

Project Buzz

(Registered Charity Number 1141034)

(Company Ltd by Guarantee Number 07404833)

financial statements

for the year ended 31 March 2022

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Project Buzz

Legal and administrative information

Trustees

Jennifer Thomas	Chair
Ralph Keene	Treasurer
Laura Stewart	Secretary
Andrew Jonas	

Registered Charity Number

1141034

Company Ltd by Guarantee number

07404833

Principal Address

St Andrews URC Church
Upper Hanover Street
Sheffield
S3 7RQ

Independent Examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

HSBC
37 High Street
Meadowhall
Sheffield

Project Buzz

Trustees' report

The Trustees present their annual report and financial statements for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

Structure, governance and management

The Charitable Company was established by its Memorandum and Articles of Association incorporated 12 October 2010 and was entered on the Register of Charities effective from 1 April 2011.

Project Buzz is managed by a voluntary management committee.

Project Buzz employs 5 employees, a team of bank staff and engages 11 volunteers and 4 students on placement

The trustees who served during the year are listed on page 2 on the report.

New trustees are appointed following application and interview by the chair and beneficiaries. They are approved as trustees at the next appropriate trustee meeting. All newly appointed trustees must stand down at the next AGM, but may be reappointed immediately.

Reserves Policy

A reserves policy has been approved by trustees. The policy agrees to set aside three – six months running costs.

Public benefit statement

The trustees regularly give due consideration to the Commission's guidance in deciding what activities they should undertake, by reviewing the needs of their beneficiaries, by ensuring that the service is fully inclusive, and that not any detriment or harm arises from the organisation carrying out its activities.

Objectives and activities

The objects of the organisation are:-

- To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays;
- To advance the education and training of the persons in the provision of such care, education and recreational facilities;
- To develop the capacity and skills of the members of the public in the area of benefit in such a way that they are better able to identify and help meet their needs and to participate more fully in society

Project Buzz

Trustees' report continued.

Achievements and performance

Overview of the year

This year has been challenging, exciting and rewarding. We undertook a strategic transformation of the charity following a pivotal decision in early 2021. We have refocused our work and now operate as a Child Contact Centre with additional family support services. We also continue to provide services as part of Sheffield Councils Healthy Holidays scheme.

We saw contact centre referrals increasing by 200% on previous years and had to work fast and smart to ensure we maintained the impetus and momentum to respond to the rise in referrals.

Undertaking the enhanced accreditation with NACCC (The National Association of Child Contact Centres) ensured we were working to agreed National standards and also gave us the opportunity to work with and learn from practitioners working nationally in our field. We had confirmation of our successful accreditation in February 2022. We are the only child contact centre in Sheffield accredited with the National Association of Child Contact Centres.

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Through our child contact and associated services we aim to;

- Improve outcomes for children and young people
- Improve lines of communication for separated families
- Reduce conflict in separated families with children
- Enable parents to put their children first when making decisions that affect them

Our work during Covid was recognised by several nominations and an award at the NACCC (The National Association of Child Contact Centres) Covid Hero Awards.

Success rates

-61% of families made a positive progression to the next stage of their child contact journey including moving on to making their own arrangements

-31% of families sustained their contact journey, meeting current need, but not yet progressing (this figure includes families who may have started with us later in the year and also families that have made some progress but not moved on to the next stage of the journey yet)

-8% of families paused/stopped or regressed in their child contact journey

Project Buzz

Trustees' report continued.

Referrals to our centre

We accept referrals from individuals and organisations and for our supervised service, that includes city councils. We started the year providing contact services for 3 social care teams and by the end of the year had provided a service to 11 social care teams across the country.

Work in progress

We are developing our parent peer support service to ensure that parents using a child contact centre feel part of a community, share experiences and can give and receive support.

We launch our brand new communication service for parents in early 2022. This service offers resident parents the chance to have regular check-ins with us regarding sessions and also for both parents to communicate through us for arranging holidays, birthdays, school events etc.

With the support of Sheffield Business Together and an excel consultant based in Sheffield offering pro bono support, we are developing new systems that will allow us to respond quickly, flexibly and efficiently to increasing referrals to cut down wait times for people, enable us to monitor and track our impact more efficiently to find out what's working and not working for our service users and ensure we continue to comply with GDPR and the confidential nature of the work

Moving Forward

We have plans stretching over the next 3 years to add additional services for families as part of our not for profit. We are currently doing consultation with our service users and local and national networks to ensure we provide what is needed and wanted. The income from those additional services will enable us to offer more funded places for supervised contact and mediation to those experiencing financial difficulty.

Overview of the Year - Youth and Community Work April 21-March 22

We came to the end of our community projects this year. Our YouthQuake project left a legacy of connections and introductions across the city for the young people and families we've worked with. The young people have made friends and are staying friends as they grow older. We worked with other organisations to provide joined up activities and meet the varied needs including, Zest, Forced Entertainment, Hallam FM's Mission Christmas, Sheffield Hallam University students, Foodworks, Food Hall. Irise, Sheffield shoebox appeal and local MP's.

We continue to support the community we are based in through Sheffield City Councils Healthy Holidays scheme, a regular coffee morning run by friends of Buzz and we are always willing to support our old service users if they need help at critical times.

We submitted new objects to the Charity Commission for consideration in March 2022 and are in the process of electing two new trustees, a client of our child contact centre and a social worker/lecturer.

The not for profit service is generating an income which is enabling us to meet our minimum reserve requirement and blended with grant funding is enabling us to safeguard staff contracts, meet current need and develop and improve the service in line with service user feedback to ensure the organisations sustainability.

Project Buzz

Trustees' report continued.

Our funders and supporters

Thank you to the following funders whose support is crucial to our work.

BBC Children in Need

Cafcass

Kelly Family Charitable Trust

Sheffield City Council

Sheffield Town Trust

South Yorkshire Community Foundation

The Harry Bottom Charitable Trust

The National Lottery Community Fund

The Southall Trust

The Souter Charitable Trust

Thank you to the following organisations for your support.

Sheffield Business together.

With your help we are linking with organisations who will bring expertise and support our development. Thank you!

Mayfield Alpaca Animal Park.

We are proud to be associated with such an amazing Sheffield attraction. Thank you!

The National Association of Child Contact Centres.

To each and everyone in the team for everything you do. Thank you!

Our trustees.

For trusting in us and giving us the freedom to develop the service in response to service user needs. Thanks for bringing your expertise and support. We look forward to welcoming the new trustees next year. Thank you!

Thank you to the following organisations for choosing Buzz to provide supervised contact and by doing that supporting a not for profit organisation enabling us to offer more services at a reduced rate to families struggling financially.

Project Buzz

Trustees' report continued.

Solicitors

Howells

ELC Solicitors

MKB Solicitors

Cartwright King

Foys

Wake Smith

Sills and Betteridge

Family Law Group

Vines Legal

Best Solicitors

Elliot Mather

Irwin Mitchell

Norrie Waite

National Legal Service

Acclaimed Family Law

Dickinson Wood

Local Authorities

Lincolnshire

Medway

NE Lincolnshire

Birmingham

Lancashire

Wigan

Suffolk

Derby

Bristol

Rotherham

Islington Children's Services

Project Buzz

Trustees' report continued.

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 8/9/22 and is signed on their behalf by:



Jennifer Thomas
Trustee

Project Buzz

Independent Examiner's report on the Accounts of Project Buzz for the year ended 31 March 2022

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 10 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: 

Project Buzz

Balance Sheet as at 31 March 2022

	Notes	2022 £	2021 £
Current Assets			
Debtors		515	-
Balance at Bank and cash in hand		108,756	88,077
Total Current Assets		<u>109,271</u>	<u>88,077</u>
Creditors: amounts falling due within one year	2	(375)	(350)
Net current assets/(liabilities)		<u>108,896</u>	<u>87,727</u>
Total assets less current liabilities		<u>108,896</u>	<u>87,727</u>
Net Assets		<u>108,896</u>	<u>87,727</u>

Represented By Funds

Unrestricted	72,069	47,578
Restricted	36,827	40,149
	<u>108,896</u>	<u>87,727</u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

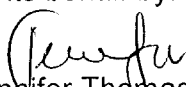
Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements are approved by the Board on 8/9/22 and signed on its behalf by:


Jennifer Thomas

Trustee

Project Buzz

Statement of Financial Activities for the year ended 31 March 2022

	Notes	Unrestricted	Restricted	Total 2022	Total 2021
		£	£	£	£
Income from					
Grants and donations	3	6,494	87,065	93,559	130,599
Fees		54,039	-	54,039	4,935
Creche services		0	-	0	7,571
Fundraising		26	-	26	-
Other income		2,233	-	2,233	1,311
Bank Interest		1	-	1	7
Total income		62,793	87,065	149,859	144,423
Expenditure on					
Salaries and National Insurance		33,981	79,465	113,446	94,535
Rent		-	4,873	4,873	4,713
Insurance		279	810	1,089	1,095
Consultancy		-	-	0	845
Support services		200	1,796	1,996	3,416
Books, postage and stationery		-	512	512	839
Subscriptions and registration		-	144	144	246
Fundraising		-	-	-	-
Telephone		875	579	1,454	1,057
Equipment and repairs		-	-	-	383
Food, materials & consumables		2,222	1,702	3,924	3,927
Training		-	-	-	3,900
Travel		-	129	129	365
Other expenditure		746	-	746	810
Accountancy & independent examination		-	375	375	350
Total expenditure		38,303	90,386	128,688	116,482
Net Income/(expenditure) for the year		24,491	(3,321)	21,169	27,941
Total funds brought forward		47,578	40,149	87,727	59,785
Total funds carried forward		72,069	36,827	108,896	87,727

Project Buzz

Notes to the accounts for the year ended 31 March 2022

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Expenditure

Expenditure is included on an accruals basis.

2 Creditors: amounts falling due within one year

The:

They are in respect of:

	£
Trade Creditors	375
	<u>375</u>

3 Grants and donations:-

	Unrestricted £	Restricted £	Total £
Grants			
Awards for All		9,889	9,889
CAFCASS	-	2,000	2,000
Children in Need	-	31,815	31,815
HMRC Job Retention Scheme	-	5,854	5,854
Kelly Family Grant	-	4,500	4,500
Magic Little Grants Local Giving	500	-	500
Manor and castle Development Trust	-	2,601	2,601
Sheffield Town Trust	-	2,500	2,500
Sheffield City Council COVID recovery	-	19,018	19,018
Southall	-	4,616	4,616
South Yorkshire Community Foundation	-	4,271	4,271
Donations	5,994	-	5,994
	<u>6,494</u>	<u>87,065</u>	<u>93,558</u>

4 Movements between funds

	Brought forward	Incoming resources	Outgoing resources	Balance at 31-Mar-2022
Awards for All		9,889	(9,889)	-
The National Lottery Community Fund	26,570	-	(26,570)	-
The Brelms Trust CIO	2,252	-	(2,252)	-
CAFCASS	-	2,000	(2,000)	-
Children in Need - Contact Centre	11,327	31,815	(37,561)	5,581
HMRC Job Retention Scheme	-	5,854	(5,854)	-
Kelly Family Grant	-	4,500	(1,048)	3,452
Manor and Castle Development Trust	-	2,601	-	2,601
Sheffield Town Trust	-	2,500	(823)	1,677
Sheffield City Council COVID recovery	-	19,018	(2,137)	16,881
Southall	-	4,616	(1,084)	3,532
South Yorkshire Community Foundation	-	4,271	(1,168)	3,103
	<u>40,149</u>	<u>87,065</u>	<u>(90,386)</u>	<u>36,827</u>

Project Buzz

Notes to the accounts for the year ended 31 March 2022

5 Staff Costs

	£
Salaries	108,576
Employers N.I.	4,870
	<u>113,446</u>

No trustees received any out-of-pockets expenses or were reimbursed during the accounting period.