



CHARITY COMMISSION
FOR ENGLAND AND WALES

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.
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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 receive no remuneration or other benefits.
Other		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. 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. Working with Uttlesford Foodbank we now provide a food bank distribution & collection point on board Buffy PlayBus.

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>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 Flitch 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

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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	Secretary		
6	Rosemary Juhl			
7	Lucy Starte		From 30 th September 2024	

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)

Ms Kerry Mattholie

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

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

		Unrestricted Funds	Restricted Funds	Total Funds This period	All Funds 2023 -2024
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
DONATIONS					
Grants	notes 2/7/8	80,468	10,990	91,458	69,103
Donations	notes 3/8	7,093		7,093	5,750
CHARITABLE ACTIVITIES					
Grants	note 2		6,000	6,000	
OTHER TRADING ACTIVITIES					
Fund raising income	note 4	5,078		5,078	573
INVESTMENTS					
Interest receivable		3,640		3,640	3,829
OTHER INCOME					
TOTAL		96,279	16,990	113,269	79,255
EXPENDITURE ON					
<u>Raising funds</u>					
Fund raising expenses	note 4	3,534	50	3,584	111
Consultancy fees				-	16
		3,534	50	3,584	127
<u>Charitable activities</u>					
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
		81,002	22,903	103,905	108,117
TOTAL EXPENDITURE		84,536	22,953	107,489	108,244
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
TOTAL FUNDS CARRIED FORWARD		85,517	95,163	180,680	174,900

BALANCE SHEET as at 31st March 2025

		31st March 2025		31st March 2024	
	Notes	£	£	£	£
FIXED ASSETS					
Bus PN09EKR	note 6		90,210	100,234	
Sensory Den	note 6		1	1	
Bus accessories	note 6		3,200		
CURRENT ASSETS					
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>	
CURRENT LIABILITIES					
Grants for future periods	note 8				
Creditors	note 9	2,629		2,666	
		<u>2,629</u>		<u>2,666</u>	
NET CURRENT ASSETS			87,269	74,665	
TOTAL NET ASSETS			<u>180,680</u>	<u>174,900</u>	
Represented by:					
UNRESTRICTED INCOME FUNDS					
General Purpose Fund			85,517	73,774	
RESTRICTED INCOME FUNDS	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	
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>
	£	£
Grants received in the period ending 31 March 2025 subject to restrictions.		
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>
Grants received in the period ending 31 March 2025 not subject to restrictions		
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>
Total GRANT Income	<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

			2024-2025	2023-2024
	Proceeds	Costs	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

	Bus accessories	Bus PN09EKR	Sensory Den	Total
Cost	£	£	£	£
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
Depreciation:				
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
7 RESTRICTED FUNDING	£	£	£	£
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

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Signed: Karen Heybrock Qualification:

FCCA (retired)

Date: 27th September 2025