

# UTTLESFORD BUFFY BUS ASSOCIATION

England & Wales · Charity number 1180905

## Details

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**Other names** BUFFY BUS, BUFFY PLAYBUS, UBBA

**Status** Registered

**Legal form** CIO

**Registered** 2018-11-29

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

## Contact

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**Address** Walnut Tree Cottage  
Littlebury Green  
Saffron Walden  
CB11 4XB

**Phone** 01799522130

**Website** <http://www.buffybus.com/home>

## Activities

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**Objects:** THE CHARITY'S OBJECTS ARE TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE BY PROVIDING OR ASSISTING IN PROVISION OF FACILITIES FOR GROUP PLAY AND THE PROVISION OF THERAPEUTIC, EDUCATIONAL AND STIMULATING TOYS AND EQUIPMENT. TO PROVIDE RECREATIONAL AND OTHER LEISURE TIME OCCUPATION FOR CHILDREN MAINLY WITHIN THE UTTLESFORD DISTRICT, IN THE INTERESTS OF SOCIAL WELFARE, THAT THE CONDITIONS OF LIFE OF SUCH CHILDREN MAY BE IMPROVED. THE RELIEF OF POVERTY BY THE PROVISION OF AN INFORMATION AND ADVICE CENTRE.

**Activities:** Buffy Playbus is a local, community based, charity, established in 1994. A playbus designed to bring to the under-5s and their carers an opportunity to paint, play and socialise in a playgroup environment on board our double-decker bus. Buffy Playbus relies on grant aid, charitable donations and fund raising efforts to continue to serve our community. OUR WEBSITE <https://www.buffyplaybus.org/>

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, Other Defined Groups

## Geography

- Cambridgeshire
- Essex
- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£113,269	£107,489	-	-
2024-03-31	£79,255	£108,243	-	-
2023-03-31	£94,766	£101,278	-	-
2022-03-31	£79,321	£88,372	-	-
2021-03-31	£77,971	£60,394	-	-

## Trustees

Name	Role	Appointed
<b>Catherine Rose Fenn-Smith</b>	Chair	2019-05-02
JANET ELIZABETH MENELL		2018-09-27
Lucy Charlotte Russell		2019-11-27
Lucy Starte		2024-09-30
MARGARET ANN SHAW		2018-09-27
Richard Edward Jones		2025-09-30
Rosemary Anne Juhl		2024-01-01

**UTTLESFORD BUFFY BUS ASSOCIATION**

England & Wales - Charity number 1180905

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# Accounts

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## Trustees' Annual Report for the period

From **01 April 2024** To **31 March 2025**

**Charity name: Uttlesford Buffy Bus Association**

**Charity registration number: 1180905**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity's objects ("the objects") are to advance the education of children below compulsory school age by providing or assisting in provision of facilities for group play and the provision of therapeutic, educational and stimulating toys and equipment.</p> <p>To provide recreational and other leisure time occupation for children mainly within the Uttlesford District in the interests of social welfare, that the conditions of life of such children may be improved.</p> <p>To support the education of children during their early years. To reduce isolation amongst young children and their families. To work in partnership with other organisations to ensure every child gets the very best start in life. To strive for equality of opportunity for all children, parents and carers. To increase the confidence and self-esteem of children, parents and carers. To provide information and knowledge of other services in the local area.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Uttlesford Buffy Bus Association (UBBA) is a local charity, community-based, non-profit making organisation established in 1994. Buffy Playbus is designed to bring to the under fives and their carers an opportunity to play and socialise in a playgroup environment. Buffy Playbus relies on grant aid, charitable donations and fund-raising efforts.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the Charity Commission's guidance on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not make grants
Policy on social investment including program related investment	Para 1.38	The Charity's only investment is in bank deposit accounts.
Contribution made by volunteers	Para 1.38	We welcome volunteers to be part of our executive committee and to be involved with our fund-raising activities. We have an active fundraising committee. All trustees and other committee members give their time voluntarily and receive no remuneration or other benefits.
Other		<p>We will celebrate 31 years of the Buffy Playbus service in 2025. Kerry Mattholie continues as our excellent Project Manager. She has a close rapport with the playleaders and is excellent in her communication to the Management Committee with regards the day to day running of the bus.</p> <p>Buffy PlayBus is staffed by experienced and qualified early years employees. Our staff are highly motivated, loved and valued by all our visitors. Our playleaders plan a weekly activity that supports goals within the Early Years Foundation Framework Stage. The team work hard to initiate conversations between families and engage with children in games to help them to make friends.</p> <p>Working with Uttlesford Foodbank we now provide a food bank distribution &amp; collection point on board Buffy PlayBus.</p>

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Buffy PlayBus visits 15 different locations across Uttlesford each week. Our service is completely free to those who use it so that finance is not a barrier and as many children as possible are able to benefit. All our staff have now undertaken J9 training so Buffy Playbus is now a Safe Space within our community. J9 training provides the tools and resources to recognise the signs of domestic abuse and provide a place to access information to point someone in the direction of specialist support services.</p> <p>Highlights of the year:</p> <p>Celebration of 30 years of Buffy Playbus in June 2024 on The Common in Saffron Walden. We were overwhelmed by the support shown for Buffy Playbus on the day and the loyalty of our families, many of whom queued in the rain for a chance to come onboard and play; Our newest Trustee Lucy Starte was able to organise a gifted visit from Peppa Pig and a substantial number of Raffle prizes from Hasbro UK Ltd:</p> <p>Summer Activity days in Fritch Green, Great Dunmow and Saffron Walden, across the days we welcomed more than 300 families onto the bus, some regulars and lots of new faces;</p> <p>The reintroduction of our Christmas grotto;</p> <p>Our fundraising Quiz night;</p> <p>Participation in Great Dunmow carnival procession.</p> <p>We survey our visitors twice each year. Some of the comments we have received this year:  <i>"The best part is range of activities and staff are extremely welcoming"</i>.</p>

		<p><i>“Buffy helps us to feel less isolated as it’s very welcoming and friendly”.</i></p> <p><i>“Lovely for my grandson, it’s a godsend for us”.</i></p> <p><i>“I just wanted to say how amazing you all were today. I loved how it was organised with Santa. Mia loves Peppa Pig so the present was amazing! We love Buffy Playbus and are so lucky to have it in our area. You do an amazing job and we are so grateful.”</i></p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	100% of respondents said they are made to feel welcome on the bus and would recommend our service to their friends.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		

**Financial Review**

Review of the charity’s financial position at the end of the period	Para 1.21	<p>This year was good year for income as three funders, Uttlesford District Council, Essex Community Foundation and Masonic Charitable foundation agreed to multi-year grants and we also had grants from a number of other sources.</p> <p>The Big Lottery was again our major funder, contributing about 55% of the total income of £113,269. Other grants made up 31%. Donations from bus users were slightly down on the previous year but other donations were up.</p> <p>We had some success with fund raising events this year. Bank interest also contributed to our income.</p> <p>The cost of running the service was £107,489 mainly bus running costs and staff costs, including depreciation of £10,824.</p>
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		This left us with a surplus of £5,780 for the year. We have total assets at the end of the year of £180,680 of which £87,369 were net current assets, slightly up on last year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to hold £25,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs.
Amount of reserves held	Para 1.22	£25,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The National Lottery Community Fund, Essex Community Foundation, Uttlesford District Council, Great Dunmow Rotary Club, Masonic Charitable Fund, Fowler, Smith & Jones, Stansted Airport Passenger & Community Funds, Hedley Foundation, NFU, Give as you Live, Essex Lottery and other individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Across the third sector, there is less income available through grant funding, which is our main source of income. The cost-of-living crisis continues to impact both our costs and the amount of income raised through donations. As an organisation that has been operating for 31 years, we are no stranger to difficult times and change so we are sure that we can navigate what may be a tricky path.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity incorporated Organisation(CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing Trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Project Manager is responsible for the day-to-day running of the Playbus working with the Playleaders on a daily basis. The Project Manager formally reports to the trustees at regular meetings and works with trustees and other members of the executive committee on an ad hoc basis.
Relationship with any related parties	Para 1.51	We are pleased to have forged a strong bond with Home-Start Essex & Carver Barracks (where Buffy also resides overnight), Uttlesford Foodbank, Essex Children & Families Wellbeing Service and other statutory agencies.
Other		

### Reference and Administrative details

Charity name	Uttlesford Buffy Bus Association
Other name the charity uses	Buffy Bus, Buffy Playbus, UBBA
Registered charity number	1180905
Charity's principal address	Walnut Tree Cottage, Littlebury Green, Saffron Walden, Essex. CB11 4XB

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Janet Menell	President		
2	Catherine Fenn-Smith	Chairman		
3	Margaret Shaw			
4	Angela Porter			
5	Lucy Russell	Secretary		
6	Rosemary Juhl			
7	Lucy Starte		From 30 <sup>th</sup> September 2024	

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		
<b>NONE</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>NONE</b>		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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**Name of chief executive or names of senior staff members (Optional information)**

Ms Kerry Mattholie

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

**Other optional information**

**Declarations**

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

Signed on behalf of the charity's trustees

**Signature(s)**

Full name(s) Margaret Ann Shaw

Catherine Rose Fenn-Smith

Position (eg Secretary, Chair, etc)

Trustee

Chair / Trustee

Date

18/11/2025

18/11/2025

## STATEMENT OF FINANCIAL ACTIVITIES 1st April 2024 to 31st March 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds This period £	All Funds 2023 -2024 £
<b>INCOME AND ENDOWMENTS FROM DONATIONS</b>					
Grants	notes 2/7/8	80,468	10,990	91,458	69,103
Donations	notes 3/8	7,093		7,093	5,750
<b>CHARITABLE ACTIVITIES</b>					
Grants	note 2		6,000	6,000	
<b>OTHER TRADING ACTIVITIES</b>					
Fund raising income	note 4	5,078		5,078	573
<b>INVESTMENTS</b>					
Interest receivable		3,640		3,640	3,829
<b>OTHER INCOME</b>					
<b>TOTAL</b>		<b>96,279</b>	<b>16,990</b>	<b>113,269</b>	<b>79,255</b>
<b>EXPENDITURE ON</b>					
<b><u>Raising funds</u></b>					
Fund raising expenses	note 4	3,534	50	3,584	111
Consultancy fees				-	16
		<b>3,534</b>	<b>50</b>	<b>3,584</b>	<b>127</b>
<b><u>Charitable activities</u></b>					
Bus running costs including Insurances		7,361	6,000	13,361	18,083
Bus Depreciation	note 6		10,824	10,824	12,598
Salaries and Social Security costs	note 5	68,706	5,050	73,756	71,812
Purchase of toys, books and consumables		233	1,029	1,262	687
Telephone, stationery and postage		341		341	552
Staff Welfare & Training		1,035		1,035	970
Subscriptions & Ofsted		156		156	213
Hygiene, welfare and sundries		853		853	567
Publicity and advertising		675		675	504
Sundry expenses		741		741	1,306
Administration		901		901	825
		<b>81,002</b>	<b>22,903</b>	<b>103,905</b>	<b>108,117</b>
<b>TOTAL EXPENDITURE</b>		<b>84,536</b>	<b>22,953</b>	<b>107,489</b>	<b>108,244</b>
Net Income(expenditure)		11,743	-5,963	5,780	-28,988
TOTAL FUNDS BROUGHT FORWARD at 1st April 2024					
		73,774	101,126	174,900	203,888
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>85,517</b>	<b>95,163</b>	<b>180,680</b>	<b>174,900</b>

## BALANCE SHEET as at 31st March 2025

	Notes	31st March 2025		31st March 2024	
		£	£	£	£
<b>FIXED ASSETS</b>					
Bus PNO9EKR	note 6		90,210	100,234	
Sensory Den	note 6		1	1	
Bus accessories	note 6		3,200		
<b>CURRENT ASSETS</b>					
Prepayments		3,380		305	
Debtors					
COIF Charities Deposit Fund		76,867		68,408	
Barclays Current Account		673		1,433	
Barclays Current account no.2		58		107	
Cash in hand		617		396	
Barclays Savings Account		8,303		6,682	
		<u>89,898</u>		<u>77,331</u>	
<b>CURRENT LIABILITIES</b>					
Grants for future periods	note 8				
Creditors	note 9	2,629		2,666	
		<u>2,629</u>		<u>2,666</u>	
<b>NET CURRENT ASSETS</b>			87,269		74,665
<b>TOTAL NET ASSETS</b>			<u>180,680</u>		<u>174,900</u>
Represented by:					
<b>UNRESTRICTED INCOME FUNDS</b>					
General Purpose Fund			85,517		73,774
<b>RESTRICTED INCOME FUNDS</b>					
	note 7				
Hedley foundation for summer activity equipment			1,000		
Masonic Charitable fund for Training			240		
Stansted Airport Passenger Fund for books			121		
Tesco for food					150
Saffron Walden Round Table for craft					350
Capital Funds			93,802		100,626
			<u>93,802</u>		<u>100,626</u>
Balance 31st March 2025			<u>180,680</u>		<u>174,900</u>

Approved by the Trustees and signed on their behalf

Jan Menell  
President

Margaret Wass  
Hon Treasurer

The notes on pages 3 and 4 form part of these accounts.

**UTTLESFORD BUFFY BUS ASSOCIATION**  
**NOTES TO THE ACCOUNTS FOR YEAR ENDED 31 MARCH 2025**

**1 ACCOUNTING POLICIES**

**General Basis of Preparation of Accounts**

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for Charity Accounts FRS102 and with the Charities Act 2011. They include the results of the charity's operations which are described in the Trustees' report and all of which are continuing.

Income: Grants are apportioned over the period for which they were approved. All other income is recognised when receivable by the Association.

Expenditure is recognised when incurred.

Value Added Tax is not recoverable by the charity and is included in the relevant costs in the accounts.

**2 GRANTS**

	<u>2024-2025</u>	<u>2023-2024</u>
	£	£
<b>Grants received in the period ending 31 March 2025 subject to restrictions.</b>		
Uttlesford District Council for refugee sessions	6,000	
Stansted Airport for Bus repairs	5,000	
Dunmow Legacy Fund (Dunmow Rotary Club) for bus improvements	4,000	
Hedley Foundation for summer activity equipment	1,000	
Dunmow Town Council for SEND equipment	350	
Stansted Airport Passenger Fund for books	300	
Masonic Charitable fund for Training	240	
Saffron Walden Round table for craft activities		500
Gt Dunmow Mayor's fund for area stops		1,020
NFU for Santa's grotto	100	
	<u>16,990</u>	<u>1,520</u>
<b>Grants received in the period ending 31 March 2025 not subject to restrictions</b>		
Big Lottery funding	62,078	54,083
Uttlesford District Council	6,390	6,500
Fowler, Smith and Jones	2,000	
Essex community foundation	7,000	7,000
Masonic Charitable Fund	3,000	
	<u>80,468</u>	<u>67,583</u>
<b>Total GRANT Income</b>	<u>97,458</u>	<u>69,103</u>

**3 DONATIONS**

	£	£
Bus Users	4,339	4,652
Gift Aid repayment from HMRC	1,057	906
Other donors *	1,697	192
	<u>7,093</u>	<u>5,750</u>

\*Our grateful thanks go to all the individuals, organisations & Councils within Uttlesford who have supported us throughout the period:  
 Hasbro, Dunmow Fitch Trials, UBBA staff, committee members & fundraising committee members & their families & friends;  
 Supporters of Essex Lottery and Give as you Live

**4 FUND RAISING**

	Proceeds £	Costs £	2024-2025	2023-2024
			Net £	Net £
Quiz night	2,276	720	1,556	105
Bus Special Hire (Costs included in staff/fuel expenditure)	450		450	450
Sales (some stock still in hand, some sales may be included in donations)	36	1,252	1,216	18
Fun day	2,032	1,562	470	
Santa's grotto	216	50	166	
Jumble sale	68		69	
	<u>5,078</u>	<u>3,584</u>	<u>1,260</u>	<u>573</u>

**5 STAFF COSTS**

No trustee has received or is due to receive any remuneration for the year directly or indirectly from the Charity's funds. No Expenses were paid to Trustees.

	2025	2024
The average number of staff employed by the Charity during the period	6	7
Payroll Costs	£	£
Wages & Salaries	72,518	68,368
Employers Social Security Costs		
Employers Pension Costs	1,238	3,444
	<u>73,756</u>	<u>71,812</u>

**6 FIXED ASSETS**

In 2020 the trustees agreed to depreciate the cost of the bus and conversion on a straight line basis over 15 years.

A sensory den was also fitted which it was agreed to depreciate on a straight line basis over 5 years.

In 2024 extra batteries and heating equipment were added to be depreciated over 5 years

Used by the charity

Cost	Bus accessories £	Bus PN09EKR £	Sensory Den £	Total £
At 1 April 2024		150,354	12,883	163,237
Additions at cost	4,000			4,000
Disposals in year				0
At 31 March 2025	4,000	150,354	12,883	167,237
<i>Depreciation:</i>				
At 31 March 2024		50,120	12,882	63,002
Charge for the period ending 31 March 2025	800	10,024	-	10,824
At 31 March 2025	800	60,144	12,882	73,826
Net book value 31 March 2025	<u>3,200</u>	<u>90,210</u>	<u>1</u>	<u>93,411</u>

	b/f	received in period to 31st March 2025	spent	c/f
DONOR	£	£	£	£
Capital fund	100,626		10,024	90,602
Dunmow Legacy Fund (Dunmow Rotary Club) for bus improvements		4,000	800	3,200
Tesco for food	150		150	0
Saffron Walden Round table for craft activities	350		350	0
UDC for refugee services		6,000	6,000	0
Stansted Airport for Bus repairs		5,000	5,000	0
Hedley Foundation for summer activity equipment		1,000		1,000
Dunmow Town Council for SEND equipment		350	350	0
Stansted Airport Passenger Fund for books		300	179	121
Masonic Charitable fund for Training		240		240
NFU for Santa's grotto		100	100	0
	<u>101,126</u>	<u>16,990</u>	<u>22,953</u>	<u>95,163</u>

**8 GRANTS FOR FUTURE PERIODS**

	b/f	spent
	-	-

**9 CREDITORS**

	Due within 1 yr	
	2024-2025	2023-2024
Trade creditors	444	663
Staff Expenses	57	63
Taxation and social security	1877	1940
Pension Fund	251	
	<u>2629</u>	<u>2666</u>

**10 RESERVES POLICY**

Our policy is to hold £25,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs

**Registered Charity Number: 1180905**

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation (CIO), Charity number 1180905**

I report to the trustees on my examination of the accounts of the Uttlesford Buffy Bus Association (the CIO) for the year ended 31 March 2025.

**Responsibilities and basis for report**

As the charity's trustees of the CIO 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 CIO's account 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 giving cause to believe that in any material respect:

1. Accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do 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 respect in order to enable a proper understanding of the accounts to be reached.**

Signed: Karen Heybrock Qualification:  
FCCA (retired)  
Date: 27th September 2025

**Registered Charity Number: 1180905**

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation (CIO), Charity number 1180905**

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Signed: Karen Heybrock Qualification:

FCCA (retired)

Date: 27th September 2025

**UTTLESFORD BUFFY BUS ASSOCIATION**

England & Wales - Charity number 1180905

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# Accounts

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## Trustees' Annual Report for the period

From 01 April 2023 To 31 March 2024

Charity name: Uttlesford Buffy Bus Association

Charity registration number: 1180905

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity's objects ("the objects") are to advance the education of children below compulsory school age by providing or assisting in provision of facilities for group play and the provision of therapeutic, educational and stimulating toys and equipment.</p> <p>To provide recreational and other leisure time occupation for children mainly within the Uttlesford District in the interests of social welfare, that the conditions of life of such children may be improved.</p> <p>To support the education of children during their early years. To reduce isolation amongst young children and their families. To work in partnership with other organisations to ensure every child gets the very best start in life. To strive for equality of opportunity for all children, parents and carers. To increase the confidence and self-esteem of children, parents and carers. To provide information and knowledge of other services in the local area.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Uttlesford Buffy Bus Association (UBBA) is a local charity, community-based, non-profit making organisation established in 1994. Buffy Playbus is designed to bring to the under fives and their carers an opportunity to play and socialise in a playgroup environment. Buffy Playbus relies on grant aid, charitable donations and fund-raising efforts.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the Charity Commission's guidance on public benefit.
--	-----------	--

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not make grants
Policy on social investment including program related investment	Para 1.38	The Charity's only investment is in bank deposit accounts.
Contribution made by volunteers	Para 1.38	We welcome volunteers to be part of our executive committee and to be involved with our fund-raising activities. We have an active fundraising committee, All trustees and other committee members give their time voluntarily and received no remuneration or other benefits.
Other		We will celebrate 30 years of the Buffy Playbus service in 2024. Rosie Juhl retired in September 2023 but remains on our Fund-raising committee and by becoming a Trustee in January 2024, we have been able to retain her considerable knowledge. In her role as Project Manager for nearly 20 years Rosie raised over £1.5m and without her the bus would not be on the road today. She has moved the service on keeping up with the challenges and demands to provide a current and innovative service. Kerry Mattholie has taken over the role of Project Manager and has proved to be outstanding. She has a close rapport with the playleaders and is excellent in her communication to the Management Committee with regards the day to day running of the bus Buffy PlayBus is staffed by experienced and qualified early years employees. Our staff are highly motivated, loved and

		valued by all our visitors. Our playleaders plan a weekly activity that supports goals within the Early Years Foundation Framework Stage. The team work hard to initiate conversations between families and engage with children in games to help them to make friends. Buffy PlayBus visits 15 different locations across Uttlesford each week. Our service is completely free to those who use it so that finance is not a barrier and as many children as possible are able to benefit from our offer.
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### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We survey our visitors twice each year. Some of the comments we have received this year:</p> <p>36% of our respondents reported that they sometimes felt lonely in their own community.</p> <p>96% of respondents had met new friends on Buffy Playbus.</p> <p>88% of our service users felt that the activities and support available on buffy had increased their child's self-confidence.</p> <p>If we made a charge (rather than a donation) 12% would not be able to attend.</p> <p>"Thank you - we really appreciate the existence and hard work of the Buffy Bus team! All week my children ask when it is Buffy Bus time!"</p> <p>"I can't afford nursery, so it really helps my two to socialise with other kids".</p> <p>"The best thing about Buffy PlayBus is my son's development and interaction! He lost a lot of time doing things because of COVID".</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	100% of respondents said they are made to feel welcome on the bus and would recommend our service to their friends.
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We succeeded in securing a further grant from the National Lottery Community Fund of £360,000 over a five-year period. Other grants and donations were lower than previously. The National Lottery Community Fund contribution was 68% of the total income of £79,255. Other grants made up 19%. Although we did not make any charge or suggest any specific donation, donations from bus users were slightly up on the previous year. The rest of our income is made up of other donations, Gift Aid and bank interest. The cost of running the service was £108,243 - mainly bus running costs and staff costs, including depreciation of £12,598. The cost of salaries was higher than usual because of an overlap with a change of project managers. This left us with a deficit of £28,988. We have total assets at the end of the year of £174,900 of which £74,665 were net current assets, so still a healthy balance.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The National Lottery Community Fund, Essex Community Foundation, Essex County Council (Education Services), Uttlesford District Council, The Little Butterfly Foundation, Essex Lottery, Give as you Live, Saffron Walden Round Table, the Great Dunmow Mayor's Fund, Amazon Smile and other individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Across the third sector, there is less income available through grant funding, which is our main source of income. The cost-of-living crisis continues to impact both our costs and the amount of income raised through donations. As an organisation that has been operating for 30 years, we are no stranger to difficult times and change so we are sure that we can navigate what may be a tricky path.
Other		

**Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity incorporated Organisation(CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing Trustees

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
--	-----------	--

The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Project Manager is responsible for the day-to-day running of the Playbus working with the Playleaders on a daily basis. The Project Manager formally reports to the trustees at regular meetings and works with trustees and other members of the executive committee on an ad hoc basis.
Relationship with any related parties	Para 1.51	We are pleased to have forged a strong bond with Home-Start Essex & Carver Barracks (where Buffy also resides overnight), Uttlesford Foodbank, Essex Children & Families Wellbeing Service and other statutory agencies.
Other		

### Reference and Administrative details

Charity name	Uttlesford Buffy Bus Association
Other name the charity uses	Buffy Bus, Buffy Playbus, UBBA
Registered charity number	1180905
Charity's principal address	Walnut Tree Cottage, Littlebury Green, Saffron Walden, Essex. CB11 4XB

### 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	Janet Menell	President		
2	Catherine Fenn-Smith	Chairman		
3	Margaret Shaw			
4	Angela Porter			
5	Lucy Russell			
6	Christine Astell		until 3rd October 2023	
7	Rosemary Juhl		from 1st January 2024	

Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
<b>NONE</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>NONE</b>		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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**Name of chief executive or names of senior staff members (Optional information)**

Mrs Rosie Juhl,(until October 2023) Ms Kerry Mattholie (from September 2023)
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

<b>Full name(s)</b>	Margaret Ann Shaw	Catherine Rose Fenn-Smith
<b>Position (eg Secretary, Chair, etc)</b>	Trustees	
<b>Date</b>	15/10/2024	15/10/2024

## STATEMENT OF FINANCIAL ACTIVITIES 1st April 2023 to 31st March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds This period £	All Funds 2022 -2023 £
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>DONATIONS</b>					
Grants	notes 2/7/8	67,583	1,520	69,103	80,951
Donations	notes 3/8	5,750		5,750	10,638
<b>CHARITABLE ACTIVITIES</b>					
Grants	note 2			-	
<b>OTHER TRADING ACTIVITIES</b>					
Fund raising income	note 4	573		573	2,027
<b>INVESTMENTS</b>					
Interest receivable		3,829		3,829	1,150
<b>OTHER INCOME</b>					
<b>TOTAL</b>		<b>77,735</b>	<b>1,520</b>	<b>79,255</b>	<b>94,766</b>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Fund raising expenses	note 4	111		111	96
Consultancy fees		16		16	18
		127	-	127	114
<b>Charitable activities</b>					
Bus running costs including Insurances		18,083		18,083	18,483
Bus Depreciation	note 6		12,598	12,598	12,601
Salaries and Social Security costs	note 5	70,792	1,020	71,812	64,365
Purchase of toys, books and consumables		337	350	687	1,256
Telephone, stationery and postage		552		552	671
Staff Welfare & Training		970		970	713
Subscriptions & Ofsted		213		213	205
Hygiene, welfare and sundries		567		567	642
Publicity and advertising		504		504	349
Sundry expenses		1,306		1,306	1,223
Administration		825		825	656
		94,149	13,968	108,117	101,164
<b>TOTAL EXPENDITURE</b>		<b>94,275</b>	<b>13,968</b>	<b>108,243</b>	<b>101,278</b>
Net Income(expenditure)		-16,540	-12,448	-28,988	-6,512
TOTAL FUNDS BROUGHT FORWARD at 1st April 2023		90,314	113,574	203,888	210,400
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>73,774</b>	<b>101,126</b>	<b>174,900</b>	<b>203,888</b>

**BALANCE SHEET as at 31st March 2024**

	Notes	31st March 2024		31st March 2023	
		£	£	£	£
<b>FIXED ASSETS</b>					
Bus PNO9EKR	note 6		100,234		110,258
Sensory Den	note 6		1		2,575
<b>CURRENT ASSETS</b>					
Prepayments		305		305	
Debtors					
COIF Charities Deposit Fund		68,408		79,711	
Barclays Current Account		1,433		5,407	
Barclays Current account no.2		107		129	
Cash in hand		396			
Barclays Savings Account		6,682		10,300	
		<u>77,331</u>		<u>95,852</u>	
<b>CURRENT LIABILITIES</b>					
Grants for future periods	note 8				
Creditors	note 9	2,666		4,797	
		<u>2,666</u>		<u>4,797</u>	
<b>NET CURRENT ASSETS</b>					
			74,665		91,055
<b>TOTAL NET ASSETS</b>					
			<u>174,900</u>		<u>203,888</u>
Represented by:					
<b>UNRESTRICTED INCOME FUNDS</b>					
General Purpose Fund			73,774		90,314
<b>RESTRICTED INCOME FUNDS</b> Note 7					
Tesco for food			150		350
Saffron Walden Round Table for craft			350		
UDC for sensory equipment					
Capital Funds			100,626		113,224
			<u>174,900</u>		<u>203,888</u>
Balance 31st March 2024					
			<u>174,900</u>		<u>203,888</u>

Approved by the Trustees and signed on their behalf

Catherine Fenn Smith  
Hon. Chair

Margaret Wass  
Hon Treasurer

The notes on pages 3 and 4 form part of these accounts.

UTTLESFORD BUFFY BUS ASSOCIATION  
 NOTES TO THE ACCOUNTS FOR YEAR ENDED 31 MARCH 2024

**1 ACCOUNTING POLICIES**

**General Basis of Preparation of Accounts**

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for Charity Accounts FR5102 and with the Charities Act 2011. They include the results of the charity's operations which are described in the Trustees' report and all of which are continuing.

Income: Grants are apportioned over the period for which they were approved.

All other income is recognised when receivable by the Association.

Expenditure is recognised when incurred.

Value Added Tax is not recoverable by the charity and is included in the relevant costs in the accounts.

**2 GRANTS**

	<u>2023-2024</u>	<u>2022-2023</u>
	£	£
<b>Grants received in the period ending 31 March 2024</b>		
<b>subject to restrictions.</b>		
Fowler Smith and Jones for refugee sessions		2,000
Education services for refugee sessions		1,500
Tesco for food		500
Saffron Walden Round table for craft activities	500	
Gt Dunmow Mayor's fund for area stops	1,020	
Big Lottery for major bus repairs		6,440
	<u>1,520</u>	<u>10,440</u>
<b>Grants received in the period ending 31 March 2024</b>		
<b>not subject to restrictions</b>		
Big Lottery funding	54,083	46,461
Uttlesford District Council	6,500	10,100
Little Butterflies		5,000
Essex community foundation	7,000	8,800
Co-op		150
	<u>67,583</u>	<u>70,511</u>
<b>Total GRANT Income</b>	<u><u>69,103</u></u>	<u><u>80,951</u></u>
<b>3 DONATIONS</b>	<b>£</b>	<b>£</b>
Bus Users	4,652	3,586
Gift Aid repayment from HMRC	906	1,630
Other donors *	192	5,422
	<u>5,750</u>	<u>10,638</u>

\*Our grateful thanks go to all the individuals, organisations & Councils within Uttlesford who have supported us throughout the period:

UBBA staff, committee members & fundraising committee members & their families & friends;

Supporters of Essex Lottery , Amazon Smile and Give as you Live

#### 4 FUND RAISING

	<u>2023-2024</u>		<u>2022-2023</u>	
	Proceeds	Costs	Net	Net
	£	£	£	£
Quiz night	105		105	1,457
Bus Special Hire (Costs included in staff/fuel expenditure)	450		450	474
Sales (Costs included in previous years)	18		18	
	573	-	573	1,931

#### 5 STAFF COSTS

No trustee has received or is due to receive any remuneration for the year directly or indirectly from the Charity's funds. No Expenses were paid to Trustees.

	<u>2024</u>	<u>2023</u>
The average number of staff employed by the Charity during the period	7	5
Payroll Costs	£	£
Wages & Salaries	68,368	61,018
Employers Social Security Costs		
Employers Pension Costs	3,444	3,347
	<u>71,812</u>	<u>64,365</u>

#### 6 FIXED ASSETS

In 2020 the trustees agreed to depreciate the cost of the bus and conversion on a straight line basis over 15 years.

A sensory den was also fitted which it was agreed to depreciate on a straight line basis over 5 years.

Used by the charity	Bus PN09EKR	Sensory Den	Total
<i>Cost</i>	£	£	£
At 1 April 2023	150,354	12,883	163,237
Additions at cost			0
Disposals in year			0
At 31 March 2024	150,354	12,883	163,237
<i>Depreciation:</i>			
At 31 March 2023	40,096	10,308	50,404
Charge for the period ending 31 March 2024	10,024	2,574	12,598
At 31 March 2024	50,120	12,882	63,002
Net book value 31 March 2024	<u>100,234</u>	<u>1</u>	<u>100,235</u>

#### 7 RESTRICTED FUNDING

DONOR	received in period to		c/f
	b/f	31st March 2024	
	£	£	£
Capital fund	113,224		100,626
Tesco for food	350		200
Saffron Walden Round table for craft activities		500	150
Gt Dunmow Mayor's fund for area stops		1,020	1,020
	<u>113,574</u>	<u>1,520</u>	<u>13,968</u>

#### 8 GRANTS FOR FUTURE PERIODS

b/f	spent
-	-

#### 9 CREDITORS

	Due within 1 yr	
	<u>2023-2024</u>	<u>2022-2023</u>
Trade creditors	663	1598
Staff Expenses	63	517
Taxation and social security	1940	2682
	<u>2666</u>	<u>4797</u>

#### 10 RESERVES POLICY

Our policy is to hold £25,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation (CIO)**

I report to the trustees on my examination of the accounts of the Uttlesford Buffy Bus Association (the CIO) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: Joanna Wardle (CIPFA Qualified)

Date: 30th September 2024

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation (CIO)**

I report to the trustees on my examination of the accounts of the Uttlesford Buffy Bus Association (the CIO) for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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: Joanna Wardle (CIPFA Qualified)

Date: 30th September 2024

**UTTLESFORD BUFFY BUS ASSOCIATION**

England & Wales - Charity number 1180905

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# Accounts

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## Trustees' Annual Report for the period

From 01 April 2022 To 31 March 2023

Charity name: Uttlesford Buffy Bus Association

Charity registration number: 1180905

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity's objects ("the objects") are to advance the education of children below compulsory school age by providing or assisting in provision of facilities for group play and the provision of therapeutic, educational and stimulating toys and equipment.</p> <p>To provide recreational and other leisure time occupation for children mainly within the Uttlesford District in the interests of social welfare, that the conditions of life of such children may be improved.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Uttlesford Buffy Bus Association (UBBA) is a local charity, community-based, non-profit making organisation established in 1994.</p> <p>Buffy Playbus is a playbus designed to bring to the under fives and their carers an opportunity to paint, play and socialise in a playgroup environment. Buffy Playbus relies on grant aid, charitable donations and fund-raising efforts.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the Charity Commission's guidance on public benefit.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not make grants
Policy on social investment including program related investment	Para 1.38	The Charity's only investment is in bank deposit accounts.
Contribution made by volunteers	Para 1.38	We welcome volunteers to be part of our executive committee and to be involved with our fund-raising activities. We have an active fundraising committee and gratefully accept help from Saffron Walden Diamonds who assist on quiz nights. All trustees and other committee members give their time voluntarily and received no remuneration or other benefits.
Other		Buffy PlayBus is staffed by experienced & qualified early years employees. Our staff are highly motivated and loved & valued by all our visitors. Buffy Playbus visits 15 different rural and isolated urban communities each week.

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We survey our visitors twice each year. Some of the comments we have received this year: "Buffy Bus is a fun time for everyone, kids can play and parents relax" "Buffy Bus is an absolute gem for the community and it's available right on our doorstep" "It's great to have a fun safe place for my kids to play" "It's such a brilliant idea and the staff are always so friendly and welcoming" "We love the creative activities, toys and the fruit or vegetable snack" "With the cost of living crisis, Buffy provides a real life line to me and my family" "Buffy is such an important asset to Uttlesford and a fabulous service

		<p>27% of our service users reported that they sometimes felt lonely in their own community</p> <p>76% of our service users felt that the activities and support available on buffy had increased their child's self confidence</p> <p>75% of those adults questioned felt that coming to buffy had helped them to feel more able to cope and more confident with their parenting skills</p> <p>Families and carers from 37 different countries have visited buffy this year</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	100% of our service users would recommend our service to their friends
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		

**Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<p>Once again our chief funder was the National Lottery Community Fund, which provided 56% of our total income of £94,766. Other grants made up 30%, including £10,100 from Uttlesford District Council. This year we did not suffer from Covid restrictions, though numbers were limited for safety reasons and comfort. Due to the cost of living increases affecting many of our service users, it was decided to drop our fee to attend play sessions on Buffy, this reduced our income however some families continued to donate and in some cases gift aid their contribution. We were able to have a successful fundraising quiz and that, together with other donations and bank interest, made up the rest of our income. The cost of running the service was £101,278 mainly bus running costs and staff costs, also including depreciation of £12,601. The main increase on last year</p>
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		was salaries that were increased as minimum wages and general wage levels had increased. This left us with a deficit of £6,512. Total assets at the end of the year were £203,888, of which £91,055 were net current assets, an increase on the previous year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The National Lottery Community Fund, Essex Community Foundation, Essex County Council (Education Services), Fowler, Smith & Jones, Uttlesford District Council, Tesco, The Little Butterfly Foundation, Co- op, Essex Lottery, Give as you Live, St Mary's pre-school, Saffron Walden Round Table, Dunmow Rotary Club, the Dunmow Mayor's Fund and Amazon Smile and other individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Our 5 year Lottery funding finishes in September 2023. An application for further funding will need to be successful to ensure continuation of a daily service.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity incorporated association (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing Trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Project Manager is responsible for day-to-day running of the Playbus working with the Playleaders on a daily basis. The Project Manager formally reports to the trustees at regular meetings, and works with members of the executive on an ad hoc basis.
Relationship with any related parties	Para 1.51	We are pleased to have forged a strong bond with Home-Start Essex & Carver barracks (where Buffy also resides overnight) and we have working relationships with Virgin Barnardo's children's centres, Uttlesford Family Hub, health visitors, the NLCF (Lottery) & and other statutory agencies.
Other		

### Reference and Administrative details

Charity name	Uttlesford Buffy Bus Association
Other name the charity uses	Buffy Bus, Buffy Playbus, UBBA
Registered charity number	1180905

Charity's principal address	Walnut Tree Cottage, Littlebury Green, Saffron Walden, Essex. CB11 4XB

**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	Janet Menell	Chairman		
2	Angela Porter			
3	Margaret Shaw			
4	Catherine Fenn-Smith	Vice-Chairman		
5	Lucy Russell			
6	Christine Astell			

Corporate trustees – names of the directors at the date the report was approved

Director name		
<b>NONE</b>		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>NONE</b>		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
-----------------	------	---------


**Name of chief executive or names of senior staff members (Optional information)**

Mrs Rosie Juhl
----------------

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

--

**Other optional information**

--

**Declarations**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Margaret Ann Shaw	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	

<b>Date</b>	15/11/2023
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## STATEMENT OF FINANCIAL ACTIVITIES 1st April 2022 to 31st March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds This period £	All Funds 2021 -2022 £
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>DONATIONS</b>					
Grants	notes 2/7/8	70,511	10,440	80,951	71,285
Donations	notes 3/8	10,638		10,638	6,175
<b>CHARITABLE ACTIVITIES</b>					
Grants	note 2			-	1,845
<b>OTHER TRADING ACTIVITIES</b>					
Fund raising income	note 4	2,027		2,027	
<b>INVESTMENTS</b>					
Interest receivable		1,150		1,150	16
<b>OTHER INCOME</b>					
<b>TOTAL</b>		<b>84,326</b>	<b>10,440</b>	<b>94,766</b>	<b>79,321</b>
<b>EXPENDITURE ON</b>					
<u>Raising funds</u>					
Fund raising expenses	note 4	96		96	
Consultancy fees		18		18	1,262
		114	-	114	1,262
<u>Charitable activities</u>					
Bus running costs including Insurances		12,043	6,440	18,483	17,299
Bus Depreciation	note 6		12,601	12,601	12,601
Salaries and Social Security costs	note 5	60,865	3,500	64,365	52,478
Purchase of toys, books and consumables		28	1,228	1,256	968
Telephone, stationery and postage		671		671	255
Staff Welfare & Training		713		713	892
Subscriptions & Ofsted		205		205	278
Hygiene, welfare and sundries		492	150	642	339
Publicity and advertising		349		349	59
Sundry expenses		1,223		1,223	1,151
Administration		656		656	790
		77,245	23,919	101,164	87,110
<b>TOTAL EXPENDITURE</b>		<b>77,359</b>	<b>23,919</b>	<b>101,278</b>	<b>88,372</b>
Net Income(expenditure)		6,967	-13,479	-6,512	-9,051
<b>TOTAL FUNDS BROUGHT FORWARD at 1st April 2022</b>					
		83,347	127,053	210,400	219,451
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>90,314</b>	<b>113,574</b>	<b>203,888</b>	<b>210,400</b>

**UTTLESFORD BUFFY BUS ASSOCIATION**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**1 ACCOUNTING POLICIES**

**General Basis of Preparation of Accounts**

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for Charity Accounts FRS102 and with the Charities Act 2011. They include the results of the charity's operations which are described in the Trustees' report and all of which are continuing.

Income: Grants are apportioned over the period for which they were approved.

All other income is recognised when receivable by the Association.

Expenditure is recognised when incurred.

Value Added Tax is not recoverable by the charity and is included in the relevant costs in the accounts.

**2 GRANTS**

	<u>2022-2023</u>	<u>2021-2022</u>
	£	£
<b>Grants received in the period ending 31st March 2023 subject to restrictions.</b>		
ECC for holiday scheme		1,845
BFSS for sessions for disadvantaged children		4,880
Uttlesford DC for sessions in Saffron Walden		5,000
Fowler Smith and Jones for refugee sessions	2,000	
Education services for refugee sessions	1,500	
Tesco for food	500	
Saffron Walden Rotary Club for training		500
Big Lottery for major bus repairs	6,440	5,178
	<u>10,440</u>	<u>17,403</u>

**Grants received in the period ending 31st March 2023 not subject to restrictions**

Big Lottery funding	46,461	44,727
Uttlesford District Council	10,100	1,000
Little Butterflies	5,000	10,000
Essex community foundation	8,800	
Co-op	150	
	<u>70,511</u>	<u>55,727</u>
<b>Total GRANT Income</b>	<u>80,951</u>	<u>73,130</u>

**3 DONATIONS**

	£	£
Bus Users	3,586	6,081
Gift Aid repayment from HMRC	1,630	
Other donors *	5,422	94
	<u>10,638</u>	<u>6,175</u>

\*Our grateful thanks go to all the individuals, organisations & Councils within Uttlesford who have supported us throughout the period:

UBBA staff, committee members & fundraising committee members & their families & friends;

Supporters of Essex Lottery, Amazon Smile and Give as you Live

St Mary's church pre-school, Saffron Walden Round Table, Dunmow Rotary Club, Dunmow Mayor's fund

**4 FUND RAISING**

	2022-2023		2021-2022	
	Proceeds	Costs	Net	Net
	£		£	£
Quiz night	1,553		96	1,457
Private parties	474			474
				-
				-
	<u>2,027</u>		<u>96</u>	<u>1,931</u>
				-

**5 STAFF COSTS**

One Trustee was paid £75 for work on the bus when no member of staff was available

No other Trustee has received or is due to receive any remuneration for the year directly or indirectly from the Charity's funds.

No Expenses were paid to Trustees.

	2023	2022
The average number of staff employed by the Charity during the period	5	5

<b>Payroll Costs</b>		£		£
	Wages & Salaries	61,018		50,068
	Employers Social Security Costs			
	Employers Pension Costs	3,347		2,410
		<u>64,365</u>		<u>52,478</u>

## 6 FIXED ASSETS

In 2020 the trustees agreed to depreciate the cost of the bus and conversion on a straight line basis over 15 years. A sensory den was also fitted which it was agreed to depreciate on a straight line basis over 5 years.

Used by the charity Cost	Bus PN09EKR £	Sensory Den £	Total £
At 1 April 2022	150,354	12,883	163,237
Additions at cost			-
Disposals in year			-
At 31 March 2023	150,354	12,883	163,237
Depreciation:			
At 31 March 2022	30,072	7,731	37,803
Charge for the period ending 31 March 2023	10,024	2,577	12,601
At 31 March 2023	40,096	10,308	50,404
Net book value 31 March 2023	<u>110,258</u>	<u>2,575</u>	<u>112,833</u>

	b/f	received in period to 31st March 2023	spent	c/f
<b>7 RESTRICTED FUNDING</b>	£	£	£	£
<b>DONOR</b>				
Capital fund	125,825		12,601	113,224
Fowler Smith and Jones for refugee sessions		2,000	2,000	-
Education services for refugee sessions		1,500	1,500	
Tesco for food		500	150	350
Big Lottery for major bus repairs		6,440	6,440	
Uttlesford District Council For Sensory Equipme	978		978	
Co-op Community Fund for cooking activities	250		250	
	<u>127,053</u>	<u>10,440</u>	<u>23,919</u>	<u>113,574</u>
<b>8 GRANTS FOR FUTURE PERIODS</b>	b/f		spent	
			-	0.00

<b>9 CREDITORS</b>	Due within 1 yr	
	2022-2023	2021-2022
Trade creditors	1,598	182
Staff Expenses	517	
Taxation and social security	2,682	1,518
	<u>4,797</u>	<u>1,700</u>

## 10 RESERVES POLICY

Our policy is to hold £25,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs

**BALANCE SHEET as at 31st March 2023**

	Notes	£	31st March 2023	£	31st March 2022	£
<b>FIXED ASSETS</b>						
Bus PN09EKR	note 6		110,258		120,282	
Sensory Den	note 6		2,575		5,152	
<b>CURRENT ASSETS</b>						
Prepayments		305			323	
Debtors						
COIF Charities Deposit Fund		79,711			28,637	
Barclays Current Account		5,407			32,390	
Barclays Current account no.2		129			63	
CAF gold Account					25,253	
Barclays Savings Account		10,300				
			<u>95,852</u>		<u>86,666</u>	
<b>CURRENT LIABILITIES</b>						
Grants for future periods	note 8					
Creditors	note 9		4,797		1,700	
			<u>4,797</u>		<u>1,700</u>	
<b>NET CURRENT ASSETS</b>			91,055		84,966	
<b>TOTAL NET ASSETS</b>			<u>203,888</u>		<u>210,400</u>	
Represented by:						
<b>UNRESTRICTED INCOME FUNDS</b>						
General Purpose Fund			90,314		83,347	
<b>RESTRICTED INCOME FUNDS</b> Note 7						
Tesco for food			350			
Co-op Community Fund for cooking activities					250	
UDC for sensory equipment					978	
Capital Funds			113,224		125,825	
			<u>113,224</u>		<u>125,825</u>	
Balance 31st March 2023			<u>203,888</u>		<u>210,400</u>	

Approved by the Trustees and signed on their behalf

Jan Menell

President J.E.Meneell

Hon Treasurer M.E.Wass

The notes on pages 3 and 4 form part of these accounts.

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation, Company number CEO15741 and Charity number 1180905 ('the Company').**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2023

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I confirm that I am qualified to undertake the examination. I am a fellow of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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: Charles Olley  
Chartered Accountant  
28th September 2023

**UTTLESFORD BUFFY BUS ASSOCIATION**

England & Wales - Charity number 1180905

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# Accounts

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## Trustees' Annual Report for the period

From 01 April 2021 To 31 March 2022

Charity name: Uttlesford Buffy Bus Association

Charity registration number: 1180905

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity's objects ("the objects") are to advance the education of children below compulsory school age by providing or assisting in provision of facilities for group play and the provision of therapeutic, educational and stimulating toys and equipment.</p> <p>To provide recreational and other leisure time occupation for children mainly within the Uttlesford District in the interests of social welfare, that the conditions of life of such children may be improved.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Uttlesford Buffy Bus Association (UBBA) is a local charity, community-based, non-profit making organisation established in 1994.</p> <p>Buffy Playbus is a playbus designed to bring to the under fives and their carers an opportunity to paint, play and socialise in a playgroup environment. Buffy Playbus relies on grant aid, charitable donations and fund-raising efforts.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the Charity Commission's guidance on public benefit.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not make grants
Policy on social investment including program related investment	Para 1.38	The Charity's only investment is in a bank deposit account
Contribution made by volunteers	Para 1.38	<p>We welcome volunteers to be part of our executive committee and to be involved with our fund-raising activities.</p> <p>In normal times we have an active fundraising committee and gratefully accept help from Saffron Walden Diamonds who assist on quiz nights. All trustees and other committee members give their time voluntarily and received no remuneration or other benefits.</p> <p>In 2021-22 due to the prevalence of Covid-19 we were unable to undertake our usual fund-raising activities.</p>
Other		<p>Buffy PlayBus is staffed by experienced &amp; qualified early years employees. Our staff are highly motivated and loved &amp; valued by all our visitors.</p> <p>Buffy Playbus visits 15 different rural and isolated urban communities each week. During the year when reduced Covid 19 measures were in place we provided a limited service, which required attendees to book in advance &amp; involved the wearing of PPE and a thorough clean-down between sessions. This was appreciated by our families, and proved a better and more satisfactory outcome for the staff.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We survey our visitors twice each year. Some of the comments we have received this year:</p> <p>"It's a local service with the same lovely staff all the time so you feel safe; Buffy comes to my community every week so it's easy to access; Stepping on-board Buffy means I can socialise with other parents and meet new people in my community; Buffy helps me to get out of my house and come to a welcoming and friendly environment; Because the Buffy sessions have no structure, it's much easier to meet new people and have a chat; I have less anxiety as I have grown to know and trust the staff and I am always made to feel welcome; Buffy is a great meeting place; Coming to Buffy is the highlight of my week."</p> <p>We join with other organisations, such as Homestart and Uttlesford Foodbank to offer more holistic support to families.</p> <p>Essex County Council commissioned us to provide fun summer holiday events for children with a disability and their families and this proved to be a great success with 48 children attending over the five week period. We are now using the learning gained from these sessions to offer Special Educational Needs activities in both Saffron Walden and Dunmow over the coming year; these have been additionally funded by the British and Foreign Schools Society to whom we are very grateful.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	N/A
Other		

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Though Covid 19 restrictions meant that the Buffy Playbus was only able to provide a reduced service, not at full capacity, we were fortunate that those funders who had agreed to grants continued to fund us as before. Once again our chief funder was the Big Lottery, which provided 56% of our total income, Other grants made up 36%. Covid 19 concerns meant that we did not run any fundraising events limiting our other income.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The National Lottery Community Fund, Uttlesford District Council, Essex County Council, Little Butterflies Foundation, Saffron Walden Rotary Club, Coop Community Fund, Supporters of Essex Lottery, Amazon Smile and other individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity incorporated association (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing Trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Project Manager is responsible for day - to -day running of the Playbus working with the Playleaders on a daily basis. The Project Manager formally reports to the trustees at regular meetings, and works with members of the executive on an ad hoc basis. We are pleased to have forged a strong bond with Home-Start Essex & Carver barracks (where Buffy also resides overnight) and we have working relationships with Virgin Barnardo's children's centres, Uttlesford Family Hub, health visitors, the NLCF (Lottery) & and other statutory agencies.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Uttlesford Buffy Bus Association
Other name the charity uses	Buffy Bus, Buffy Playbus, UBBA
Registered charity number	1180905
Charity's principal address	Walnut Tree Cottage, Littlebury Green, Saffron Walden, Essex. CB11 4XB

## 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	Janet Menell	Chairman		
2	Angela Porter			
3	Margaret Shaw			
4	Catherine Fenn-Smith	Vice-Chairman		
5	Lucy Russell			
6	Beverley Young			

Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
<b>NONE</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>NONE</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

**Type of adviser      Name                                  Address**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Mrs Rosie Juhl

**Exemptions from disclosure**

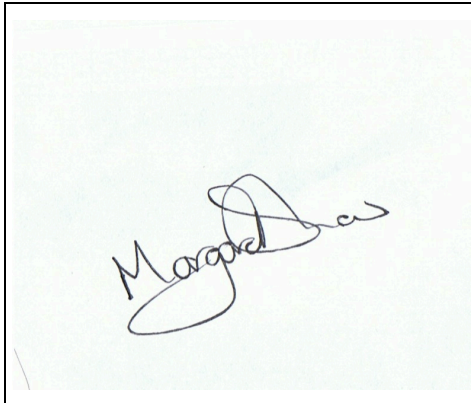
Reason for non-disclosure of key personnel details

**Other optional information**

**Declarations**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Margaret Ann Shaw	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	12/12/2022	

## STATEMENT OF FINANCIAL ACTIVITIES 1st April 2021 to 31st March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds This period £	All Funds 2020 -2021 £
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>DONATIONS</b>					
Grants	notes 2/7/8	55,727	15,558	71,285	54,582
Donations	notes 3/8	6,175		6,175	4,226
<b>CHARITABLE ACTIVITIES</b>					
Grants	note 2		1,845	1,845	3,168
<b>OTHER TRADING ACTIVITIES</b>					
Fund raising income	note 4			-	-
<b>INVESTMENTS</b>					
Interest receivable		16		16	37
<b>OTHER INCOME</b>					
Job Retention Scheme				-	17,791
Refund Road Tax				-	167
<b>TOTAL</b>		<b>61,918</b>	<b>17,403</b>	<b>79,321</b>	<b>79,971</b>
<b>EXPENDITURE ON</b>					
<u>Raising funds</u>					
Fund raising expenses	note 4			-	-
Consultancy fees		1,262		1,262	1,375
		<b>1,262</b>	<b>-</b>	<b>1,262</b>	<b>1,375</b>
<u>Charitable activities</u>					
Bus running costs including Insurances		9,499	7,808	17,307	3,400
Bus Depreciation	note 6		12,601	12,601	12,601
Salaries and Social Security costs	note 5	43,978	8,500	52,478	40,673
Purchase of toys, books and consumables		340	628	968	265
Telephone, stationery and postage		255		255	210
Staff Welfare & Training		332	560	892	340
Subscriptions & Ofsted		278		278	279
Hygiene, welfare and sundries		191	140	331	545
Publicity and advertising		59		59	10
Sundry expenses		1,151		1,151	196
Administration		790		790	500
		<b>56,873</b>	<b>30,237</b>	<b>87,110</b>	<b>59,019</b>
<b>TOTAL EXPENDITURE</b>		<b>58,135</b>	<b>30,237</b>	<b>88,372</b>	<b>60,394</b>
Net Income(expenditure)		3,783	-12,834	-9,051	19,577
<b>TOTAL FUNDS BROUGHT FORWARD at 1st April 2021</b>					
		79,564	139,887	219,451	199,874
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>83,347</b>	<b>127,053</b>	<b>210,400</b>	<b>219,451</b>

UTTLESFORD BUFFY BUS ASSOCIATION  
 NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**1 ACCOUNTING POLICIES**

**General Basis of Preparation of Accounts**

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for Charity Accounts FRS102 and with the Charities Act 2011. They include the results of the charity's operations which are described in the Trustees' report and all of which are continuing.

Income: Grants are apportioned over the period for which they were approved.

All other income is recognised when receivable by the Association.

Expenditure is recognised when incurred.

Value Added Tax is not recoverable by the charity and is included in the relevant costs in the accounts.

**2 GRANTS**

	<u>2021-2022</u>	<u>2020-2021</u>
	£	£
<b>Grants received in the period ending 31st March 2022 subject to restrictions</b>		
Children in Need		3,168
ECC for holiday scheme	1,845	
BFSS for sessions for disadvantaged children	4,880	
Uttlesford DC for sessions in Saffron Walden	5,000	
Fowler Smith and Jones for covid adaptations		1,500
Saffron Walden Rotary Club for training	500	400
Big Lottery for major bus repairs	5,178	
	<u>17,403</u>	<u>5,068</u>
<b>Grants received in the period ending 31st March 2022 not subject to restrictions</b>		
Big Lottery funding	44,727	42,432
Uttlesford District Council	1,000	5,250
Little Butterflies	10,000	5,000
	<u>55,727</u>	<u>52,682</u>
<b>Total GRANT Income</b>	<u>73,130</u>	<u>57,750</u>

**3 DONATIONS**

	£	£
Bus Users	6,081	459
Gift Aid repayment from HMRC		3,303
Other donors *	94	464
	<u>6,175</u>	<u>4,226</u>

\*Our grateful thanks go to all the individuals, organisations & Councils within Uttlesford who have supported us throughout the period:

UBBA staff, committee members & fundraising committee members & their families & friends;

Supporters of Essex Lottery and Amazon Smile

**4 FUND RAISING**

	<u>2021-2022</u>	<u>2020-2021</u>
	Proceeds £	Costs £
	Net £	Net £
There has been no fund raising activities for two years due to Covid 19 restrictions	-	-
	-	-
	-	-
	<u>-</u>	<u>-</u>

**5 STAFF COSTS**

No Trustee or any person connected with them has received or is due to receive any remuneration for the year directly or indirectly from the Charity's funds. No Expenses were paid to Trustees.

	<u>2022</u>	<u>2021</u>
	£	£
The average number of staff employed by the Charity during the period	5	4
Payroll Costs		
Wages & Salaries	50,068	38,960
Employers Social Security Costs		
Employers Pension Costs	2,410	1,713
	<u>52,478</u>	<u>40,673</u>
Received from Job Retention Scheme towards these costs		17,791

## 6 FIXED ASSETS

In 2020 the trustees agreed to depreciate the cost of the bus and conversion on a straight line basis over 15 years.

A sensory den was also fitted which it was agreed to depreciate on a straight line basis over 5 years.

Used by the charity	Bus PN09EKR	Sensory Den	Total
<i>Cost</i>	£	£	£
At 1 April 2021	150,354	12,883	163,237
Additions at cost			0
Disposals in year			0
At 31 March 2022	150,354	12,883	163,237
<i>Depreciation:</i>			
At 31 March 2021	20,048	5,154	25,202
Charge for the period ending 31 March 2022	10,024	2,577	12,601
At 31 March 2022	30,072	7,731	37,803
Net book value 31 March 2022	120,282	5,152	125,434

	b/f	received in period to 31st March 2022	spent	c/f
<b>DONOR</b>	£	£	£	£
Capital fund	138,426		12,601	125,825
Saffron Walden Rotary Club for training		500	500	-
Big Lottery for major bus repairs		5,178	5,178	
Uttlesford DC community project for toys etc	40		40	
ECC for holiday scheme		1,845	1,845	
BFSS for sessions for disadvantaged children		4,880	4,880	
Uttlesford DC for sessions in Saffron Walden		5,000	5,000	
Uttlesford District Council For Sensory Equipment re Cllrs Felton, Jones, Gordon, Ryles and Lemon	1,061		83	978
Co-op Community Fund for cooking activities	300		50	250
Saffron Walden Rotary Club for training	60		60	
	<u>139,887</u>	<u>17,403</u>	<u>30,237</u>	<u>127,053</u>

## 8 GRANTS FOR FUTURE PERIODS

b/f	spent
-	-

## 9 CREDITORS

	Due within 1 yr	
	2021-2022	2020-2021
Trade creditors	182	75
RJ Expenses		225
Taxation and social security	1518	1275
	<u>1700</u>	<u>1575</u>

## 10 RESERVES POLICY

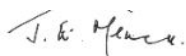
Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs

BALANCE SHEET as at 31st March 2022

	Notes	£	31st March 2022 £	£	31st March 2021 £
<b>FIXED ASSETS</b>					
Bus PN09EKR	note 6		120,282		130,306
Sensory Den	note 6		5,152		7,729
<b>CURRENT ASSETS</b>					
Prepayments		323		2,504	
Debtors					
COIF Charities Deposit Fund		28,637		28,624	
Barclays Current Account charity 1180905		32,390		26,597	
Barclays Current account no.2 re 1180905		63		17	
CAF gold Account		25,253		25,249	
Cash float					
			<u>86,666</u>		<u>82,991</u>
<b>CURRENT LIABILITIES</b>					
Grants for future periods	note 8				
Creditors	note 9	1,700		1,575	
			<u>1,700</u>		<u>1,575</u>
<b>NET CURRENT ASSETS</b>			84,966		81,416
<b>TOTAL NET ASSETS</b>			<u>210,400</u>		<u>219,451</u>
Represented by:					
<b>UNRESTRICTED INCOME FUNDS</b>					
General Purpose Fund			83,347		79,564
<b>RESTRICTED INCOME FUNDS</b> Note 7					
UDC for toys				40	
Saffron Walden Rotary Club for Training				60	
Co-op Community Fund for cooking activities		250		300	
UDC for sensory equipment		978		1,061	
Capital Funds			<u>125,825</u>		<u>138,426</u>
Balance 31st March 2022			<u>210,400</u>		<u>219,451</u>

Approved by the Trustees and signed on their behalf

Jan Menell  
President



Hon Treasurer



The notes on pages 3 and 4 form part of these accounts.

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association  
which is a Charitable Incorporated Organisation, Company number CEO15741 and  
Charity number 1180905 ('the Company').**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I confirm that I am qualified to undertake the examination. I am a fellow of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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: Charles Olley

Chartered Accountant  
28th September 2022

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation, Company number CEO15741 and Charity number 1180905 ('the Company').**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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: Charles Olley  
Chartered Accountant  
28th September 2022

**UTTLESFORD BUFFY BUS ASSOCIATION**

England & Wales - Charity number 1180905

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# Accounts

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## Trustees' Annual Report for the period

From 01 April 2020 To 31 March 2021

Charity name: Uttlesford Buffy Bus Association

Charity registration number: 1180905

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Charity's objects ("the objects") are to advance the education of children below compulsory school age by providing or assisting in provision of facilities for group play and the provision of therapeutic, educational and stimulating toys and equipment.</p> <p>To provide recreational and other leisure time occupation for children mainly within the Uttlesford District in the interests of social welfare, that the conditions of life of such children may be improved.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Uttlesford Buffy Bus Association (UBBA) is a local charity, community-based, non-profit making organisation established in 1994.</p> <p>Buffy Playbus is a playbus designed to bring to the under fives and their carers an opportunity to paint, play and socialise in a playgroup environment. Buffy Playbus relies on grant aid, charitable donations and fund-raising efforts.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the Charity Commission's guidance on public benefit.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not make grants
Policy on social investment including program related investment	Para 1.38	The Charity's only investment is in a bank deposit account
Contribution made by volunteers	Para 1.38	<p>We welcome volunteers to be part of our executive committee and to be involved with our fund-raising activities.</p> <p>In normal times we have an active fundraising committee and gratefully accept help from Saffron Walden Diamonds who assist on quiz nights.</p> <p>All trustees and other committee members give their time voluntarily and received no remuneration or other benefits.</p> <p>In 2020-21 we were unable to undertake our usual fund-raising activities.</p>
Other		<p>Buffy PlayBus is staffed by experienced &amp; qualified early years employees. Our staff are highly motivated and loved &amp; valued by all our visitors.</p> <p>In normal times Buffy PlayBus visits 15 different rural and isolated urban communities each week.</p> <p>During the strict period of lockdown the staff were furloughed. When reduced lockdown measures were introduced we provided a limited service, which required attendees to book in advance and was limited to 2 families per session, involved the wearing of PPE and a thorough clean-down between sessions.</p> <p>This was appreciated by our families, and proved a better and more satisfactory outcome for the staff.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Essex County Council commissioned us to provide fun summer holiday events for children with a disability and their families and this proved to be a great success with 48 children attending over the five week period. We are now using the learning gained from these sessions to offer Special Educational Needs activities in both Saffron Walden and Dunmow over the coming year; these have been additionally funded by the British and Foreign Schools Society to whom we are very grateful.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		

### Financial Review

Review of the charity's financial position at the	Para 1.21	Though Covid 19 restrictions meant that the Buffy Playbus was only
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end of the period		able to provide a limited service for a short period of this year, we were fortunate that those funders who had agreed to grants continued to fund us as before. Chief of these was the Big Lottery, which provided 53% of the total income of £79,971. We also took advantage of the Government's Job Retention Scheme, which amounted to 22% of the total.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The National Lottery Community Fund, Uttlesford District Council, Children in Need, Fowler Smith and Jones, Saffron Walden Rotary Club and the Little Butterflies Foundation. Dunmow Rotary Club, Supporters of Essex Lottery, Amazon Smile and Give as you Live and other individuals.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The unknown resolution of the Corona Virus Pandemic. However The Big Lottery Fund and Children in Need continue to support us.

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charity incorporated association (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by existing Trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Project Manager is responsible for day - to -day running of the Playbus working with the Playleaders on a daily basis. The Project Manager formally reports to the trustees at regular meetings, and works with members of the executive on an ad hoc basis. We are pleased to have forged a strong

		bond with Home-Start Essex and we have working relationships with Virgin Barnardo's children's centres, Uttlesford Family Hub, health visitors, the NLCF & and other statutory agencies.
Relationship with any related parties	Para 1.51	We have also been fortunate through an application to the Cranfield Trust to have the professional expertise of the CEO of The Centre for Engineering and Mechanical Excellence who is offering us support over the coming year to formulate strategies for future sustainability and succession planning.
Other		

### Reference and Administrative details

Charity name	Uttlesford Buffy Bus Association
Other name the charity uses	Buffy Bus, Buffy Playbus, UBBA
Registered charity number	1180905
Charity's principal address	Walnut Tree Cottage, Littlebury Green, Saffron Walden, Essex. CB11 4XB

### 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	Janet Menell	Chairman		
2	Angela Porter			
3	Margaret Shaw			

4	Catherine Fenn-Smith	Vice-Chairman		
5	Lucy Russell			
6	Beverley Young			

Corporate trustees - names of the directors at the date the report was approved

<b>Director name</b>		
<b>NONE</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>NONE</b>		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

**Type of advise**      **Name**      **Address**


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**Name of chief executive or names of senior staff members  
(Optional information)**

Mrs Rosie Juhl

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

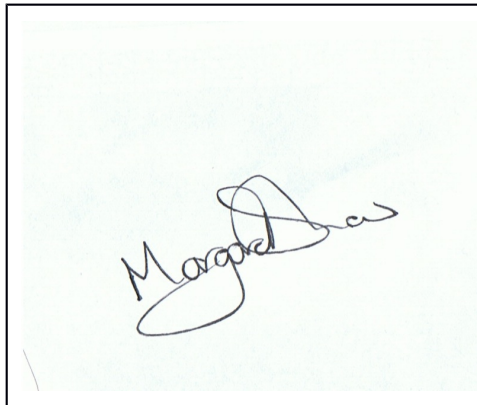
**Other optional information**

**Declarations**

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

	
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**Full name(s)** Margaret Ann Shaw

Margaret Ann Shaw	
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**Position (eg  
Secretary, Chair, etc)** Trustee

Trustee	
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**Date** 25/10/2021


25/10/2021
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**BALANCE SHEET as at 31st March 2021**

	Notes	31st March 2021		31st March 2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Bus PN09EKR	note 6		130,306		140,330
Sensory Den	note 6		7,729		10,306.00
<b>CURRENT ASSETS</b>					
Prepayments		2,504		231	
Debtors					
COIF Charities Deposit Fund		28,624		20,598	
Barclays Current Account charity 1051491				12	
Barclays Current Account charity 1180905		26,597		5,577	
Barclays Current account no.2 re 1180905		17		14	
CAF gold Account		25,249		25,238	
Cash float				155	
		<u>82,991</u>		<u>51,825</u>	
<b>CURRENT LIABILITIES</b>					
Grants for future periods	note 8				
Creditors	note 9	1,575		2,587	
		<u>1,575</u>		<u>2,587</u>	
<b>NET CURRENT ASSETS</b>			81,416		49,238
<b>TOTAL NET ASSETS</b>			<u>219,451</u>		<u>199,874</u>
Represented by:					
<b>UNRESTRICTED INCOME FUNDS</b>					
General Purpose Fund			79,564		46,196
<b>RESTRICTED INCOME FUNDS</b> Note 7					
UDC for toys			40		300
Essex Community Foundation for insurance costs					990
Training			60		
Co-op Community Fund for cooking activities			300		300
UDC for sensory equipment			1,061		1,061
Capital Funds			<u>138,426</u>		<u>151,027</u>
Balance 31st March 2021			<u>219,451</u>		<u>199,874</u>

Approved by the Trustees and signed on their behalf

Jan Menell  
President

  
Hon Treasurer

The notes on pages 3 and 4 form part of these accounts.

*J.E. Menell*  
28.9.20

21/06/2021

## STATEMENT OF FINANCIAL ACTIVITIES 1st April 2020 to 31st March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds This period £	All Funds 2019 -2020 £
<b>INCOME AND ENDOWMENTS FROM DONATIONS</b>					
Grants	notes 2/7/8	52,682	1,900	54,582	150,295
Donations	notes 3/8	4,226		4,226	11,986
<b>CHARITABLE ACTIVITIES</b>					
Grants	note 2		3,168	3,168	6,244
<b>OTHER TRADING ACTIVITIES</b>					
Fund raising income	note 4			-	5,983
<b>INVESTMENTS</b>					
Interest receivable		37		37	148
<b>OTHER INCOME</b>					
Job Retention Scheme		17,791		17,791	
Refund Road Tax		167		167	
Profit on sale of bus				-	1,617
Net Assets transferred from charity 1051491 note 10				-	112,767
<b>TOTAL</b>		<b>74,903</b>	<b>5,068</b>	<b>79,971</b>	<b>289,040</b>
<b>EXPENDITURE ON</b>					
<u>Raising funds</u>					
Fund raising expenses	note 4			-	676
Consultancy fees		1,375		1,375	4,550
		1,375	-	1,375	5,226
<u>Charitable activities</u>					
Bus running costs including Insurances		2,410	990	3,400	10,879
Bus Depreciation	note 6		12,601	12,601	12,601
Salaries and Social Security costs	note 5	36,550	4,123	40,673	51,999
Purchase of toys, books and consumables		5	260	265	2,114
Telephone, stationery and postage		210		210	1,101
Staff Welfare & Training			340	340	667
Subscriptions & Ofsted		279		279	288
Hygiene, welfare and sundries			545	545	679
Publicity and advertising		10		10	1,132
Sundry expenses		196		196	2,145
Administration		500		500	335
		40,160	18,859	59,019	83,940
<b>TOTAL EXPENDITURE</b>		<b>41,535</b>	<b>18,859</b>	<b>60,394</b>	<b>89,166</b>
Net Income(expenditure)		33,368	-13,791	19,577	199,874
<b>TOTAL FUNDS BROUGHT FORWARD at 1st April 2020</b>					
		46,196	153,678	199,874	
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>79,564</b>	<b>139,887</b>	<b>219,451</b>	<b>199,874</b>

**UTTLESFORD BUFFY BUS ASSOCIATION**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**1 ACCOUNTING POLICIES**

**General Basis of Preparation of Accounts**

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for Charity Accounts FR5102 and with the Charities Act 2011. They include the results of the charity's operations which are described in the Trustees' report and all of which are continuing.

Income: Grants are apportioned over the period for which they were approved.

All other income is recognised when receivable by the Association.

Expenditure is recognised when incurred.

Value Added Tax is not recoverable by the charity and is included in the relevant costs in the accounts.

**2 GRANTS**

	<u>2020-2021</u>	<u>2019-2020</u>
	£	£
<b>Grants received in the period ending 31st March 2021 subject to restrictions</b>		
Children in Need	3,168	6,244
Essex Community Foundation for staff and insurance costs		7,500
Kelly Family Trust for staff salary		5,000
Uttlesford DC community project for toys etc		800
Tesco for cooking		250
Fowler Smith and Jones for covid adaptations	1,500	
Saffron Walden Rotary Club	400	
Co-op Community Fund for cooking activities		2,683
Saffron Walden Round Table for uniform & toys		650
Great Dunmow Round Table for printing costs		1,500
Big Lottery for sensory den		8,418
Big Lottery for replacement bus		77,754
	5,068	110,799
<b>Grants received in the period ending 31st March 2021 not subject to restrictions</b>		
Big Lottery funding	42,432	40,391
Uttlesford District Council	5,250	349
Little Butterflies	5,000	5,000
	52,682	45,740
<b>Total GRANT Income</b>	57,750	156,539

**3 DONATIONS**

	£	£
Bus Users	459	5,833
Gift Aid repayment from HMRC	3,303	1,748
Other donors *	464	3,073
	4,226	10,654

\*Our grateful thanks go to all the individuals, organisations & Councils within Uttlesford who have supported us throughout the period:

UBBA staff, committee members & fundraising committee members & their families & friends;

Dunmow Rotary Club

Supporters of Essex Lottery, Amazon Smile and Give as you Live Fund and other individuals

**4 FUND RAISING**

			<u>2020-2021</u>	<u>2019-2020</u>
	Proceeds	Costs	Net	Net
	£	£	£	£
Bus Special Hire (Costs included in staff/fuel expenditure)			-	725
Crowdfunding for sensory den			-	4,856
Bus activities			-	118
Sales of T-shirts			-	392
	-	-	-	5,307

## 5 STAFF COSTS

No Trustee or any person connected with them has received or is due to receive any remuneration for the year directly or indirectly from the Charity's funds. No Expenses were paid to Trustees.

	<u>2021</u>	<u>2020</u>
The average number of staff employed by the Charity during the period	4	6
Payroll Costs	£	£
Wages & Salaries	38,960	51,002
Employers Social Security Costs		
Employers Pension Costs	1,713	997
	<u>40,673</u>	<u>51,999</u>
Received from Job Retention Scheme towards these costs	17,791	

## 6 FIXED ASSETS

In 2020 the trustees agreed to depreciate the cost of the bus and conversion on a straight line basis over 15 years.

A sensory den was also fitted which it was agreed to depreciate on a straight line basis over 5 years.

Used by the charity	Bus PN09EKR	Sensory Den	Total
Cost	£	£	£
At 1 April 2020	150,354	12,883	163,237
Additions at cost			0
Disposals in year			0
At 31 March 2021	150,354	12,883	163,237
<i>Depreciation:</i>			
At 31 March 2020	10,024	2,577	12,601
Charge for the period ending 31 March 2021	10,024	2,577	12,601
At 31 March 2021	20,048	5,154	25,202
Net book value 31 March 2021	130,306	7,729	138,035

	b/f	received in period to 31st March 2021	spent	c/f
DONOR	£	£	£	£
Capital fund	151,027		12,601	138,426
Essex Community Foundation for staff and insurance costs	990		990	990
Uttlesford DC community project for toys etc	300		260	40
Children in Need		3,168	3,168	
Fowler Smith and Jones for covid adaptations		1,500	1,500	
Uttlesford District Council For Sensory Equipment re Cllrs Felton, Jones, Gordon, Ryles and Lemon	1,061			1,061
Co-op Community Fund for cooking activities	300			300
Saffron Walden Rotary Club for training	400		340	60
	<u>154,078</u>	<u>4,668</u>	<u>18,859</u>	<u>140,877</u>
	b/f		spent	
			-	-

## 8 GRANTS FOR FUTURE PERIODS

## 9 CREDITORS

	Due within 1 yr	
	<u>2020-2021</u>	<u>2019-2020</u>
Trade creditors	75	409
RJ Expenses	225	
Taxation and social security	1275	1937
Pension contributions		241
	<u>1575</u>	<u>2587</u>

## 10 NET ASSETS TRANSFERRED

In November 2018 a Charitable Incorporated Organisation was registered in the same name with Registered Charity Number 1180905. At the committee meeting on 22 March 2019 it was agreed to transfer all assets to the new charity on 1 April 2019.

Details of net assets transferred are as shown on balance sheet for year ending 31 March 2019

## 11 RESERVES POLICY

Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs

**Independent examiner's report to the trustees of Uttlesford Buffy Bus Association which is a Charitable Incorporated Organisation, Company number CEO15741 and Charity number 1180905 ('the Company').**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I confirm that I am qualified to undertake the examination. I am a fellow of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: Charles Olley  
Chartered Accountant  
22<sup>nd</sup> September 2021