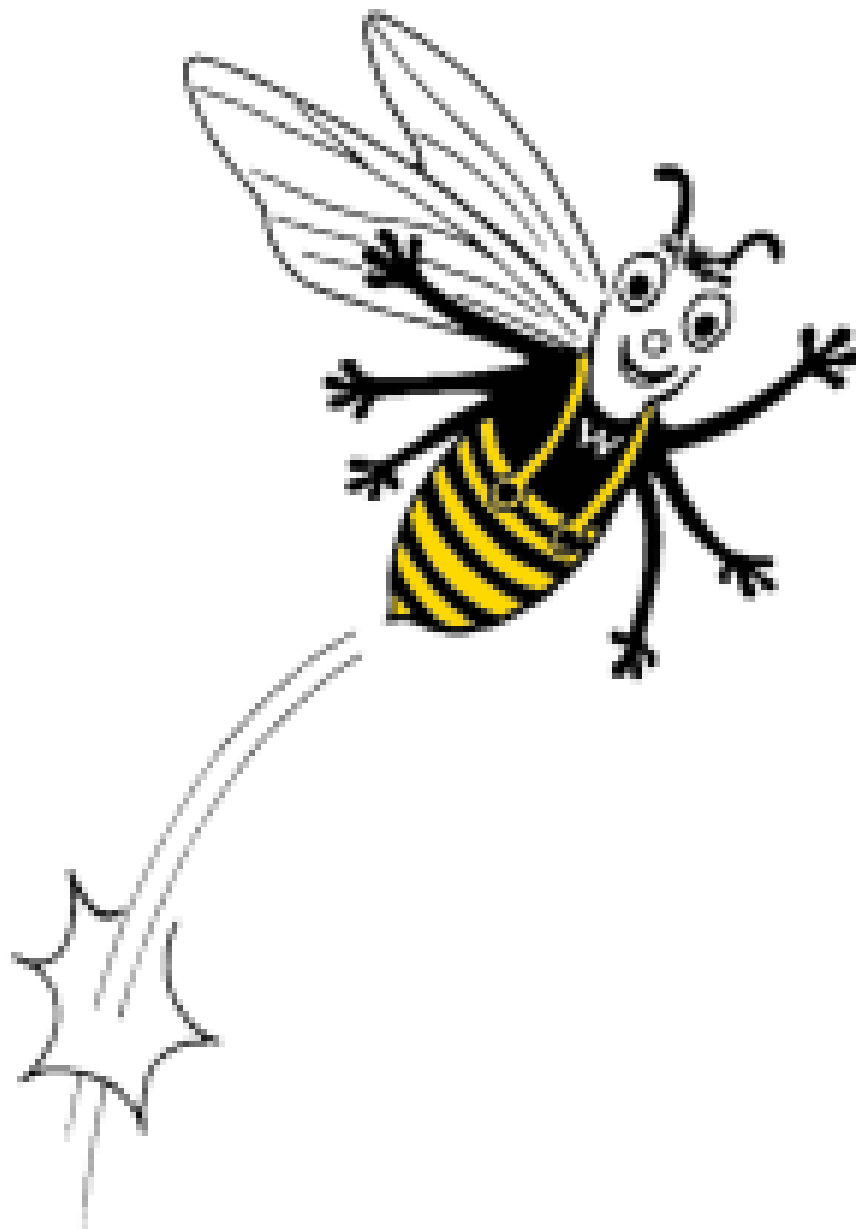


# Waterbeach After School Play Scheme



Annual Report 2023-2024

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This report has been prepared by:

Zoe Badcock	Deputy Manager
Sarah Heil	Manager
Katherine Millen Clay	Treasurer
Cuauhtemoc Rodriguez	Chairman

The reporting period is 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024.

## 1. Synopsis

This year we had a strong financial performance as attendance of the after-school club was high and the financial management was rigorous. This will help rebuild our financial reserves to healthy levels as we continue our recovery after the covid years. The staff have been consistent throughout the year and we have promoted a staff member to the position of After-School Coordinator. Unfortunately our Club Manager will be leaving at the end of August and we have started the recruiting process. Most of the committee members will stay for another year but the Chairman will be stepping down as all of his children have now finished primary school. A replacement will be sought as we start the new school year.

## 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. Staffing is stable and looking to grow personnel due to larger attendance numbers. However, our Club Manager will be leaving at the end of August 2024 and we have started the recruitment process to replace her. We have also promoted a member of staff to the position of After-School Coordinator to help with the management of the club whilst we seek a new manager. This staff member has been trained as a safeguarding designated person and is also undergoing level 3 childcare qualification which is expected to complete by December 2024.

A strong financial position has allowed us to rebuild our financial reserves and puts us in a strong position to start the new school year and assess additional large investments in the Playhouse.

Policies and procedures have been maintained per their required schedule and the operational plan has been kept up to date.

### Maintaining high standards

The club continues to maintain high standards of childcare, sound documentation and records, and strong links with the school and the community to safeguard our children. Our last Ofsted inspection was in September 2021 where the club passed all the requirements. We continue to monitor our operations to maintain high quality and will be ready for future inspections.

### Premises

General maintenance has been kept up to date. This year we have been saving towards the refurbishment of the kitchen. However, we have not yet reached an amount sufficient to undertake the project which will roll to the next school year.

## 3. Treasurer's Report

The club's finances were mostly in line with the budget.

### Fees and Grants

The total fees collected for the year were approximately £106k versus a budget of £88k. The

higher income was due to stronger attendance numbers, particularly at holiday clubs  
Fundraising and grants this year totalled £4890 against a budget of £1k. A large portion of the grant income this year was from the Cambridgeshire Holiday clubs and food (HAF) programme.

The total income for this year was £110k versus a budgeted income of £89k.

### Salaries

The club paid £72.3k in salaries compared to a budget of £68k. The £4k difference can be explained by higher holiday club numbers requiring more staff than in the budget.  
An increase to salaries of 8% is proposed from 1<sup>st</sup> April 2025 subject to a favourable financial position from strong pupil attendance and fees collection.

### Capital/other Expenditure

This year we invested in WASPS branded polo shirts for staff as well as a WASP banner to use at events.

### Training

The club made investment in staff training of £848 versus £550 budgeted. This is at least in part due to contributing to the fees to enable a member of staff to take a level three in childcare course. It is likely that training costs will be high again next year in order to train up staff to cover the club manager roles (as we will start the year with a club manager vacancy).

### Premises

WASPS paid a total £10,515 to the premises Joint Venture for the upkeep of the building and grounds versus a budget of £9,625. Additional contributions were made to cover the cost of the carpet replacement.

### Licences, DBS, and Memberships

DBS fees were above budget at £248 compared to £165 budgeted, next year's budget has taken this into account.

### Food and Sundries

Grocery and materials expenditure was slightly over budget. Grocery spending was £4.1k versus £4k budgeted, and materials spending was £2.1k versus £1.8k budgeted.

### Reserves

The reserve fund is £26,110 at the end of this financial period (August 2024) and we hope we will be able to increase this in the coming year.

### Fundraising

The club raised £246.50 from various events throughout the year, including the village Feast.

### Budget Summary

The following table summarises the budgeted and the expenditure for the financial year 2023-2024.

	<b>Budget (£) 2023-2024</b>	<b>Actual (£) 2023-2024</b>
<b>INCOME</b>		
Fees	88,316	105,890.73
Grants, donations, fundraising	1,000	4889.56
<b>EXPENDITURE</b>		
Salaries	67,944	72,345
JV Contribution	9,625	10,515
iPAL Fees	693	735
Telephone Line / Mobile	330	201
BOX	220	173
Expense Claims	330	233
Groceries (Fairfax card)	4,000	4137
Training	550	848
Materials	1,800	2096
Refunds	400	122
Memberships (inc. insurance)	800	325
Accounts Examination	300	240
Payroll	495	480
DBS	165	248
Staff Socials	110	60
Capital Expenditure	0	0
Agency Fees	550	0
Advertising/other	0	2249.76
<b>Total Income</b>	<b>89,316</b>	<b>110,780</b>
<b>Total Expenditure</b>	<b>88,342</b>	<b>95,007</b>

#### 4. Manager's and Deputy Manager's Report

We have started the Autumn term with healthy bookings at the Breakfast Club and After School Club following a busy academic year last year and have been operating a waiting list for some sessions. We have welcomed many new families and children this year at WASPS, the newest are settling in well with the help of the children that have been with us for a while. We have been busy with varied activities such as hands on arts and crafts, baking, role play, small world play, playing an array of board games and making the most of our indoor and outdoor spaces throughout the year. Play ideas stem from the children's interests and they have come up with some very creative play for example in the mud kitchen or using the newly established water station on the fence. The children will often extend their ideas and play will be built upon in future sessions expanding further and developing which is great to see. All activities run alongside many other free play opportunities which are always available.

We said farewell to our year 6 children at the end of the summer term and wish them all the best for October 2024

the next part of their school journey.

WASPS has been running since September 1997 and is well established in the community of Waterbeach, providing a reliable, affordable service to families. 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 as detailed above.

The Breakfast Club can cater for up to 24 children in the mornings; sessions are generally planned to offer some gentle play opportunities such as colouring and drawing, board games, construction and role play/small world play as well as some outdoor play. We offer breakfast alongside play, the children can choose from a variety of cereals, toast with various toppings and fruit. We also have drinks of water, squash, and milk readily available too. The After School Club can cater for up to 40 children in the afternoons; sessions are planned based on the children's interests. There are many play opportunities available to the children, such as colouring, painting, den building, card games, hama beads, role play and outdoor play. The children can choose activities freely from the cupboard if they would like an activity that isn't out. We have various snacks available when they get back from school that include toast with a variety of toppings, wraps, pizza, croissants, bagels, beans on toast. This is available for half the session for children to help themselves to with adult support if needed. We listen to the children's opinions and if there is a snack that the children aren't enjoying but they suggest a different snack then we will look to change the snack. We also have a variety of fruit available as well. Holiday Club runs during most half terms for 2-3 days when just a week half term and then two weeks over the Summer and also on training days. We registered with HAF (Holiday Activities and Food Programme) at our holiday clubs. This is run by Cambridgeshire County Council and offers free places at holiday clubs for those children that are eligible. This is funded by the Department for Education for those families receiving income-related free school meals and newly arrived refugee families. This runs over the main holidays (Easter, Summer and Christmas) offering so many free hours over a certain number of days. We provide a range of fun experiences, a healthy meal and snacks.

Throughout all sessions the children enjoy being independent and making and preparing their own breakfast and snacks/drinks.

Attendance has been good this year, putting us in a healthier financial position. We have regular bookings but also ad hoc bookings too. Although there is a competitor on site, (Premier) it is now clear that both provisions are needed. We both offer different types of provision, so it depends on what the child/ family are looking for. Some children use both settings to get a variety and others have moved between the two. We have replenished resources as they have needed replacing, like the hama beads, loom bands, orbeez and felt tip pens.

We took part in the Christmas Tree Festival that was run by the All Saints Church in Landbeach. The children painted egg boxes green and made various decorations from hama beads, pine cones and coloured baubles. The tree was then displayed in the Church over a weekend in December for members of the public to go and look at.

We had a stall at the Winter Fair where we raised a good amount of money, we had a 'ball or brussel' game, sweet tombola, we were selling Santa keys and Reindeer food. We also took part in the village Feast again this year where our theme was 'People who help us'. The children as well as parents and staff all looked fantastic in their costumes, making a really good effort to support us, we won our category as the best junior entry! We raised a great amount on our stall on the green where we had a tombola and raffled a Father's day hamper, we also had a hook a duck game.

Since our last AGM we have welcomed Beena, Kim and Kinga to our staff team. Our team was led by Sarah as Manager over the past year. Sarah has recently left this role and is currently working in an admin role behind the scenes at WASPS. Zoe is our Breakfast Club Co-ordinator/Deputy, Corinne has been working as a Playworker but has recently taken on the role of After School Co-ordinator. Our Playworkers are Alisa, Kim and Kinga. Our bank playworkers are Toyin, Maria, Rebecca and Beena who assist with busy sessions or cover where needed. We have a great team who have worked really hard throughout the year together, building strong relationships with the WASPS children and families.

Staff members have undertaken various training throughout the year, including basic child protection, designated safeguarding lead, designated safeguarding lead refresher training, FGM and Prevent duty e-learning, First Aid training, food hygiene, fire safety manual handling and behaviour management. Some of these trainings have been face to face, some online via zoom and others e-learning.

Waterbeach Playhouse is a shared premises used by WASPS and Waterbeach Community Playgroup. The building is well used throughout the day with children in attendance between 7:45 a.m. and 6:00 p.m. We have continued to work with the Playgroup through the year on our Joint Venture projects. Regular maintenance is needed on the building, and we collaborate on projects to benefit both groups and the environment we provide care in. Since our last AGM we have had our carpets replaced.

WASPS are members of Waterbeach Community Association (WCA), 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 and a WASPS representative attends each meeting. As mentioned earlier, we enjoyed taking part in Waterbeach Feast again this year which is organised by the Community Association. The Feast 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.

We had a busy year at the club. 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! With the growth of Waterbeach Community Primary School and Waterbeach, we hope WASPS continues going from strength to strength into the future.

## 5. Budget Plan for 2024-2025

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

	<b>Budget (£) 2023-2024</b>	<b>Budget (£) 2024-2025</b>
<b>INCOME</b>		
Fees	88,316	108,605
Grants, donations, fundraising	1,000	1,000
<b>EXPENDITURE</b>		
Salaries	67,944	85,500
JV Contribution	9,625	10,800
iPAL Fees	693	809
Telephone Line/Mobile	330	300
BOX	220	220
Expense Claims	330	330
Groceries (Fairfax card)	4,000	4,500
Training	550	900
Materials	1,800	2200
Refunds	400	400
Memberships	800	1000
Accounts Examination	330	330
Payroll	495	480
DBS	165	250
Staff Socials	110	125
Capital Expenditure	0	0
Agency Fees	550	500
Total Income	89,316	109,605
Total Expenditure	88,342	108,624
Balance	974	981

Budgets have been increased in line with actual expenditure in the previous reporting period and to allow for increased numbers, inflation and salary rises.

The fees income is based on confirmed bookings for the autumn term.



## 6. Fees for 2024-2025

For the next financial year, we are budgeting an increase of fees of approximately 8%.

Session	2023-2024	2024-2025
<b>Breakfast</b>		
Standard	£6.36	£6.75
Sibling	£5.85	£6.21
<b>After School</b>		
Full session	£12.00	£12.95
Full session Sibling	£11.04	£11.91
Half session	£8.70	£9.40
Half session Sibling	£8.00	£8.65

Session	2023-2024	2024-2025
<b>Holiday Club</b>		
Full Session	£34.34	£36.40
Full Session Sibling	£31.60	£33.49
Half Session	£21.31	£22.60
Half Session Sibling	£19.60	£20.79
Hourly	£5.36	£5.70
Hourly Sibling	£4.93	£5.24

## **7. Pay Review and Targets for 2025**

An increase of 8% is planned across all rates and salaries from 1<sup>st</sup> April 2025. This is subject to a favourable financial position. The increase reflects inflation rates and expected increase in the national minimum salary.

## **8. Level of Reserves**

The club policy on reserves indicates a level between 3 and 6 months of operational costs. Our monthly operational costs in 2023-2024 were approximately £7,100, which sets recommended reserves levels between £21.3k and £42.6k, the middle point being £31.95k.

In light of the strong positive cash flow for this year the committee recommend a cash transfer to our reserves account of £7,000. This will put the financial reserves at a level of £26.1k at the end of August 2024.

END OF DOCUMENT

Accounting Statement 2023 – 2024  
(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 2024**

Breakdown using WASPS analysis

	Unrestricted funds	Premises fund (Joint Venture)	Total this year	Total last year
	£	£	£	£

Receipts			£	£	£	£
A1a	Donations, legacies and other similar receipts	Donations/HMRC Grant	438		438	1975
A1b-1	Operating activities to further charity's objectives	Childcare fees	110280		110280	82806
A1b-2	Operating activities to generate funds	Fundraising activities				
A1c	Investment income receipts	Interest	177		177	45
Sub-total (A1a+A1b+A1c)			110896	0	110896	84826
A1d	Other receipts (not counting as "Gross Transfers between a/c's,fairfax and Income")	paypal	15,100	10515	25615	24237
A1d						0
Total receipts			A1 125996	10515	136510	109063
Payments						
A2a	Payments for generating funds		0	0	0	0
A2b	Charitable payments:					
(i) grants paid						0
(ii) Charitable activities						
wages/national insurance/pensions			72300	1552	73852	61348
other childcare toys/sundries/food /dbs/activities/capital expenses			8043	9066	17109	8481
(iii) support costs			946		946	299
training						
fees service/paypal fees/membership/gifts and rewards/insurance			1871	389	2261	2233
premises/utilities			201	4525	4726	5214
(iv) Management & Administration						
accounts examination/solicitors fees			906		906	450
Sub-total (A2a+A2b)			84269	15532	99800	78024
A2c	Other payments (not counting as "Expenditure")	paypal	25765		25765	23000
Total payments (A2a+A2b+A2c)			A2 110034	15532	125566	101024
Net of Receipts/(Payments)			A1-A2 15962	(5017)	10944	8038
Cash funds last year end			A3 22511	7030	29541	21503
Cash funds this year end			A1-A2+A3 38472	2013	40486	29541

Section B Restricted Income Funds nil

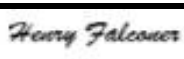

Section C Endowment Funds nil

Section D Statement of Assets and Liabilities at year end

For the financial year ended on 31st Aug 2024

Note			Joint Venture funds		
			£	£	
D1a	Cash funds	Unrestricted funds			
	Santander bank current acc	£	11,501		
	Santander bank deposit acc	£	26,332		
	Petty cash	£	14		
	Paypal	£	12		
	Cheques and Cash Unbanked	£	93		
	Cambridge Building Society saving account	£	-		
	Kalixa cash card balance	£	-		
	FairFx account balance	£	-		
	FairFx card balance	£	521		
	WCP & WASPS Jnt Venture Santander bank current acc	£	-	£ 2,013	
		£	38,472	£ 2,013	£ 40,485
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

WASPS Chariman		print name	HENRY FALCONER
WASPS Treasurer		print name	KATHERINE MILLEN CLAY
date of approval		6/16/2025	

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

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	138909	0	18819	9648	9529	9648	167257	176905
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	0	0	0	0	0	0	0	0
Balance carried forward	0	138909	0	18819	9648	9529	9648	167257	176905

Net Book Value

Brought forward	0	0	0	0	0	0	0	0	0
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.



W

**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 2024

**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 31/08/2024.

**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:**

12/06/2025

**Name:**

SIMON LASKEY LTD

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

FCCA CTA

**Address:**

1 PICCADILLY BUILDINGS, SHEEP STREET

KETTERING, NORTHANTS

NN16 0AN

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.