

# **Project Buzz**

**(Registered Charity Number 1141034)**

**(Company Ltd by Guarantee Number 07404833)**

## **financial statements**

**for the year ended 31 March 2023**

<b>Contents</b>	<b>Page</b>
Legal and administrative information	2
Trustees' report	3-7
Examiner's report	8
Balance sheet	9
Statement of financial activities	10
Notes to the accounts	11-12

## **Project Buzz**

### **Legal and administrative information**

#### **Trustees**

Andrew Jonas

Ralph Keene

Laura Stewart

Jennifer Thomas

Treasurer

Secretary

Resigned 15 November 2022

#### **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

Aspatia

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 2023 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**

##### Introduction from the Chair of Trustees

As the new Chair of Trustees, I would like to say a few words to congratulate the whole team at Buzz. Over the past 4 years I have personally seen the charity go from strength to strength - navigating problems, building a new, stronger brand, and enhancing their financial security; relying less each year on funding bids, and instead building a solid foundation of commercial income, ensuring a safe future for the team and the vital work they perform with families throughout the region. It would be remiss of me not to congratulate the team on being awarded the Weston Pilotlight funding and mentoring scheme - a year of intensive development is to follow, but something that will be invaluable to the organisation, staff, volunteers, trustees and service users.

The award-winning team is extremely positive and passionate, with a wealth of diverse knowledge and experience, whose tireless dedication and commitment have paved the way for charities continued success. At the helm are a tenacious pair (in Kath and Paula) who continue to drive forward the mission of Buzz, and I recognise the valuable role you all play in upholding the values and vision of the charity. Finally, I would like to take this opportunity to thank the board of trustees. Through your active involvement in decision-making processes, you have contributed to the continuous improvement and development of Buzz policies and practices. Your commitment to excellence, integrity, and the pursuit of knowledge is an embodiment of the spirit that drives the charity forward.

I am extremely proud to be a small part of this amazing charity and so happy that they are now being acknowledged for the fantastic work they do by the governing bodies and wider charity sector. I sincerely hope that everyone involved in Buzz is proud of their achievements and the profound impact you have all made on the many families that use the services.

I am privileged to work alongside each and every one of you, and I am excited about the future we will create together.

**Andrew Jonas**

Chair of Trustees

## **Project Buzz**

### **Trustees' report continued.**

Overview of the year

Another impactful and dynamic year at Buzz with new additions to the team, new services including a cooperative parenting programme and the development of a new way of providing Family Time (child contact) that has co-parenting micro interventions built into the process. We will launch that in the summer of 2023. The new programme was devised based on our own experience and the input of 70% of our service users.

Our supported service engaged 96 families.

Our supervised service engaged 85 families.

Our ICFA service engaged 17 families.

We are amending our charitable objects and looking closely at the language we use and plan to use the Family Solutions Group report to ensure we are embedding the use of the Five P's in all our work. (Plain English, Personal, Proportionate, Problem-solving and Positive futures). We are also reviewing our vision and mission statement.

Due to continued demand, we have extended the times and days we provide supervised Family Time. We took on 6 new bank staff to help us achieve that and have plans for recruitment to cover other areas including Chesterfield, Rotherham, Doncaster and Barnsley.

At the last survey in December, 64% of practitioners have lived experience and 71% of our leadership team have lived experience.

Our list of approved Buzz community venues has grown. Whenever it is safe to do so, we encourage people to consider Family Time in the community as this is a more natural way for all involved. We now run a weekly group for parents, carers and other family members alternating between resident and non-resident person. The group is a supportive place where people can talk to others and get advice from visiting professionals.

We secured funding for the following developments to our work:

- Three year funding for a weekly group for parents
- One year funding to train 2 staff in Group Triple P and deliver to 50 parents
- One year funding to provide 2 familiarisation sessions per month for children due to be attending family time
- One year funding to recruit and train volunteers to support parents
- One year funding towards managers hours

We successfully completed a sub-contract application with Child Action North West for Cafcass work (Improving Children and Family Arrangements programme). We took on two additional staff to deliver this work.

As part of a national initiative in response to recommendations from the Private Law Working group we led on establishing a 'Support for Separated Families Alliance' for Sheffield. We are now working in partnership with Sheffield City Council parenting team, private law firms and mediators on this and plan to have the website set up for summer 2024.

We have set up a regional networking group for the north for 'Family Time' providers.

We are updating our systems with the pro bono support of an Excel expert as part of our preparation for our planned growth.

We now work with 14 South Yorkshire Family Law firms and 13 Social Care teams stretching across the UK.

We continue to support our local (geographical) community by providing activities and food during school holidays as part of Sheffield Healthy Holidays and we employ local people for that, including previous service users.

## **Project Buzz**

### **Trustees' report continued.**

Thank you to the following legal organisations who refer clients to our services

Switalskis solicitors  
Barnes Clark Family Law  
Consilia Legal  
Stowe Family Law  
Athi Law  
Andrew Isaacs Law  
Alletsons Solicitors  
Oxley and Howard Solicitors  
GWB Harthills  
Ward Hadaway Solicitors  
JWP Solicitors  
A&N Care Solicitors  
Taylor and Emmet  
Paul Brown Solicitors  
Prince Family Law

Thank you to the following local authorities who refer clients to our services

Bradford  
Bournemouth  
Sheffield  
Knowsley  
North East Lincolnshire  
Lincolnshire  
Birmingham  
Stoke  
Rotherham  
Derby  
Merton  
London Borough of Hammersmith and Fulham  
Lancashire

Thank you to the following local organisations who refer clients to and access our services

Phoenix Futures  
Project 6

Thank you to all the funders, without your grants the work would not have been possible.

Thank you to the following organisations for your support

NACCC  
Mayfield Alpacas Animal Park

### **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 \_\_\_\_\_ and is signed on their behalf by:

Andrew Jones  
Trustee

## **Project Buzz**

### **Independent Examiner's report on the Accounts of Project Buzz for the year ended 31 March 2023**

I report on the accounts of the company for the year ended 31 March 2023, which are set out on pages 9 to 12.

#### **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 2023

	Notes	2023 £	2022 £
<b>Current Assets</b>			
Debtors		8,491	515
Balance at Bank and cash in hand		78,304	108,756
<b>Total Current Assets</b>		<b>86,795</b>	109,271
<b>Creditors: amounts falling due within one year</b>	2	(400)	(375)
<b>Net current assets/(liabilities)</b>		<b>86,395</b>	108,896
<b>Total assets less current liabilities</b>		<b>86,395</b>	108,896
<b>Net Assets</b>		<b>86,395</b>	108,896

### Represented By Funds

Unrestricted	72,638	72,069
Restricted	13,757	36,827
	<b>86,395</b>	108,896

For the year ending 31 March 2023 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 \_\_\_\_\_ and signed on its behalf by:

Andrew Jonas

Trustee

## Project Buzz

### Statement of Financial Activities for the year ended 31 March 2023

	Notes	Unrestricted	Restricted	Total 2023	Total 2022
		£	£	£	£
<b>Income from</b>					
Grants and donations	3	8,365	54,890	63,255	93,559
Fees		71,589	-	71,589	54,039
Fundraising		96	-	96	26
Other income		215	-	215	2,233
Bank Interest		130	-	130	1
<b>Total income</b>		<b>80,395</b>	<b>54,890</b>	<b>135,285</b>	<b>149,859</b>
<b>Expenditure on</b>					
Salaries and National Insurance		70,373	66,279	136,652	113,446
Rent		530	6,601	7,131	4,873
Insurance		396	875	1,271	1,089
Translation		948	-	948	-
Support services		2,596	-	2,596	1,996
Books, postage and stationery		1,241	-	1,241	512
Subscriptions and registration		669	-	669	144
Telephone		526	-	526	1,454
Equipment and repairs		547	-	547	-
Food, materials & consumables		216	963	1,179	3,924
Training		509	2,459	2,968	-
Travel		68	-	68	129
Other expenditure		809	782	1,591	746
Accountancy & independent examination		400	-	400	375
<b>Total expenditure</b>		<b>79,827</b>	<b>77,959</b>	<b>157,786</b>	<b>128,688</b>
<b>Net Income/(expenditure) for the year</b>		<b>569</b>	<b>(23,069)</b>	<b>(22,502)</b>	<b>21,169</b>
Total funds brought forward		72,069	36,827	108,896	87,727
<b>Total funds carried forward</b>		<b>72,638</b>	<b>13,757</b>	<b>86,394</b>	<b>108,896</b>

## Project Buzz

### Notes to the accounts

#### for the year ended 31 March 2023

##### 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 £
<b>Grants</b>			
Arnold Clark	1,000	-	1,000
Awards for All	-	8,879	8,879
Brelms Trust CIC	-	5,451	5,451
Charities Trust	1,000	-	1,000
Children in Need	-	40,560	40,560
Harry Bottom Charitable Trust	2,000	-	2,000
Local Giving	500	-	500
Sheffield Town Trust	2,500	-	2,500
Sheffield City Council COVID recovery	965	-	965
<b>Donations</b>	400	-	400
	<u>8,365</u>	<u>54,890</u>	<u>63,255</u>

##### 4 Movements between funds

	Brought forward	Incoming resources	Outgoing resources	Balance at 31-Mar-2022
Awards for All	-	8,879	(4,796)	4,083
The Brelms Trust CIO	-	5,451	(2,721)	2,730
Children in Need - Contact Centre	5,581	40,560	(39,603)	6,538
Kelly Family Grant	3,452	-	(3,452)	0
Manor and Castle Development Trust	2,601	-	(2,601)	0
Sheffield Town Trust	1,677	-	(1,677)	0
Sheffield City Council COVID recovery	16,881	-	(16,475)	406
Southall	3,532	-	(3,532)	0
South Yorkshire Community Foundation	3,103	-	(3,103)	0
	<u>36,827</u>	<u>54,890</u>	<u>(77,960)</u>	<u>13,757</u>

**Project Buzz**

**Notes to the accounts  
for the year ended 31 March 2023**

**5 Staff Costs**

	£
Salaries	130,433
Employers N.I.	6,219
	<u>136,652</u>

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