

WILBURTON OUT OF SCHOOL CLUB

England & Wales · Charity number 1128011

Details

Status Registered

Legal form Other

Registered 2009-02-12

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

Contact

Address Wilburton Primary School
Carpond Lane
Wilburton
Ely
CB6 3RJ

Phone 01353740269

Website <http://www.wilburton.cambs.sch.uk/>

Activities

Objects: THE OBJECT OF THE GROUP SHALL BE TO ADVANCE THE EDUCATION AND PROVIDE FOR THERECREATION OF CHILDREN OF PRIMARY SCHOOL AGE BY MAKING FACILITIES AND SERVICES AVAILABLE TO THEM DURING OUT OF SCHOOL HOURS AND SCHOOL HOLIDAYS.

Activities: Wilburton Out of School Club provides a very valuable resource for the children of Wilburton Primary School and their parents. Children are dropped off at breakfast club in the morning from 7.45AM, breakfast is provided if required. After school a drink and healthy snack is provided before children indulge in a range of sporting and creative activities until 5.30PM.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£32,339	£30,631	-	-
2023-08-31	£36,150	£33,098	-	-
2022-08-31	£27,418	£24,502	-	-
2021-08-31	£11,771	£14,975	-	-
2020-08-31	£21,138	£18,686	-	-

Trustees

Name	Role	Appointed
Mary Ann Bemment	Chair	2022-02-09
Angela Cox		2025-03-06
Clare Elizabeth Wordsworth		2023-04-26
Janet Johnson		2025-03-06
Kayleigh Anne Cochrane		2022-06-30
Teri Louise Booth		2026-03-12

WILBURTON OUT OF SCHOOL CLUB

England & Wales - Charity number 1128011

Accounts

Trustees' Annual Report for the period

Period start date				Period end date			
From	1	Sept	2023	To	31	Aug	2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Wilburton Primary School	
Carpond Lane	
Wilburton, ELY	
Postcode	CB6 3RJ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Helen Attrill	Chair		
2 Kayleigh Cochrane	Treasurer		
3 Liz Taberner		Resigned 3 March 2024	
4 Mary Bemment	Secretary		
5 Victoria Ruffell			
6 Louisa Wood			
7 Clare Wordsworth			
8			
9			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	The chair, secretary and treasurer – the group's honorary officers – are elected by the committee at the club's AGM. The other trustees are elected by the membership at the AGM.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The club's mission is to advance the education and provide for the recreation of children of primary school age by making facilities and services available to them during out of school hours and school holidays.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The club provides an invaluable resource for the children of Wilburton Church of England Primary School and their parents. Children are dropped off at breakfast club at 7.45 am, breakfast is provided if required. After school a drink and healthy snack are provided before children are involved in a range of sporting, creative and educational activities until 5.30 pm.

The club also provides a very successful and popular summer club for 2 weeks at the start of the summer holiday, where children can participate in a full day of engaging and inspiring activity. The club staff work with a number of external contractors and partners to provide a range of experiences to develop children's interests, confidence and skills. Refreshments are also provided.

Additional details of objectives and activities (Optional information)

- You may choose to include further statements, where relevant, about: policy on grantmaking; policy programme related investment; and contributions made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

This year has been a steady and successful one. Staffing has been consistent, and all sessions are comfortably covered. The manager and Deputy Manager continue to do an excellent job of leading the team.

Committee and staff have worked closely together to ensure the club continues to provide a safe and stimulating environment for the children. Sessions are well subscribed, and activities and facilities engaging for the children. Healthy breakfast and snack options are offered to the children.

Rates for Summer Club 2024 were reviewed and increased in line with other local clubs and to help absorb staff wage rises. Uptake on all the Summer Club sessions was excellent and thoroughly enjoyed by the children who attended.

Staff pay rates were reviewed on 1 Apr 2024, and the committee unanimously agreed to pay an end of year bonus (in Dec 24) to thank staff for their hard work and recognise their contribution in making the club an ongoing success.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity will hold a suitable reserve fund aimed at £30,000.00. These funds are to safeguard the charity in the event of a temporary closure or a short-term, unavoidable increase in expenses that the main account cannot cover.

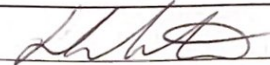
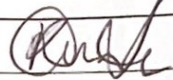
Section F Other optional information

Not applicable.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Helen Attrill	Kayleigh Cochrane
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 17/04/2025.



Receipts and payments accounts

CC16a

For the period from		To	
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Adm Club Fees	25,888	1	1	25,888	30,837
Summer Club Fees	6,188	1	1	6,188	5,513
Donation	500	1	1	500	1
	1	1	1	1	1
	1	1	1	1	1
	1	1	1	1	1
	1	1	1	1	1
	1	1	1	1	1
Sub total (Gross income for AR)	32,938	1	1	32,938	36,188
A2 Asset and investment sales, (see table)					
	1	1	1	1	1
	1	1	1	1	1
Sub total	1	1	1	1	1
Total receipts	32,938	1	1	32,938	36,188
A3 Payments					
Accounting Fees	200	1	1	200	150
Donation to School	1	1	1	1	3,500
Facilities Fees	1,700	1	1	1,700	1,500
Food and Supplies	798	1	1	798	848
Gifts to Volunteers	1	1	1	1	337
Information & Publications	1	1	1	1	10
Insurance	380	1	1	380	353
New eye	1	1	1	1	8
Mobile phone	85	1	1	85	31
Payroll Processing fees	218	1	1	218	208
Postage	1	1	1	1	8
Staff Training & Welfare	280	1	1	280	100
Stationery & Printing	1	1	1	1	58
Subscriptions	188	1	1	188	188
Summer Club Expenses	788	1	1	788	788
Travel and Subsistence	24	1	1	24	1
Wages and Salaries	25,973	1	1	25,973	24,994
	1	1	1	1	1
Sub total	30,832	1	1	30,832	33,088
A4 Asset and investment purchases, (see table)					
	1	1	1	1	1
	1	1	1	1	1
Sub total	1	1	1	1	1
Total payments	30,832	1	1	30,832	33,088
Net of receipts (payments)	1,707	1	1	1,707	3,081
A5 Transfers between funds	1	1	1	1	1
A6 Cash funds last year end	40,588	1	1	40,588	37,517
Cash funds this year end	42,275	1	1	42,275	40,588

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account Balance @31 Aug 24	42,253	-	-
	Pety Cash	22	-	-
		-	-	-
	Total cash funds	42,275	-	-
(agree balances with receipts and payments account(s))				

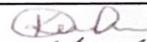

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Games and Audio equipment		-	600
	7 Tablets, I pad & Mobile		-	400
	Tables, Chairs and Storage Equipment		-	100
	Wooden Storage Shed		-	150
	Filing Cabinet		-	40
	6 Go Karts		-	150
	Kitchen Equipment		-	300
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Pre paid Breakfast & After School Club Fees	Pre-Paid fees for Sept 24	1,766	01 September 2024
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kayleigh Cochrane	17/04/2025
	HELEN ATWILL	17/4/2025



Section A Independent Examiner's Report

**Report to the trustees/
members of** Wilburton Out of School Club

**On accounts for the year
ended** 31st August 2024 **Charity no
(if any)** 1128011

Set out on pages CC16a

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, you are responsible for the preparation of the accounts in accordance with 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed: *S Roper* **Date:** 29/04/2025

Name: Sarah Roper FCA

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

Address: 44 Duck Lane
Haddenham
CB6 3UE

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

NONE

WILBURTON OUT OF SCHOOL CLUB

England & Wales - Charity number 1128011

Accounts



Trustees' Annual Report for the period

From	Period start date	To	Period end date
	1 Sept 2021		31 Aug 2022

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Wilburton Primary School	
Carpond Lane	
Wilburton, ELY	
Postcode	CB6 3RJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ayesha Sakura Bailey	Chair	1 Sep 21 to 9 Feb 22	
2	Helen Attrill	Chair	From 9 Feb 22	
3	Simon McKay	Treasurer		
4	Liz Taberner	Assistant treasurer		
5	Lucy Wallace	Secretary	1 Sep 21 to 9 Feb 22	
6	Mary Bemment	Secretary	From 9 Feb 22	
7	Victoria Ruffell		From 9 Feb 22	
8	Kayleigh Cochrane		From 30 Jun 22	
9	Suzanne Meadows		1 Sep 21 to 9 Feb 22	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	The chair, secretary and treasurer – the group's honorary officers – are elected by the committee at the club's AGM. The other trustees are elected by the membership at the AGM.

Section C

Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>The club's mission is to advance the education and provide for the recreation of children of primary school age by making facilities and services available to them during out of school hours and school holidays.</p>
<p>Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)</p>	<p>The club provides an invaluable resource for the children of Wilburton Church of England Primary School and their parents. Children are dropped off at breakfast club at 7.45 am, breakfast is provided if required. After school a drink and healthy snack are provided before children are involved in a range of sporting, creative and educational activities until 5.30 pm.</p> <p>The club also provides a very successful and popular summer club for 2 weeks at the start of the summer holiday, where children can participate in a full day of engaging and inspiring activity. The club staff work with a number of external contractors and partners to provide a range of experiences to develop children's interests, confidence and skills. Refreshments are also provided.</p>
<p>Additional details of objectives and activities (Optional information)</p>	
<p>• You may choose to include further statements, where relevant, about: policy on grantmaking; policy programme related investment; and contributions made by volunteers.</p>	

Section D

Achievements and performance

<p>Summary of the main achievements of the charity during the year</p>	<p>The club has fulfilled its principal goal of providing a safe and stimulating environment for pupils who are attending either because their parents are working or for the social benefits. The club has achieved an excellent safety record. Healthy breakfast and snack choices have been offered to the children.</p> <p>During the year, the committee has worked closely with the school to carry out a complete review of the club's procedures and policies – including the staffing and financial implications – to ensure it can continue to provide dedicated 121 supervision for any children who require it.</p> <p>As a direct result, the club has updated its annual registration form so that before booking any sessions parents can advise if their children might require dedicated support or if they already have an arrangement in place during normal school hours. [Please note: under the data protection act the school is not allowed to automatically share this information with the club without a parent's full consent and <i>vice versa</i>].</p> <p>With this additional information, the club staff are now able to work more closely with parents and to make the necessary arrangements to ensure additional trained staff are available and in place to accommodate a child's specific needs.</p> <p>The club has retained a superb core team of three key staff members for a number of years, although unfortunately one of them has left on 31 Aug 19. The club has been actively recruiting for a replacement to start in Sept 19. Throughout the year the club has been working with a small number of relief staff and freelance contractors who are available at short notice to cover staff absences or where additional staff are required.</p> <p>All staff pay rates were reviewed on 1 Apr 18, as in previous years and</p>
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once again the committee unanimously agreed to pay an end of year bonus (in Dec 18) to further motivate staff and to recognise their contribution in making the club an ongoing success.

Section E Financial review	
Brief statement of the charity's policy on reserves	<p>The committee is continuing to actively pursue its agreed reserves policy to help ensure the club's long-term future. It regularly reviews income levels and costs enabling it to take rapid and remedial actions as needed.</p> <p>The club maintains sufficient cash reserve so it can continue trading as normal for several months, even if income levels were to drop significantly, costs were to rise and/or to meet all its financial obligations in the event it needs to be wound up and closed.</p> <p>The school club made a profit of £2,917 for y/e 31 Aug 22. It has also invested in a new entrance gate, external signage and additional equipment throughout the year.</p> <p>The profit will be part invested in additional equipment and resources during school year 22/23, paying a staff bonus in December 22 and the balance transferred to reserves.</p>

□

Section F Other optional information	
Not applicable.	

Section G Declaration		
The trustees declare that they have approved the trustees' report above.		
Signed on behalf of the charity's trustees		
Signature(s)		
Full name(s)	Helen Attrill	Kayleigh Cochrane
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	23 June 2023	23 June 2023



Charity Name Wilburton Out of School Club		No (if any) 1128011
Receipts and payments accounts		
For the period from	Period start date 1-Sep-21	To 31-Aug-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Breakfast and After School Club fees	20,620	212	0	20,832	9,267
Summer Club	5,841	746	0	6,587	0
Cambs County Council CV19 grant	0	0	0	0	903
HMRC CJRS funding	0	0	0	0	1,601
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	26,461	958	0	27,418	11,771
A2 Asset and investment sales					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	26,461	958	0	27,418	11,771
A3 Payments					
Wages and salaries	18,225	958	0	19,183	13,039
Payroll processing fees	120	0	0	120	0
Food and resources	490	0	0	490	187
Summer club suppliers	832	0	0	832	0
Advertising and PR	0	0	0	0	29
Accountancy fees	0	0	0	0	0
Facilities fees	1,500	0	0	1,500	650
Gifts to volunteers	225	0	0	225	134
Insurance	347	0	0	347	315
Postages and stationery	5	0	0	5	15
Staff training, welfare & DBS	177	0	0	177	115
Subscriptions	55	0	0	55	0
Telephone	47	0	0	47	8
Other incl new gate, signage etc	737	0	0	737	81
Sub total	22,759	958	0	23,717	14,573
A4 Asset/investment purchases					
New toys and equipment	785	0	0	785	402
	0	0	0	0	0
	0	0	0	0	0
Sub total	785	0	0	785	402
Total payments	23,544	958	0	24,502	14,975
Net of receipts/(payments)	2,917	0	0	2,917	-3,204
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	34,600	0	0	34,600	37,804
Cash funds this year end	37,517	0	0	37,517	34,600

Section B Statement of assets and liabilities at the end of the period

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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B1 Cash funds

Current account balance @ 31 Aug 22	37,450	0	0
Cash held at school for expenses	67	0	0
	0	0	0
Total cash funds	37,517	0	0

(agree balances with receipts and payments account(s))

OK

OK

OK

Unrestricted funds

Restricted funds

Endowment funds

Details

to nearest £

to nearest £

to nearest £

B2 Other monetary assets

Not applicable	0	0	0
	0	0	0

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

B3 Investment assets

Not applicable		0	0
		0	0

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

B4 Assets retained for the charity's own use

Games and audio equipment		0	700
7 tablet computers, iPad and mobile phone		0	450
Tables, chairs and storage units		0	100
Fridge, microwave and kitchen equipment		0	300
Wooden storage shed		0	150
6 go karts		0	150
2 filing cabinets		0	40

Details

Fund to which liability relates

Amount due (optional)

When due (optional)

B5 Liabilities

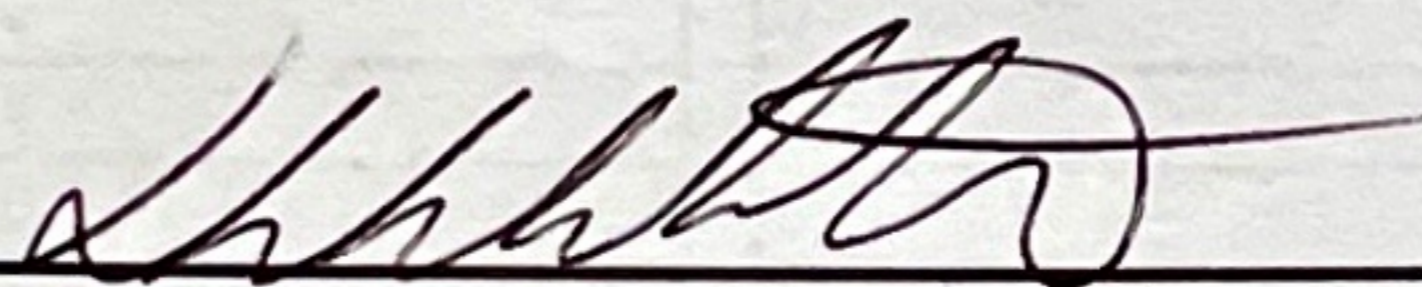
No taxes due, staff salary payments or other liabilities.		0	
		0	

Signed by one or two trustees on behalf of all the trustees

Signature

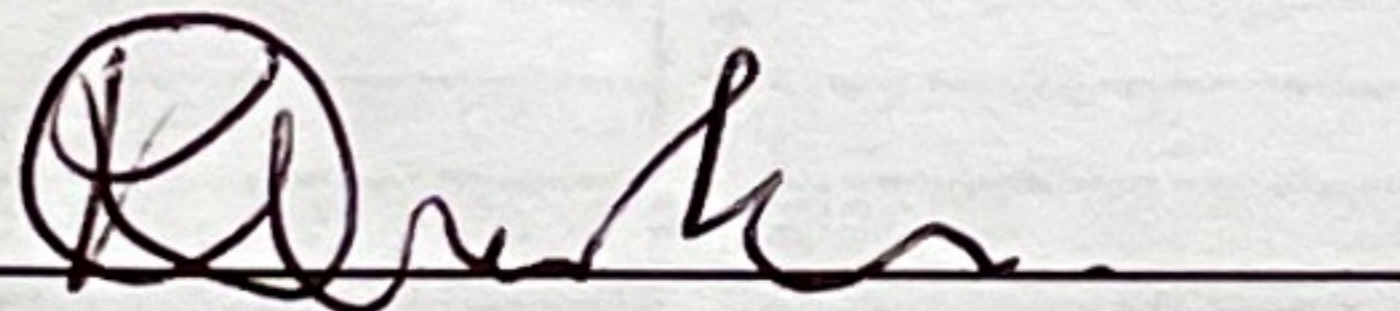
Print Name

Date of approval



Helen Attrill, Chair

23-Jun-23



Kayleigh Cochrane, Treasurer

23-Jun-23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Wilburton Out of School Club

**On accounts for the year
ended**

31st August 2022

**Charity no
(if any)**

1128011

Set out on pages

CC16a

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, you are responsible for the preparation of the accounts in accordance with 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed: *S Roper*

Date: 22/06/2023

Name: Sarah Roper FCA

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

ICAEW Chartered Accountant

Address:

44 Duck Lane

Haddenham

CB6 3UE

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

NONE