



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **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.
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#### **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	
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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

		Unrestricted Funds	Restricted Funds	Total Funds This period	All Funds 2022 -2023
	Notes	£	£	£	£
<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	£
FIXED ASSETS						
Bus PNO9EKR	note 6		100,234		110,258	
Sensory Den	note 6		1		2,575	
CURRENT ASSETS						
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>	
CURRENT LIABILITIES						
Grants for future periods	note 8					
Creditors	note 9	2,666			4,797	
		<u>2,666</u>			<u>4,797</u>	
NET CURRENT ASSETS			74,665		91,055	
TOTAL NET ASSETS			<u>174,900</u>		<u>203,888</u>	
Represented by:						
UNRESTRICTED INCOME FUNDS						
General Purpose Fund			73,774		90,314	
RESTRICTED INCOME FUNDS	Note 7					
Tesco for food			150		350	
Saffron Walden Round Table for craft			350			
UDC for sensory equipment						
Capital Funds			100,626		113,224	
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. ChairMargaret 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><u>5,750</u></u>	<u><u>10,638</u></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	
			-	
	<u>573</u>	<u>-</u>	<u>573</u>	<u>1,931</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.

	<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	<u>3,444</u>	<u>3,347</u>
	<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
Cost	£	£	£
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
Depreciation:			
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

	b/f	received in period to 31st March 2024	spent	c/f
DONOR	£	£	£	£
Capital fund	113,224		12,598	100,626
Tesco for food	350		200	150
Saffron Walden Round table for craft activities		500	150	350
Gt Dunmow Mayor's fund for area stops		1,020	1,020	
	<u>113,574</u>	<u>1,520</u>	<u>13,968</u>	<u>101,126</u>

#### 8 GRANTS FOR FUTURE PERIODS

b/f	spent
-	-

#### 9 CREDITORS

	<u>Due within 1 yr</u>	<u>2022-2023</u>
	<u>2023-2024</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)**

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Signed: Joanna Wardle (CIPFA Qualified)

Date: 30th September 2024