



CHARITY COMMISSION
FOR ENGLAND AND WALES

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.</p> <p>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 & qualified early years employees. Our staff are highly motivated and loved & valued by all our visitors.</p> <p>Buffy Playbus visits 15 different rural and isolated urban communities each week.</p> <p>During the year when reduced Covid 19 measures were in place we provided a limited service, which required attendees to book in advance & 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

Director name		
NONE		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NONE		

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

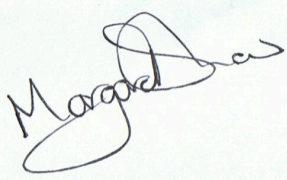
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Declarations

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	
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Position (eg Secretary, Chair, etc)

Trustee	
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Date

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 £
INCOME AND ENDOWMENTS FROM					
DONATIONS					
Grants	notes 2/7/8	55,727	15,558	71,285	54,582
Donations	notes 3/8	6,175		6,175	4,226
CHARITABLE ACTIVITIES					
Grants	note 2		1,845	1,845	3,168
OTHER TRADING ACTIVITIES					
Fund raising income	note 4			-	-
INVESTMENTS					
Interest receivable		16		16	37
OTHER INCOME					
Job Retention Scheme				-	17,791
Refund Road Tax				-	167
TOTAL		61,918	17,403	79,321	79,971
EXPENDITURE ON					
<u>Raising funds</u>					
Fund raising expenses	note 4			-	-
Consultancy fees		1,262		1,262	1,375
		1,262	-	1,262	1,375
<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
		56,873	30,237	87,110	59,019
TOTAL EXPENDITURE		58,135	30,237	88,372	60,394
Net Income(expenditure)		3,783	-12,834	-9,051	19,577
TOTAL FUNDS BROUGHT FORWARD at 1st April 2021					
		79,564	139,887	219,451	199,874
TOTAL FUNDS CARRIED FORWARD		83,347	127,053	210,400	219,451

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>
	£	£
Grants received in the period ending 31st March 2022 subject to restrictions		
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>
Grants received in the period ending 31st March 2022 not subject to restrictions		
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>
Total GRANT Income	<u><u>73,130</u></u>	<u><u>57,750</u></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>
	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
Cost	£	£	£
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
Depreciation:			
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
DONOR	£	£	£	£
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	
	139,887	17,403	30,237	127,053

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
	1700	1575

10 RESERVES POLICY

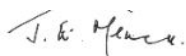
Our policy is to hold £20,000 in reserve to cover any unforeseen problems with Buffy PlayBus or closing down costs

BALANCE SHEET as at 31st March 2022

	Notes	£	31st March 2022 £	£	31st March 2021 £
FIXED ASSETS					
Bus PN09EKR	note 6		120,282		130,306
Sensory Den	note 6		5,152		7,729
CURRENT ASSETS					
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>	
CURRENT LIABILITIES					
Grants for future periods	note 8				
Creditors	note 9	1,700		1,575	
			<u>1,700</u>	<u>1,575</u>	
NET CURRENT ASSETS			84,966		81,416
TOTAL NET ASSETS			<u>210,400</u>		<u>219,451</u>
Represented by:					
UNRESTRICTED INCOME FUNDS					
General Purpose Fund			83,347		79,564
RESTRICTED INCOME FUNDS	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 31st 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 31st 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:

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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