



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **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

	<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	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 r	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

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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)**

	
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**Full name(s)**

Margaret Ann Shaw

**Position (eg  
Secretary, Chair, etc)**

Trustee

**Date**

25/10/2021




# **BALANCE SHEET as at 31st March 2021**

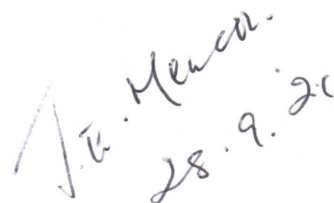
		31st March 2021	31st March 2020
	Notes	£	£
<b>FIXED ASSETS</b>			
Bus PN09EKR	note 6	130,306	140,330
Sensory Den	note 6	7,729	10,306.00
<b>CURRENT ASSETS</b>			
Prepayments		2,504	231
Debtors			
COIF Charities Deposit Fund		28,624	20,598
Barclays Current Account charity 1051491			12
Barclays Current 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>
<b>Represented by:</b>			
<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

		Unrestricted Funds	Restricted Funds	Total Funds This period	All Funds 2019 -2020
	Notes	£	£	£	£
<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 tranferred 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
	<u>5,068</u>	<u>110,799</u>
<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
	<u>52,682</u>	<u>45,740</u>
<b>Total GRANT Income</b>	<u>57,750</u>	<u>156,539</u>

### 3 DONATIONS

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

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

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.

	2021	2020
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 PNO9EKR	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
Depreciation:			
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

## 7 RESTRICTED FUNDING

		received in period to 31st March 2021	spent	c/f
7 RESTRICTED FUNDING	b/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
	154,078	4,668	18,859	140,877
8 GRANTS FOR FUTURE PERIODS	b/f		spent	

## 8 GRANTS FOR FUTURE PERIODS

## 9 CREDITORS

9 CREDITORS	Due within 1 yr	
	2020-2021	2019-2020
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