM Ambassador. The sessions were delivered at the right level for our children and were meant to promote science, engineering, and technology. The sessions involved hands-on experiments that facilitated learning and relevance to our daily lives. We purchased new resources across the year based on children's interests and requests, this included hama beads, loom bands and craft supplies. With things back to normal we were able to hold several fundraising events across the year, we had a stall at the Winter Fair, we had a month of daily raffles, a Mother's Day Hamper that we raffled, and we took part in the village Feast where we had tombola's, hampers and a bean bag toss game. We were also nominated to enter the Tesco Community Grants, which we applied for and were successful in and we came first place. The children have been getting involved with their ideas of ways we can use the money to enhance and improve the outside area. Tesco also support us by giving us a free box of fruit each week and a box of messy play resources that the children use to make things like play dough, gloop and slime. We have removed the landline phone and now have a mobile phone which makes it easier for parents to contact us throughout the day if they would like to book a last-minute session or if they have a message before the end of the day. The mobile phone has also made it easier for staff to take photos and upload observations to Tapestry for their key children.

With regards to our team, over the year we said farewell to Sophie (Playworker), Tommy (Bank Playworker) and Harry (Bank Playworker) we thank them all for their hard work at the club and wish them well for the future. We welcomed Corinne (Playworker) in the Autumn term 2021, and

Alisa (Bank Playworker). Alisa then took on a permanent Playworker role when Sophie left. Our staff team now consists of Sarah (Manager), Zoe (Deputy/Breakfast Club Co-ordinator), Corinne (Playworker), Alisa (Playworker). As well as having Toyin and Sam remaining on our bank staff.

Staff members have undertaken various training throughout the year, including Safeguarding (Designated Person and Playworkers Basic Child protection), Designated persons have attended CPINS, Prevent Duty, FGM, First Aid, Food Hygiene to name just a few! The staff qualifications folder is available for anyone to take a look, just ask a member of staff. In addition to this we have also included some in house training at our staff meetings and created quizzes to complete to evaluate staff knowledge about policies and procedures around Safeguarding. Our newest staff members are in the process of completing their e-learning.

Waterbeach Playhouse is a shared premises between WASPS and Waterbeach Community Playgroup. We have continued to work with the Playgroup through the year on our Joint Venture projects. Regular maintenance on the building includes the following throughout the year: -

- External areas and gardening
- Carpet cleaning
- Fire safety equipment maintenance
- Security
- PAT testing
- Insurance
- Cleaning of the building – Managing a contracted cleaner
- Air conditioning
- Play structure
- Easi Grass play surface outside

We communicate regularly and have continued to hold our premises meetings online this year to ensure the smooth running of the premises for both of the groups.

Work has been completed in our outdoor areas over this year, we painted the fence in the rear garden with the help of some staff and committee volunteers. The fence at the front of the building was replaced with a metal one, this was an unexpected expense as the original wooden fence was blown down in a storm. Funds were raised to top up the bark levels under our play structure, again many volunteers helped with this on the day. We have divided the gardening areas so both groups can keep on top of things in the garden. We have relied heavily on volunteers from both groups, this has helped us to keep costs down. Our ongoing projects in priority order include, 1. Improving the toilet blocks 2. Easigrass and play area surface 3. Kitchen upgrade. These projects have been put on hold due to our financial situation, they are going to be costly, and we are hopeful we can get work completed in stages to spread the cost. We are planning to develop an outside digging area for the children in the near future near to the front of the garden, we are waiting for the last part of tree stump to be removed from the area soon.

WASPS are members of Waterbeach Community Association (WCA), this year the WCA have been able to get back to meeting again. We have continued to write articles for the Beach News throughout the year keeping the local community up to date with what's going on at the club. We were really pleased to be able to take part in Waterbeach Feast again this year (the first since 2019) this is always a fun community event and also a good fundraising opportunity for WASPS too, we entered into the parade and held a stall on the green.

Along with the Staff Team and Management Committee we work hard to continually reflect on our practise and to make changes where needed to improve the service for the WASPS children and families. We value the children's and parent's views and opinions on the service we provide. We would like to thank all of the Management Committee for giving up their time and for their hard

work throughout the year. WASPS would be unable to run without a fully functioning committee, so much goes on behind the scenes, thank you to you all!

5. Budget Plan for 2022-2023

The budget for the coming year compared to last year's budget is shown below.

	Budget (£) 2021-2022	Budget (£) 2022-2023
INCOME		
Fees	65,446	73,236
Grants, donations, fund-raising	0	1,000
EXPENDITURE		
Salaries	52,891	56,956
JV Contribution	7,000	8,750
iPAL Fees	340	630
Telephone Line/Mobile	400	300
BOX	180	200
Expense Claims	250	300
Groceries (Fairfax card)	2,400	2,500
Training	500	500
Materials	200	300
Refunds	100	200
Memberships	250	500
Accounts Examination	150	300
DBS	100	150
Staff Socials	100	100
Capital Expenditure	0	0
Agency Fees	500	500
Total Income	65,446	74,236
Total Expenditure	65,361	72,636
Balance	85	1,599

The JV contribution has been increased in line with actual expenditure in the previous reporting period and to allow for the refurbishment of the toilet block.

A fundraising provision of £1,000 has been budgeted in line with fundraising activities of the previous year.

The fees income is based on confirmed bookings for the autumn term (approximately 20 children per session).

6. Fees for 2022-2023

For the next financial year, we are budgeting an increase of fees as follows. These fees were agreed by the committee on 25th July and made applicable from the beginning of the new school year. Fees have been increased by approximately 8.5% in line with inflation and rises to minimum national wage.

Session	2021-2022	2022-2023
Breakfast		
Standard	£5.55	£6.00
Sibling	£5.10	£5.50
After School		
Full session	£11.35	£12.35
Full session Sibling	£10.45	£11.35
Half session	£8.20	£8.95
Half session Sibling	£7.55	£8.25

Session	2021-2022	2022-2023
Holiday Club		
Full Session	£29.80	£32.40
Full Session Sibling	£26.10	£28.40
Half Session	£18.50	£20.10
Half Session Sibling	£16.20	£17.60
Hourly	£4.90	£5.30
Hourly Sibling	£4.30	£4.70

7. Pay Grades for 2023

An increase of 4% is proposed across all rates and salaries from 1st January 2023. This is subject to a favourable financial position based on actual pupil attendance numbers in September and October.

It is also anticipated that the minimum national wage will be adjusted again on 1st April 2023 by the government. Staff salaries earning minimum wage will be adjusted accordingly at that time.

8. Level of Reserves

The reserve fund is £17,750 at the end of this financial period (August 2022). The club policy on reserves indicates a level between 3 and 6 months of operational costs. Our monthly operational costs are approximately £5,500, which sets reserves levels should be kept between £16.5k and £33k, the middle point being £24.75k.

It is recommended that £250 of the total savings, £738, from this financial year are transferred over to the reserves.

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**CHARITY COMMISSION
FOR ENGLAND AND WALES****Independent examiner's
report on the accounts****Section A****Independent Examiner's Report****Report to the trustees/
members of**

WATERBEACH AFTER SCHOOL PLAYScheme (WASPS)

**On accounts for the year
ended**

31 AUGUST 2022

**Charity no
(if any)**

1069551

Set out on pages

1 TO 2

(remember to include the page numbers of additional sheets)

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

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

Signed:**Date:**

08/03/2023

Name:

SIMON LASKEY LTD

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

FCCA CTA

Address:

24 THE BUSINESS EXCHANGE, ROCKINGHAM ROAD

KETTERING, NORTHANTS

NN16 8JX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

NONE.

Accounting Statement 2021 – 2022

(Receipts and Payments Accounts)

Name of charity

Waterbeach After School Play Scheme

Charity Commission registered number

1069551

For the financial
year ended on

31 Aug 2022

Breakdown using WASPS analysis

		Unrestricted funds	Premises fund (Joint Venture)	Total this year	Total last year
		£	£	£	£
	<u>Receipts</u>				
A1a	Donations, legacies and other similar receipts				
	Donations/HMRC Grant	2588		2588	15800
A1b-1	Operating activities to further charity's objectives	62412		62412	32991
A1b-2	Operating activities to generate funds	0		0	
A1c	Investment income receipts	1		1	63
	Interest				
	Sub-total (A1a+A1b+A1c)	65001		65001	48854
A1d	Other receipts (not counting as "Gross Income")	2,508	8125	10633	79824
A1d	Transfers between a/c's, fairfax and paypal				0
	Total receipts	67509	8125	75635	128678
	<u>Payments</u>				
A2a	Payments for generating funds	0	0	0	0
A2b	<u>Charitable payments:</u>				
	(i) grants paid				0
	wages/national insurance/pensions	50218	1250	51468	47460
	other childcare toys/sundries/food /dbs/activities	2939		2939	3454
	(iii) support costs	330	0	330	304
	training				
	fees service/paypal fees/membership/gifts and rewards/insurance	1619	309	1928	1943
	premises/utilities	305	6228	6534	4869
	(iv) Management & Administration				
	accounts examination/solicitors fees	1225		1225	150
	Sub-total (A2a+A2b)	56637	7787	64424	58180
A2c	Other payments (not counting as "Expenditure")	10875	21	10896	79647
	Transfers between a/c's, fairfax and paypal				
	Total payments (A2a+A2b+A2c)	67512	7808	75319	137827
	Net of Receipts/(Payments)	(2)	317	315	(9149)
	Cash funds last year end	20953	236	21188	30338
	Cash funds this year end	20950	553	21503	21188

Section

B Restricted Income Funds nil

Section

C Endowment Funds nil

Section

D Statement of Assets and Liabilities at year end

For the financial year ended on **31st Aug 2022**

Note			Joint Venture funds	
			£	£
D1a	Cash funds	Unrestricted funds		
	Santander bank current acc	£	2,816	
	Santander bank deposit acc	£	17,760	
	Petty cash	£	14	
	Paypal	£	117	
	Cheques and Cash Unbanked	£	93	
	Cambridge Building Society saving account	£	-	
	Kalixa cash card balance	£	-	
	FairFx account balance	£	-	
	FairFx card balance	£	150	
	WCP & WASPS Jnt Venture Santander bank current acc	£	-	£ 553
		£	20,950	£ 553
D1b	Other monetary assets	nil		
D3a	Investment assets	nil		
D3b	Assets retained for the Charity's own use	Fund	Cost £	Current value £
	Premises building	Joint Venture	138909	0
D2	Liabilities	nil		

Signed on behalf of the trustees

		print name C. RODRIGUEZ
--	--	--------------------------------

		print name
--	--	------------

date of approval

19 March 2023

Premises fund (Joint Venture) managed jointly with Waterbeach Community Playgroup with equal ownership in the assets.

Note D3b

Tangible Fixed Assets 21-22

Asset cost

	Leasehold land and buildings		Other land and buildings		Fixtures, fittings and equipment		Total		Total
	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	
Balance brought forward	0	138909	0	18819	9648	9529	9648	167257	176905
additions	0	0	0	0	0	0	0	0	0
disposals	0	0	0	0	0	0	0	0	0
transfers	0	0	0	0	0	0	0	0	0
revaluations	0	0	0	0	0	0	0	0	0
Balance carried forward	0	138909	0	18819	9648	9529	9648	167257	176905

Accumulated depreciation and impairment provisions

Basis	SL	SL	SL	SL	SL	SL			
Rate	20 years	20 years	5 years	5 years	3 years	3 years			
Balance brought forward	0	138906	0	18819	9648	9529	9648	167254	176902
disposals	0	0	0	0	0	0	0	0	0
transfers	0	0	0	0	0	0	0	0	0
revaluations	0	0	0	0	0	0	0	0	0
impairment provisions	0	0	0	0	0	0	0	0	0
charge for year	0	3	0	0	0	0	0	3	3
Balance carried forward	0	138909	0	18819	9648	9529	9648	167257	176905

Net Book Value

Brought forward	0	3	0	0	0	0	0	3	3
Carried forward	0	0	0	0	0	0	0	0	0

Premises fund (Joint Venture) managed jointly with Waterbeach Community Playgroup with equal ownership in the assets.

Registered Charity No 1069551
OFSTED No 221946