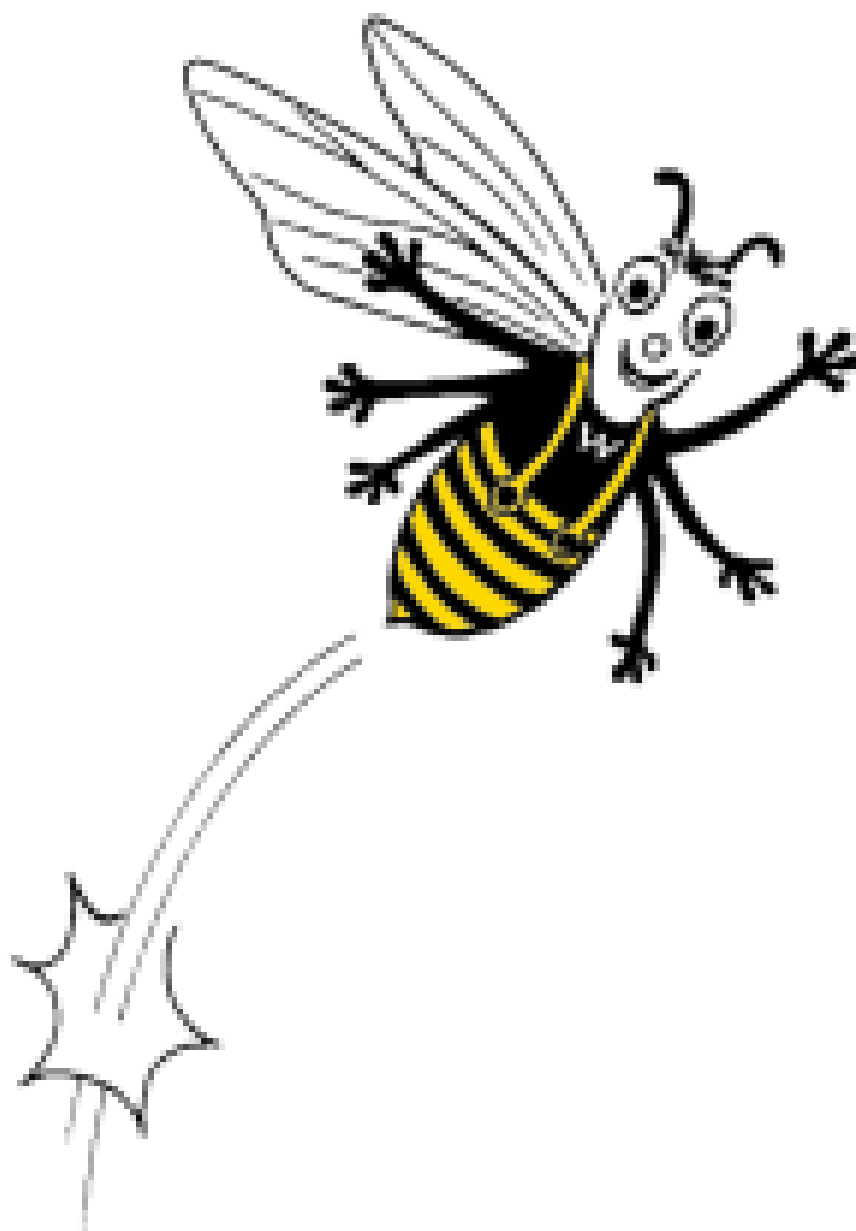


Waterbeach After School Play Scheme



Annual Report 2024-2025

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This report has been prepared by:

Zoe Badcock	Breakfast club Coordinator
Henry Falconer	Chairman
Sarah Heil	Administrator
Corinne Lawrence	After-school and Bookings Coordinator
Katherine Millen Clay	Treasurer

The reporting period is 1st September 2024 to 31st August 2025.

1. Synopsis

WASPS has had another strong year, with high attendance across the Breakfast and After-School Clubs and finances remaining in a healthy position. Following a challenging search for a new manager, the club adopted a new, more sustainable structure with two Co-ordinators and a Deputy Co-ordinator, supported by the Administrator during the handover period.

The staff team remains dedicated and well-trained, with new members joining and others progressing in their roles. Children continue to enjoy a wide range of creative and active play opportunities, and feedback from families remains positive.

The club received grant funding through the Cambridgeshire HAF programme and raised additional funds at local events. New equipment and kitchen appliances have been purchased, and the building continues to be well maintained in partnership with the playgroup.

Overall, WASPS is in a stable and positive position, with a strong team, secure finances, and a structure in place to support continued success in the year ahead.

2. Chairperson's Report

In general, the club is in a strong position going into the 2025/26 academic year:

- Our finances are good, driven by high attendance particularly in the after school club, where the sessions are now regularly at full capacity
- We have a new management structure in place that should be more sustainable
- We have a high quality of staff at all experience levels, with our more experienced staff members training up the more junior members

For most of the last academic year we were actively trying to recruit a new manager. Unfortunately, due to the working hours, location and the level of experience needed, it's a challenging role to recruit for. We interviewed a small number of candidates but ultimately didn't find anyone suitable.

As a result, we decided to change our approach and change the structure from having a Manager and Deputy Manager, to having two Co-ordinators and a Deputy Co-ordinator, who were all existing staff at WASPS. These three Co-ordinators jointly take on the responsibilities that were previously held by the Manager and Deputy Manager.

This is a more sustainable setup for the future, as the responsibility is shared by more staff, which means it's easier to find staff who can take on this responsibility.

We're very grateful that Sarah Heil has stayed on as Administrator to continue with the admin tasks she was doing as Manager, until they can be handed over to the new Co-ordinators. That handover process is underway and we expect it to be complete within a few months.

Apart from that, as always we've continued reviewing and updating our policies, keeping in touch with school over matters such as safeguarding, and maintaining the WASPS building and improving our facilities here. In particular, we've purchased a new cooker and fridge-freezer, as the old ones were no longer working properly, and a new printer so that staff can print colouring pictures during the sessions, which has been very popular with the children.

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 £110k, versus a budget of £109k. The slightly higher income was due to stronger attendance numbers.

Fundraising and grants this year totalled £3573 against a budget of £1k. A large portion of the grant income this year was from the Cambridgeshire Holiday clubs and food (HAF) programme.

Fundraising

The club raised £175.35 from the school Christmas Fair.

Salaries

The club paid £74k in salaries compared to a budget of £84k. The £10K difference can be explained at least in part by the fact we were anticipating having someone in the manager position part-way through the year, which didn't happen.

An increase to salaries of 6% is proposed from 1st April 2026 subject to a favourable financial position from strong pupil attendance and fees collection.

Capital/other Expenditure

This year we invested in a new freezer as the existing one defrosted one weekend, a laptop and printer for the playhouse, plus a replacement laptop for financial administration.

Premises

WASPS paid a total £10,800 to the premises Joint Venture for the upkeep of the building and grounds versus a budget of £10,800.

Training

The club made investment in staff training of £1255 versus £900 budgeted. This is at least in part due to contributing to the fees to enable two members of staff to take a level three in childcare course.

Licences, DBS, and Memberships

DBS fees were above budget at £369 compared to £250 budgeted, next year's budget has taken this into account.

Food and Sundries

Grocery and materials expenditure was slightly under budget. Grocery spending was £4k versus £4.5k budgeted, and materials spending was £1.8k versus £2.2k budgeted.

Reserves

The reserve fund is £32,110 at the end of this financial period (August 2025) and we hope we will be able to increase this in the coming year.

Income vs Expenditure

The total income for this year was just under £114k, £4k higher than budgeted. Total expenditure was £102k, about £7k lower than budgeted, so we both earned more and spent less than expected due to various factors.

As a non-profit, we always aim to be cash neutral for the year. The unspent money from this year will stay within the club, and can be used for any unexpected expenses that arise in future.

Budget Summary

The following table summarises the budgeted and the expenditure for the financial year 2024-2025.

	Budget (£) 2024-2025	Actual (£) 2024-2025
INCOME		
Fees	108,605	108,771
Grants, donations, fundraising	1,000	4685
EXPENDITURE		
Salaries	83,620	74,481
JV Contribution	10,800	10,800
iPAL Fees	809	735
Telephone Line / Mobile	300	205
BOX	200	173
Expense Claims	330	306
Groceries (Fairfax card)	4500	4035
Training	900	1255
Materials	2200	1825
Refunds	400	938
Memberships (inc. insurance)	1000	779
Financial Administration including payroll	2690	2635
DBS	250	369
Staff Socials	125	80
Capital Expenditure	0	1360
Agency Fees	500	1202
Advertising/other	0	84.99
Total Income	109,605	113,699
Total Expenditure	108,624	101,190

4. Co-ordinators' 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 there is currently no waiting list for the Breakfast Club, as well as regular morning bookings we also have some ad-hoc bookings. We are currently operating a waiting list for the after-school club. 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 always come up with some very creative play, popular activities currently are colouring, football, tennis and being creative with 'junk' modelling. 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 planned 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, many had been attending the club for several years, and we wish them all the best for 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 in the short session, such as colouring and drawing, board games, construction and role play/small world play as well as some outdoor play in the warmer months. 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 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 to name a few. The children can choose activities from the cupboard with adult supervision, if they would like an activity that isn't out. We have various snacks available when they get back from school, currently the snack menu is as follows:

Monday- wraps with a choice of fillings

Tuesday- pancakes

Wednesday- beans on toast

Thursday- croissants

Friday- pizza

We also have bread on offer every day for toast or sandwiches (Cheese toasties are popular) crackers and breadsticks. Snacks are offered from 3.30 until 4.45 but we have a variety of fruits out each day available for the full session.

Holiday Club runs during most half terms for 2-3 days, we aim to offer some Holiday Club

days over Easter and Christmas and usually two weeks over the Summer. We also aim to open on school training days when there is sufficient staff cover available. Holiday Club openings are dependent on staff availability. A selection of activities are planned ahead of each holiday club, more recently there has been an addition of science experiments included each day too at the request of the children. 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 specific free hours over a specified 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 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 through the year as they have needed replacing, for example, footballs, Hama beads, loom bands, felt tip pens and paper. We also purchased some specific resources too, such as musical instruments, bean bag chair, bubble machine and very recently a disco light, some through funding received. A laptop and printer were also purchased to be used by staff at the club to assist with administration tasks.

We had a stall at the PTA Winter Fair where we raised money for the club, we raffled a festive hamper, sold decorations and items made at the club by the children, had a penny drop game to see if the penny would land on Rudolf's nose, a tinsel pull game and we also sold Santa keys and Reindeer food. We also raffled a Playmobile Advent Calendar in November. We also took part in the village Feast again this year where the theme was, something beginning with... Q. The WASPS children decided our entry would be Q is for... Quidditch! The children as well as parents and staff all looked fantastic in their costumes, making a really good effort to support us. This year we didn't have a WASPS fundraising stall on the green but we aim to have one next year again.

Following our last AGM we were actively recruiting a new manager. Despite WASPS best efforts, this was unsuccessful. Corinne stepped up in September 2024 to oversee the day-to-day aspects of the After School Club whilst we were recruiting, supported by Sarah, working in a behind the scenes administrator role. Alisa also stepped up to cover where needed and supported, for example with helping to plan activities. The Committee have been working more recently to find a model to move forward without the need for an overall Manager. Zoe continues as Breakfast Club Co-ordinator with administrator responsibilities, Corinne now has the new title of After School Club and Bookings Co-ordinator and also has administrator responsibilities, she is now the main point of contact for the club. Alisa is now Deputy Coordinator and will step up to cover if either Co-ordinator is absent and will also take on some admin duties. Sarah continues as administrator and is gradually handing over admin duties to Corinne and Alisa.

We have a strong staff team of Playworkers, consisting of Kim and Emma, we recruited Ana in the summer, and Ros has recently joined the team. Rebecca and Maria also continue as Bank Playworkers helping when we have busy sessions or staffing gaps. We have used an agency to cover gaps too recently. Since our last AGM we have said farewell to the following staff, Toyin (Bank), Beena, Kinga and Sarah N (Bank), we wish them all well in the future. We have a great team who have worked 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, FGM and Prevent duty e-learning, First Aid training, food hygiene, manual handling and behaviour management. Some of these trainings have been face to face, some online via zoom and others e-learning. We have also been able to benefit from some training opportunities being made available via the HAF programme too. 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 Easigrass replaced in April, we had a clean up of our garden including pressure washing in May and some repairs to some areas, these all made a huge improvement. We have had a gardener regularly to keep the outside areas looking tidy too. In July we got a new WASPS Fridge/Freezer as the old one broke and a new oven and microwave for the kitchen, which we share with playgroup.

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. We had another 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 views and opinions of the children and parents 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.

Corinne Lawrence
Zoë Badcock

After School and Bookings Co-ordinator
Breakfast Club Co-ordinator

5. Budget Plan for 2025-2026

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

	Budget (£) 2024-2025	Budget (£) 2025-2026
INCOME		
Fees	108,605	120,840
Grants, donations, fundraising	1000	1000
EXPENDITURE		
Salaries	83,620	93,722
JV Contribution	10,800	12,000
iPAL Fees	809	800
Telephone Line/Mobile	300	250
BOX	220	43
Expense Claims	330	350
Groceries (Fairfax card)	4,500	4725
Training	900	1000
Materials	2200	2300
Refunds	400	400
Memberships	1000	1100
Accounts Examination	330	340
Financial Administration & Payroll	2690	2556
DBS	250	400
Staff Socials	125	135
Uniforms	0	300
Agency Fees	500	1000
Total Income	109,605	121,840
Total Expenditure	108,624	121,421
Balance	981	419

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 2025-2026

For this financial year, we budgeted an increase in fees of approximately 6%.

Session	2024-2025	2025-2026
Breakfast		
Standard	£6.75	£7
After School		
Full session	£12.95	£14
Half session	£9.40	£10

Session	2024-2025	2025-2026
Holiday Club		
Full Session	£36.40	£38
Half Session	£22.60	£23.75
Hourly	£5.70	£6

Sibling discount is 8%

7. Pay Review and Targets for 2025

An increase of 6% is planned across all rates and salaries from 1st April 2026. 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 2024-2025 were approximately £8,500, which sets recommended reserves levels between £26k and £51k, the middle point being £38.5k.

In light of the strong positive cash flow for this year the committee transferred £6000 to our reserves account. This put the financial reserves at a level of £32,110k at the end of August 2025.

END OF DOCUMENT

Accounting Statement 2024 – 2025

(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 2025

Breakdown using WASPS analysis

Unrestricted
funds

Premises fund
(Joint Venture)

Total this year

Total last year

Receipts

		£	£	£	£
A1a	Donations, legacies and other similar receipts	240	50	290	438
A1b-1	Operating activities to further charity's objectives	113215		113215	110280
A1b-2	Operating activities to generate funds				
A1c	Investment income receipts	243		243	177
	Sub-total (A1a+A1b+A1c)	113699	50	113749	110895

A1d	Other receipts (not counting as "Gross Transfers between a/c's, fairfax and Income") paypal	16,357	10800	27157	25615
A1d					0
	Total receipts	130056	10850	140906	136510

Payments

A2a	Payments for generating funds	0	0	0	0
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A2b	<u>Charitable payments:</u>				
	(i) grants paid				0
	(ii) Charitable activities	74481	1656	76137	73852
	other childcare toys/sundries/food /dbs/activities/capital expenses	10765		10765	17109
	(iii) support costs	1255		1255	946
	fees service/paypal fees/membership/gifts and rewards/insurance	1415	455	1870	2261
	premises/utilities	205	8324	8528	4726
	(iv) Management & Administration				
	accounts examination/solicitors fees	2635		2635	906
	Sub-total (A2a+A2b)	90755	10434	101190	78024

A2c	Other payments (not counting as "Expenditure") paypal	26356			25765
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	Total payments (A2a+A2b+A2c)	117111	10434	127546	125566
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	Net of Receipts/(Payments)	12944	416	13360	10944
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	Cash funds last year end	38472	2013	40485	29541
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	Cash funds this year end	51416	2429	53845	40485
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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 2025

Note		Unrestricted funds	£	Joint Venture funds	£
D1a	Cash funds				
	Santander bank current acc	£	18,684		
	Santander bank deposit acc	£	32,575		
	Petty cash	£	14		
	Paypal	£	12		
	Cheques and Cash Unbanked Camphage Building Society saving account	£	-		
	Kalixa cash card balance	£	-		
	FairFx account balance	£	-		
	FairFx card balance	£	132		
	WCP & WASPS Jnt Venture Santander bank current acc	£	-	£	2,429
		£	51,416	£	2,429
				£	53,845
D1b	Other monetary assets	nil			
D3a	Investment assets	nil			
	Assets retained for the Charity's own use			Cost	Current value
D3b		Fund	£	£	
	Premises building	Joint Venture	138909		0
D2	Liabilities	nil			

Signed on behalf of the trustees

K. Millen Clay	WASPS Treasurer	print name KAT MILLEN CLAY
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Helen Dooner	Committee member	print name Helen Dooner
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date of approval

8th June 2026

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

Note D3b

Tangible Fixed Assets 24-25

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

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

Registered Charity No 1069551
OFSTED No 221946



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 2025

**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:**

04/06/2026

Name:

SIMON LASKEY LTD

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

FCCA CTA

Address:

1 PICCADILLY BUILDINGS, SHEEP STREET

KETTERING, NORTHANTS

NN16 0AN

Section B**Disclosure**

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.