



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **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 fund-raising 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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		<p>was salaries that were increased as minimum wages and general wage levels had increased.</p> <p>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.</p>
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

<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

**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)		
Full name(s)	Margaret Ann Shaw	
Position (eg Secretary, Chair, etc)	Trustee	
Date	15/11/2023	

## STATEMENT OF FINANCIAL ACTIVITIES 1st April 2022 to 31st March 2023

		Unrestricted Funds	Restricted Funds	Total Funds This period	All Funds 2021 -2022
	Notes	£	£	£	£
<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
		<b>114</b>	<b>-</b>	<b>114</b>	<b>1,262</b>
<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
		<b>77,245</b>	<b>23,919</b>	<b>101,164</b>	<b>87,110</b>
<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

4 FUND RAISING		2022-2023		2021-2022	
	Proceeds	Costs	Net	Net	
	£		£	£	£
Quiz night	1,553		96	1,457	
Private parties	474			474	
				-	
				-	
	2,027		96	1,931	

### 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.

	<u>2023</u>	<u>2022</u>
The average number of staff employed by the Charity during the period	5	5

<b>Payroll Costs</b>	<b>£</b>	<b>£</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	Bus PN09EKR	Sensory Den	Total
Cost	£	£	£
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>	<b>Due within 1 yr</b>	
	<b>2022-2023</b>	<b>2021-2022</b>
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**

		31st March 2023	31st March 2022
	Notes	£	£
<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>		<b>91,055</b>	<b>84,966</b>
<b>TOTAL NET ASSETS</b>		<b><u>203,888</u></b>	<b><u>210,400</u></b>
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
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