



Charity Registration No. 516494

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2009**

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Bradford Under-Fives Association - (BUFA) is a local voluntary organisation and a registered charity (No. 516494) set up on 16th June 1992 to support and advise its member groups - toddler groups, playgroups, nurseries and other 0-5 groups.

The Aim of the Association (Clause 2 in our Constitution) is :

"To enhance the development of children under statutory school age within the City of Bradford and its neighbourhood by encouraging parents to understand and provide for the needs of their children through community groups and by:-

- a) Encouraging the formation of groups offering appropriate play facilities, together with the opportunity for parents to take responsibility for and to become involved in the activities of such groups.
- b) Offering continuing support, encouragement and help to such groups, and in particular to ensure that such groups offer equal opportunity for all children and families.
- c) Holding courses, discussions, conferences and meetings and publishing magazines, books, pamphlets and papers relating to the aforesaid aim.
- d) Developing and encouraging appropriate training for the achievement of the aforesaid aim.
- e) Encouraging the study of the needs of such children and their families and promoting public interest in the recognition of such needs.
- f) Co-operating with other charitable organisations and persons having similar aims anywhere in the world.
- g) Co-operating with statutory and other services.
- h) Promoting and furthering any other relevant charitable objects.
- j) Doing all such other lawful things as are necessary or desirable for the attainment of the aforesaid aim."

We provide the following facilities to enable us to carry out our aims:

- Early Years Development workers, who offer support and encouragement to group workers with regular visits, help set up groups, and work in specific areas of need.
- A Special Needs Co-ordinator to advise and promote the successful inclusion of children with additional needs into playgroups.
- Training courses for playgroup/toddler group workers and parents.
- A termly newsletter that is issued free to all members.
- An office, open for information or other services every Monday, Tuesday & Friday (12.30 - 2.30pm), in term-time.
- A resources shop, open at the above times and at publicised events. Term time only.
- A toy library from which members can borrow a variety of items.
- Assistance with playgroup fees to those with need of this help.

A Management committee of up to 12 voting and 3 non-voting members, elected annually, according to the rules set out in our Constitution governs the Association. This committee has overall responsibility for the association's management, decides policy and ensures that both paid and voluntary workers carry out policy. Sub-committees are in place to oversee Training, Staffing and the needs of Toddler groups. Standing orders guide the members of these sub-committees. The management committee meets once a month (observers welcome by arrangement with the Chairperson). Employees may not serve on the committee unless they carry out less than 200 hours of paid work per calendar year. Committee members are reimbursed for expenses incurred in order to attend meetings or carrying out tasks for the Association. A full list of members for 2008-9 can be found below.

The most recent version of our Equal Opportunities policy contains the following statement:

Bradford Under Fives Association is committed to promoting equality of opportunity/equal rights within the scope of its services. Our aim is to extend our services to all families within Bradford irrespective of gender, race, disability, culture, religious beliefs, age, sexuality, class, economic or other disadvantage or offending background that does not create risk to children and vulnerable adults. As a provider of services to the community and as an employer Bradford Under Fives Association seeks to eliminate discrimination in any form. We actively encourage involvement from all sections of the community, recognising and valuing the contribution of each individual at every level of the Association. All staff, volunteers, Management Committee members and those using Bradford Under Fives' services are expected to support this policy and to ensure that their activities reflect that commitment."

The policy is reviewed annually. The last changes were agreed by the membership at the AGM in July 2005..

COMPOSITION OF MANAGEMENT AND SUB-COMMITTEES 2008-9

Charity Trustees (Management Committee)

Elected:

Tina Markey (*Chair*) - from July 2008, previously co-opted, acting Chair
Sue Marshall (*Treasurer*) (since 2005, resigned from committee 3rd July 2008)
Michelle Wheeler (*Treasurer*) from 3rd July 2008, resigned January 2009.
Janet Bland (*Secretary*) (since 2004)
Samina Asim (since 2005)
Michelle Arundel (since 2006)
Rebecca Culpan (nee Fozzard) (since 2006, considered resigned November 2008)
Sally Griffin (since 2006)
Lisa Hannah (since 2007)
Doreen Williams (from July 2008)
Jeni Lynch (from July 2008)

Staffing Sub-Committee

Chair: Tina Markey
Secretary Janet Bland
Treasurer Sue Marshall (until 3rd July 2008)
Treasurer Michelle Wheeler (from 3rd July 2008, resigned December 2008).

Training sub-committee

Frances Ipson (*Training Chair*), Liz Wright, Lynn Cox, Janet Clifford, Rachel Hands and Susan Holmes

Toddler sub-committee

Janet Clifford (*Chair*)
Liz Wright
Susan Holmes

Employees

Early Years Development workers:

Liz Wright (Business specialist and care -registered groups until July 2008, then Toddler group specialist)
Lynn Cox (unregistered groups - *very limited hours, resigned November 2008*)
Rachel Hands (Foundation Stage specialist)
Susan Holmes (Toddler group specialist)

Special Needs Co-ordinator

Lynn Cox (until 21st November 2008)
Vivienne Robinson (from 24th November 2008 until April 3rd 2009)

Administrator-bookkeeper:

Frances Ipson

Our Bankers: Yorkshire Bank, 14 Broadway, Bradford

Independent Examiner of our Accounts:

Mrs Jean Winter (MAAT)
4 Eskdale Ave
Shelf
HALIFAX, HX3 7NH

CHAIRS REPORT

This is my second year as Chair for BUFA and as always it has been a busy one. We are again coming to the end of an academic year here at BUFA and for many of our groups too.

Newly appointed Line Manager and Business Support Worker Vivienne has been kept busy. She has worked in the field providing business support for groups and has offered support to groups in their Capital Funding Bids. Vivienne has also begun to develop the role of Line Manager working with both staff and committee.

We have also said a sad goodbye to SENCO worker Lyn Cox earlier in the year giving rise to the Committee interviewing once again. With the help of the lovely Helen Hannah from Early Years we began the interviewing process. We duly appointed Mandy Watkins and although it is early days yet from the feedback she is enjoying her role and we're keeping her very busy too.

Susan and Liz have continued with supporting toddler groups providing training and advice to leaders and parents. Training has included a music course which has been particularly popular and advice and training about hot drinks around children in groups. Since our new commissioning document with Early Years the workload for Susan and Liz has been particularly demanding.

Rachel role has continued to develop and grow with her completing additional training to deliver ITERS into groups. ITERS is rating scale for toddler groups similar to the ECERS for playgroups and pre-schools. Her role has also included helping groups to work with the New Early Years Foundation Stage document.

Frances has been busy in her role especially in the later part of the financial year as she has prepared the accrual accounts to be independently examined. This will be the first time our accounts have had to be prepared this way.

Frances, Vivienne and some of the committee have worked on the PQASSO file updating information about BUFA and redrafting and creating new policies and procedures. This has added an additional work load for all the staff.

Finally we have as a committee and staff been looking for new premises. This has been an arduous task one of which is ongoing, but one we hope to uphold until we find new premises.

So all that is left is to say thanks to all involved for all your hard work and commitment throughout the year.

TINA MARKEY

TREASURER'S REPORT

Our financial position has continued to strengthen this year, having shown a hitherto unheard of (for us) surplus of income over expenditure for the year of over £42,000. Some of this was due to the fact that we received funding that was due for work done in 2007-8 during the 2008-9 financial year. Income for our commissioning work was also higher than previous years in view of the increased workload required by our funders. Two further projects, unforeseen at the beginning of the year, brought in extra funding and account for a good part of the rest, together with some considerable underspend on the salaries' bills (by comparison with the previous year) due to worker resignations.

The extra income incurred a "penalty" though, in that according to the Charities' Commission rules, we had to change our end of year accounts presented here, from the simple "Receipts and Payments basis" which we have always used, to the much more detailed "Accruals basis" accounting method. You will note an increase in complexity in the presentation of accounts this year because of this. We nevertheless hope they are still readable and do in fact show a more accurate picture of our total organisation's finances than would have been shown using the previous method. This is partly because they take into account money owed and owing at the end of the financial year together with assets in the form of shop stock and equipment owned. The accounts have been independently examined and found correct by our usual Examiner, Mrs Jean Winter.

Our deposited funds grew very well in the first part of the year when interest rates were relatively high, but the benefits became less as the Bank rate fell! Nevertheless bank interest receipts doubled compared with the previous year and were at one time, on course to raise sufficient income to wholly cover our Assisted Place Scheme expenditure - which is not funded from public money. Our Level 2 training this year was also subsidised from reserves, as in previous years. Other training courses were either fully funded or subsidised with administrative time and office costs.

During the year, in the light of the improvement to our reserves, the committee decided to designate a part of this to a ring-fenced redundancy fund. The plans currently underfoot to move to different accommodation will undoubtedly entail some further reductions in the reserve funds. Since the current commissioning contract with Bradford Council will cease on March 31st 2010 and any new commissioned funding we are awarded may conceivably be marked by a change of emphasis/structure in funding, the committee knows it will need to continue to consider carefully before making any long-term financial commitments.

Compiled by FRANCES IPSON

(on behalf of the committee NB. The office of Treasurer was unfilled for the last three months of the financial year)

BUSINESS SUPPORT WORKER

I was interviewed in May, and actually started my posts at the beginning of September, 2008. Little did I realise the variety and in some cases complexities of the roles I had taken on. Two days are never the same and I am thoroughly enjoying the different challenges which keep coming my way, and keep me extremely busy. I have met so many lovely people and I really enjoy getting out into groups when time permits.

I have also started to understand some of the workings of Bradford Early Years Childcare and Play Service, and I am fascinated by the amount of detail and consideration that forms the decisions taken by that organisation.

Since starting work for BUFA I have attended the Two Year Old Pilot Steering Group which has overseen Bradford's Strategy to inform and deliver the extended Two-Year Old Pilot to settings on the 15% ranking of the Income Deprivation Affecting Children Index (IDACI). I am also currently involved in the Early Years Working Group which has been looking at extending provision from 12.5 hours to 15 hours by September 2010. Another important piece of work which I am involved with is the work around developing a new single Early Years Formula for funding. Although this formula will not fund NEF registered groups exactly the same way as the maintained sector, I believe it will make a significant difference to groups if we can get it right. A number of factors that are being considered include salaries to support an EYP, funding to support planning and preparation time and administration costs to name but a couple of topics. The intention behind the formula is to support the Private, Voluntary and Independent sector and raise quality by funding in an equitable way.

I have attended some group committee meetings, and meetings to try and set up committees; I've signposted groups to different legal structures such as Community Interest Companies. I've helped groups with staffing issues and job descriptions, carried out Business Support Health Checks to identify potential funding, marketing or structural issues and support drafting policies.

It is always sad when groups close, and there have been three recently namely Amblerthorn, Legrams Lane and St Anthony's. However, St Anthony's are recruiting staff and are hoping to re-open after Easter.

On a more positive note I helped Bradford EYs collate some information regarding the Capital Funding grants which will soon be available to apply for. These grants should enable groups to carry out improvements to their provision in the form of structural work and/or the buying of resources. There has also been the introduction of the Two-Year Old Commissioned funding to six of our member groups, and this has helped groups to be financially more stable, whilst offering families and children access to good childcare provision.

Although the implementation of the Early Years Foundation Stage came in September 2008 and settings and Committees are getting their heads around the statutory requirements, some settings are reporting it is harder to recruit and maintain committee members, however, in reality not a great deal has changed it's just that several documents have been brought under one cover, and Committee members have always had responsibilities.

VIVIENNE ROBINSON

LINE MANAGER

As you may be aware my second role involves the task of Line Manager. The committee after listening to the staff, felt there was a need for some extra support for the workers in BUFA, because most of them work out in the field this can sometimes feel isolating, and although the workers were advising groups to carry out certain good practices, in actual fact no one had the time to implement some of those basic good practices within this organisation and so some of my priorities have been to review and/or compile policies and procedures, ensure that the staff have had regular staff meetings, and appraisals etc., and a supportive ear. This role is therefore very much a developing role, but the workers at BUFA are very dedicated and conscious and some in particular have been very supportive of me in my new role and a pleasure to work along side.

I was sad to see Lynn Cox (SENCo) leave the team in November, 2008 because it increased my workload! But I knew it was an opportunity Lynn didn't feel she could resist, and so I respected and empathised with her for her taking the plunge into something new and obviously wished her luck at the time.

I have also had a lot of support from the Committee, and I regard them not only as my employers but also my friends. So I think it would be fair to say that it's the people that make BUFA the organisation it is, not the building it's housed in, and on that note I have started to make enquiries regarding relocating to a more worker and user friendly office, so as they say watch this space, but don't hold your breathe.

VIVIENNE ROBINSON

SEN CO-ORDINATOR

With Lynn's departure from the team in November, I took on the role of SEN Co-ordinator on a temporary basis, whilst we begin the recruitment process to try and find a replacement. The longer I did the role the more time it took up, and the more I enjoyed it. Had I known in November what I knew by March I might still be doing this role.

Again the role took me into some uncharted waters and I learnt so much, finding the EY Area SENCo team to be really supportive. I also had the privilege of meeting a number of SENCo in settings and found them to be very knowledgeable regarding child development and very caring. In this role I have attended Early Support Steering Groups, Early Years Inclusion Task Groups and regular Area SENCo Team Meetings. I also attended Early Years Inclusion Panel meetings and was successful in gaining new and continued funding to help groups with children who required extra support. I also attended Team Teach training and helped to deliver Positive Behaviour training into a couple of groups.

VIVIENNE ROBINSON

FOUNDATION STAGE DEVELOPMENT

As usual this has been a busy and varied year and time seems to have flown by. In May B.U.F.A were proud to host the launch of the 'Playgroup Network Early Years Foundation Stage Resource File'. This much anticipated publication and training event were well received by both local and national members of Playgroup Network. I feel that the event encouraged practitioners to look at the EYFS pack in more detail and I know that many settings regularly refer to this document.

On the following day we hosted the 'Playgroup Network National Conference 2009', at the Hilton Hotel in Bradford. It began with the Freehand Theatre Company who inspired us with their adaptation of Little Red Riding Hood, Ian Tothill a local Early Years Practitioner followed, he gave his perspective on 'monster and fighting play' and how we might best support this in our settings. Finally Peter Dixon enraptured everyone with his talk about the importance of the 'springtime' of our lives. By the end of the weekend Lynn, Frances and I were shattered but very proud of what we had achieved and the evaluation sheets showed that the weekend had been a great success.

July saw the launch of the Bradford document 'My Learning Picture'. Although myself and lead practitioners had already accessed some EYFS training, I have to admit I was worried, many settings were about to close for summer, would we be prepared for September and the introduction of the Early Years Foundation Stage?

As usual settings reopened in September, but this year as children began to settle into playgroup, practitioners began to settle into using the Early Years Foundation stage principles. There were no thunder bolts just hard working, dedicated practitioners rising to the challenge!

Each setting is at a different stage in their understanding and application of the EYFS and we still face many challenges, including maintaining the correct balance between interactions with children and completing the seemingly ever growing amount of paperwork required.

A great deal of my time has been spent supporting settings with knowledge and understanding of the EYFS principles, observations, planning for the individual child, early years trackers and completion of the Ofsted Self Evaluation Forms. Our learning journey continues.

Since the introduction of the EYFS all Ofsted registered settings are required to follow the same framework, therefore this year I have supported all Ofsted registered settings, rather than just those that receive nursery education funding.

I have continued to support settings with Early Childhood Environment Rating Scale (ECERS) and due to staff changes I now support all member groups who have received ECERS audits.

In March several settings had a second audit and I am looking forward to being able to give feedback on improvements, many of which I have already witnessed.

During winter term I completed Infant Toddler Environment Rating Scale (ITERS) audits on six settings who are in receipt of commissioning funding for two year olds. This was an interesting exercise as it gave me the opportunity to observe and reflect on the challenges faced by practitioners working with this age range, it also enabled me to use the rating scales with some settings who are not in receipt of nursery education funding.

Changes to childcare over the last year have led to many increased demands on practitioners.

During all of this we must not forget why we chose to work with children. So I'd like to say a big thank you to all of the children who have welcomed me into their settings with a big smile and to all practitioners, well done and keep up the good work!

RACHEL HANDS

TODDLER GROUP DEVELOPMENT WORKERS

It has been a very busy year with the number of groups we are commissioned to support fluctuating above the 100 mark. In order to fulfil our commissioning requirements the toddler development team has expanded with Sue now working 30 hours and Liz coming on board to work 15 hours. This partnership has proved very successful as we complement each others skill sets.

This expansion in numbers means that we now visit groups from a wider range of settings with a lot of groups opening in schools and Children's Centres across the district. This means that group's range of needs is more varied.

This year our focus has been on projects linked to healthy eating, fire safety and hot drink safety. We are now starting to see the impact this project work is making in groups on the commissioning requirements linked to health and safety issues. For example, many groups have made both large and small changes to the way they operate to improve safety around the provision of hot drinks. We have been pleased with the way both leaders and parents have worked together to implement these changes.

During this year we have worked with both old and new partners to deliver a range of training and positive parenting experiences and of course we use these and other meetings to raise the profile of toddler groups in the area. The new partnerships include Bradford Safeguarding Board who supported the Hot Drinks campaign with a range of resources and information and Allerton Children's Centre who enabled us to offer very successful Music Start training sessions and equipment to groups. Our continuing partnership with BookStart allowed us to hold a very enjoyable Teddy Bears Picnic with Book Start Bear as special guest and also enabled us to continue with the book gifting scheme. We also work with the Road Safety Team, Fire Service, Oral Health and PCT who continue to help us develop new projects. Look out for the Seat Belt On project starting in September.

Whilst the years focus has been on our project work we still continue to support groups with a wide range of issues which have ranged from new group openings to simple play activities and much more.

SUSAN HOLMES & LIZ WRIGHT

MEMBERSHIP REPORT

Continuing last year's trend, this year saw the closure of 3 more longstanding Playgroup members. We cannot rule out more in the future as a result of changes in the childcare environment.

The numbers of Toddler group members has risen slightly, due to the continued pro-active work of the two development workers..

2007-8 Memberships

45 Toddler Groups

32 Playgroups

3 Full Day Care

10 Individuals and Life Members

2008-9 Membership

47 Toddler Groups

25 Playgroups

2 Full Day Care

8 Individuals and Life Members

NB. We do not report here on non-members whom we support through the commissioning arrangements

FRANCES IPSON

TRAINING REPORT

The courses we have put on this year comprise:

- 3X Music Start sessions- for Toddler groups, in partnership with Allerton Children's Centre
- 1 X BookStart event - For Toddler groups in partnership with Bookstart.
- 2 X "behaviour training sessions" with specific groups, facilitated by Bradford Early Years Special Needs service
- 1X Managing Behaviour with Paul Wiehl
- 1 X Paediatric First Aid in partnership with St. Johns Ambulance.
- 2 X Paediatric First Aid in partnership with Bradford University
- Finished off 2008-9 Intermediate Certificate in developing skills in Early Years Practice. Level 2 course (funded mainly through Bradford Early Years)

All of these courses were well attended and evaluations have shown us how beneficial they were to both settings and individuals.

The decision of Lynn Cox to move to "greener pastures" certainly left us with a hole the training committee could not easily fill and this is reflected in the kind of training we have been able to provide this year. However we would not have wanted to hold her back and wish her all the best in her new career! AND we would like to offer her many thanks for all the hard work she has put us through and even more for the FUN she has engendered whether for her students on courses (who desperately needed her brand of light relief sometimes) or for various tutoring teams over the many years she was with us. She was loved and is sorely missed, and we know past students of hers feel the same.

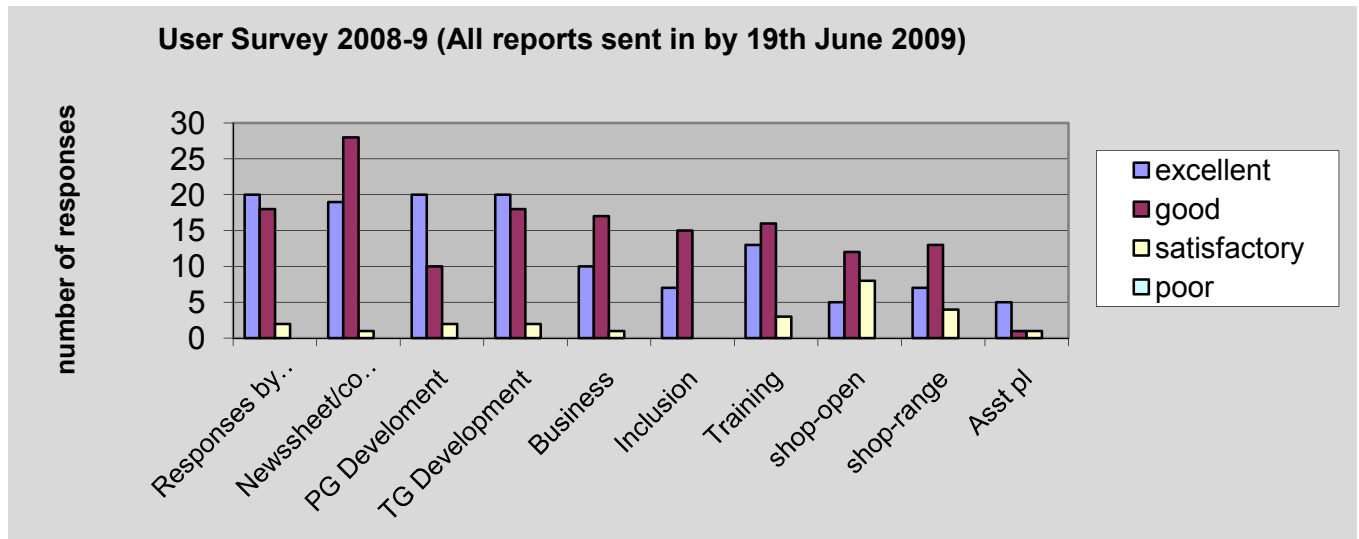
The change in First Aid provider during the year was no reflection on the quality of provision of St John Ambulance with whom we have had a very successful partnership over many years. The change was necessitated by rules brought in by Bradford Council from September which (inexplicably to us) required First Aid providers funded by themselves to be registered with the Paediatric First Aid Association which is not the case with either St John Ambulance or indeed the Red Cross.

At present there is no official Training Committee at BUFA and all enquiries should be addressed to Vivienne Robinson. Plans are however being made and will shortly be revealed for an event in September!

!

FRANCES IPSON

USER SURVEY



Analysis - Conclusions

The survey includes responses from 49 groups from our membership of 82 but also including some from a few non-member (toddler) groups who have received commissioned support from us this year. This is far and away the best numerical response we have ever had - but we are supporting about an extra 50 (non-member) groups and this might therefore be expected. We are most grateful to all groups who took the trouble to respond to the survey and will use your data to inform improvements to our service.

This year 92% (95% of Playgroups) of our respondents from our member groups found our service on the whole "excellent or good". This is pleasing but does represent a slight decrease in satisfaction as against last year when the figures were 95% (98% of Playgroups) expressing good or excellent ratings. This is not surprising in a year when many changes have had to be made - restructuring due to commissioning requirements being the main factor, with two workers' resignations during the year undoubtedly having had some, hopefully temporary, impact.

Direct comparisons with previous years are a little hard as we have changed our survey categories to try to specify areas a little more closely without making the survey too cumbersome for members to complete. However it is clear that, as usual, group development work is the most highly thought of aspect of our service. Business support and inclusion work are significant areas that have shown a slight decline in ratings, but both these areas have been subject to change of workers this year and we hope we can expect "normal service" to be resumed in 2009-10 now that the new workers have "bedded in". The shop service has seen a reverse in appreciation - access is the real bugbear in this, as parking for free nearby has now become next to impossible or too risky and we have to admit that the shopping experience is not all it might be! (but it was never any better). Newsheet and communications have also declined in the members' ratings, probably due to the fact that less time is available now to spend on producing them. The new category "Response Time" however shows a preponderance of "excellents" over "goods" and this is pleasing.

No "poor" ratings were received this year - which is of course as it should be!

Comments

16 comments were received and are much appreciated. In fact all the areas came in for praise and some very kind comments were made about the organisation and specific workers. They have all had access to those comments of course and they were much appreciated. However, rather than continuing to patting ourselves on the back by

reprinting those, we will address the constructive comments that were made :
The comments have been grouped together to provide less fragmented responses:

- *It would be an improvement if the office was manned on a daily basis.*

We would love to have the office manned daily and are working toward this, but it requires extra allocation of financial resources to achieve this and most of our workers are expected to be out and about in groups. They do have mobile phones though...

- *I don't need separate mailings for Playgroup and Toddler Group...*

Most do, a few don't - it is more time-effective to send mailings to all member groups than to fish out the few who don't require a second copy. All groups should have their own copies anyway, although we appreciate the desire to save paper and postage costs! We'll try.

- *It would help to know when the fieldworker was coming to avoid busy moments*
- *We prefer the support worker to make appointments so that we could make more time to speak to her.*

We do try to do this as far as possible but our workers sometimes find it very difficult to contact relevant people and fit visits into very busy diaries. Lots of groups are open on the same days and times. The workers should be out on the road too, not sat in the office dialling!

- *More training courses after 6.30pm would be good.*
- *If courses were at convenient times we would attend in future.*
- *Would love to see the reintroduction of Basic play courses etc*

We will try!!! In fact - most toddler parents would prefer day-time courses. Our courses have been full. The one-off and other training events we have run this year (aimed at Playgroups) were in the evening. The sad fact is that at the moment we have lost an excellent trainer and this area has not been prioritised.

- *Re the shop: Parking is a great problem, location is difficult.*
- *Maybe shop opening times could be varied*
- *Feel some stock not appropriate for under fives*
- *Can now find things cheaper elsewhere.*

We are currently seeking different office accommodation which will ultimately address the location and parking problem. We do offer evening openings each half term on different nights and experimentation with daytime shop opening hours in the past has not proved to make the shop more successful. The stock is meant to be useful to those who run groups - not just children under 5 (so we include First Aid items and stationery), and some of our stock was donated by an organisation who catered for older children too. Some of our users like to buy things for their own older children or other groups they are involved with too.

Some things are indeed cheaper elsewhere - but you won't be able to source a great deal of what we sell in High Street shops - however cheap, and most of our stock is really cheap if you consider size and weight of goods, number of sheets of paper included. We are known to give freebies sometimes too!

- *Re. Asst. Place scheme: Sometimes it is a little confusing knowing how much money is coming in and nothing documented which doesn't help*

We are revamping our scheme to give Playgroup Leaders more control and documentation. Details will be available in September. However there has always been some documentation to fill in beforehand and quite a lot of documentation is sent back with the cheque. There have been delays in releasing the money this year, due to generally greatly increased administrative workload. Hopefully, things will change.

FRANCES IPSON

Review of Financial Position 31st March 2009

HOW THE FUNDS HAVE BEEN APPLIED

See the attached Financial Statement, Independently examined by Mrs J.Winter MAAT

ASSETS HELD

See the attached balance sheet

FINANCIAL POSITION

- These figures are presented as a true reflection of BUFA's income and expenditure relating to the financial year ending 31st March 2009
- Future plans and commitments remain constant. There is continued funding for all projects currently in operation.
- The accounts have been prepared this year as far as possible on an accruals basis, but without change to the previous years accounts which had been on the income and expenditure basis.
- Reserves Policy: The current policy of the charity is that unrestricted funds which have not been designated for a specific use should be built up and maintained to a level equivalent to 3 months running costs. The trustees consider that reserves at this level will ensure that, in the event of a significant loss of funding, they will be able to continue the charities current activities, cover statutory and financial liabilities and provide some time for consideration as to whether new funding may be found or the process of dissolution of the association would need to be initiated.
- The Association has been able to maintain this policy having reserves approaching 6 months running costs in the deposit account.
- The performance of the associated undertakings is included in the accounts.
- BUFA has also benefited from substantial voluntary help both from volunteers on the management committee and staff who worked many unpaid hours.

RELATIONSHIPS WITH OTHER CHARITIES

BUFA continued to be an Associate Member of Playgroup Network

SPECIFIC PROJECTS UNDERTAKEN

Bradford Under Fives Association was commissioned to provide a support service to member Playgroups, Toddler Groups and other under 5 groups by the Bradford Early Years Childcare and Development Service

Restricted Funds

- Bradford Early Years and Childcare service commissioned BUFA to provide an Inclusion support service for playgroups in the Bradford area.
- We received funding from Bradford Early Years and Childcare Service to provide First Aid Training for Under Fives group workers
- Bradford Early Years and Childcare Service provided funding to support various training sessions at a conference in association with Playgroup Network that took place in May 2008
- Bradford Early Years and Childcare service commissioned us to provide ITERS audits and support to 6 named playgroups.

**Independent Examiner's Report to the trustees/ members of Bradford Under
Fives Association**

Accounts for the year ended 31st March 2009

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Act);
- Follow the procedures laid down in the General Directions given by the Charity commissioners (under section 43(7)(b) of the Act); and
- State whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the charity commissioners. An examination includes a review of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 26.06.09

Name: **Jean Winter**

Professional qualification or body (if any):

Address:

**4 Eskdale Ave
Shelf
HALIFAX
HX3 7NH**

Statement of Financial Activities
For the Period 1st April 2008-31st March 2009

	Notes	2008-9 Unrestricted Funds	2008-9 Restricted Funds	2008-9 Total Funds	2007-8 Total Funds
		£	£	£	£
Incoming Resources					
Subscriptions and donations	2	1,485	0	1,485	2,494
Commissioned Service Funding	3	83,506	6,300	89,806	49,830
Training		48	2,397	2,445	4,106
Special Needs Support SLA		0	14,450	14,450	14,200
Payments refunded		100	0	100	278
Bank interest		1,245	0	1,245	677
Bulk Buy Shop		2,766	0	2,766	2,237
For Playgroup Network Conference		0	1,794	1,794	200
<i>The Play Network</i>		0	0	0	500
<i>Training Bursaries for Staff</i>		0	0	0	2,000
Total Incoming Resources		89150	24941	114091	76523
Resources Expended					
Assisted Places grants		2,106	0	2,106	1,140
Salaries ,NI and Payroll cost		36,438	11255	47,693	53,466
Members training non-salary costs		915	2,159	3,074	1,572
Staff expenses		3,619	889	4,508	3,011
Office expenses		1,678	533	2,211	1,995
Rent		1,350	750	2,100	1,902
Bufa Subs		221	74	295	262
Bufa Insurance		-67	141	74	470
Management costs		1,199	1,002	2,201	243
Bulk Buy		3,242	0	3,242	2,249
Computers and other equipment		235	488	723	2,489
Staff training fees		40	0	40	0
Staff training expenses		310	104	414	1,824
PGNetwork Conference expenses		0	1595	1,595	0
Sundries		68	23	91	0
Bank Charges		110	21	131	0
Depreciation		780	0	780	
Total Resources Expended		52,244	19,034	71,277	70,620
Net incoming resources		36,906	5,908	42,814	5,903
Total funds brought forward		28,337	3,373	31,710	19,186
<i>Adjustment for stock& fixed assets 07/08</i>	*				6,621
Total funds carried forward	4	65,243	9,281	74,524	31,710

* re. change from R&P to Accruals method accounting

Balance sheet as at 31st March 2009

	2008-9 Unrestricted £	2008-9 Restricted £	2008-9 Total £	2007-8 Total £
Fixed Assets				
Tangible Fixed Assets	5 2341	0	2341	3121
Total fixed assets	<u>2341</u>	<u>0</u>	<u>2341</u>	<u>3121</u>
Current assets				
Shop Stock (estimate)	3500	0	3500	3500
Debtors & prepayments	6 828	1598	2426	n/a
Cash at bank	7 71757	0	71757	25089
Total Current assets	<u>76085</u>	<u>1598</u>	<u>77683</u>	<u>28589</u>
Current Liabilities:				
amounts falling due within one year				
Creditors and accruals	8 781	4719	5500	n/a
Total current liabilities	<u>781</u>	<u>4719</u>	<u>5500</u>	<u>n/a</u>
Net current assets/ (liabilities)	<u>75304</u>	<u>-3121</u>	<u>72183</u>	<u>n/a</u>
Total assets less current liabilities	<u>77645</u>	<u>-3121</u>	<u>74523</u>	<u>31710</u>
Creditors: amounts falling due after one year				
	0	0	0	0
Net Assets	<u>77645</u>	<u>-3121</u>	<u>74523</u>	<u>31710</u>
Funds				
Restricted Funds	0	-3121	-3121	0
Unrestricted Funds	77645	0	77645	31710
Total Funds	<u>77645</u>	<u>-3121</u>	<u>74524</u>	<u>31710</u>

Approval of the Accounts

The Annual Report and accounts were approved at a meeting of the Trustees held on:

Date: ... 3rd July 2009 ...

Name ... Michele Arundel ...

Signed  ...

on behalf of the Trustees

1. Accounting policies

1.1 BASIS OF ACCOUNTING

These accounts have been prepared on the basis of historic cost and in accordance with the recommendations in the Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005) and with applicable UK Accounting Standards.

(a) Change in basis of Accounting:

Last year and in all preceding years our Accounts were prepared on a Receipts and Payments basis. Because this year our gross income rose above the £100,000.00 threshold we have been required under Charity Commission regulations (2008) to prepare them on an accruals basis.

(b) Changes to previous accounts:

No changes have been made to accounts for previous years.

1.2 INCOMING RESOURCES

(a) Recognition of incoming resources: These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability

(b) Incoming resources with related expenditure: Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

(c) Grants and donations: Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

(d) Contractual income and performance related grants: This is only included in the SoFA once the related goods or services have been delivered.

(e) Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

(f) Investment income: This is included in the accounts when receivable.

(g)

1.3 EXPENDITURE AND LIABILITIES

(a) Liability recognition: Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Irrecoverable VAT is charged to the SoFA as incurred.

(b) Governance costs: Includes costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

(c) Grants with performance conditions: Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

1.4 ASSETS

(a) Tangible fixed assets for use by charity: These are capitalised if they can be used for more than one year, and cost at least £400. They are valued at cost or a reasonable value on receipt. Rates of depreciation are to be calculated as follows.

- Fixtures and Fittings: 15% p.a. straight line basis to nil.
- Equipment; 25% p.a. straight line basis to nil.

(b) Stock: Is valued at the lower of cost or market value.

Analysis of Incoming Resources

	Unrestricted Funds 2008-9	Restricted Funds 2008-9	Total Funds 2008-9	Total Funds 2007-8
2. Subscriptions and Donations				
Member subscriptions	1086	0	1086	2063
Voluntary donations	400	0	400	439
	1485	0	1485	2502

Some subscriptions for 08-09 were paid into the bank before the end of the 08-07 financial year.

3. Commissioned Service Funding

Commissioned service 07-08	10746	0	10746	0
Commissioned service 08-09	71321	0	71321	49830
To ITERS audits/support & Contingencies	1439	6300	7739	0
	83506	6300	89806	49830

4. Movement in funds

Designated Funds

	Balance b/f 1st April 2008	Incoming Resources	Resources Expended	Balance at 31st March 2009
Redundancy Fund	0	6000	0	6000
	0	6000	0	6000

A portion of the Reserve funds have been designated by the Trustees for Redundancy contingencies

Restricted Funds Summary	Balance b/f	Incoming Resources	Resources Expended	Balance at 31st March 2009
BEYCS Special Needs Project SLA	0	14450	14450	0
BEYCS First Aid Training SLA	0	799	2159	-1,360
BEYCS ITERS project	0	6300	6300	0
BEYCS Conference Training	0	1520	1520	0
	0	23069	24429	-1360

Restricted funds represent monies to be used for the following specific purposes:

BEYCS Special Needs Project SLA: To support inclusion in pre-schools/playgroups in Bradford

BEYCS First Aid Training SLA: To provide Paediatric First Aid Training to workers in under fives groups

BEYCS ITERS project: To support ITERS audits and follow up visits to 6 named playgroups

BEYCS Conference Training: To provide training at the 2008 Bradford PGNetConference

5. Tangible Assets

		Fixtures & Fittings	Computers & Equipment	Total
		£	£	£
Cost	At 1 April 2008	0	5852	5852
	Additions		0	0
	Disposals		0	0
	At 31 March 2009	<u>0</u>	<u>5852</u>	<u>5852</u>
Depreciation	At 1 April 2008	0	2730	2730
	Depreciation charge for year		780	780
	Disposals		0	0
	At 31 March 2009	<u>0</u>	<u>3511</u>	<u>3511</u>
Net book Value				0
	At 1 April 2008	0	3121	3121
	At 31 March 2009	<u>0</u>	<u>2341</u>	<u>2341</u>

6. Debtors and Prepayments

	2008-9	2007-8
	£	£
Debtors	1939	n/a
Prepayments	487	n/a
	<u>2426</u>	<u>n/a</u>

7. Cash at Bank

	2008-9	2007-8
	£	£
Yorkshire Bank Current Account	39211	8,670
CAF bank (deposit account)	37970	16,750
	<u>77181</u>	<u>25,420</u>
Less Unpresented Cheques	5425	332
	<u>71757</u>	<u>25089</u>

8. Creditors and accruals

	2008-9	2007-8
	£	£
Creditors	0	n/a
Accruals	1500	n/a
Deferred income	4000	n/a
	<u>5500</u>	<u>n/a</u>

9. Trustee remuneration and expenses

	2008-9	2007-8
	£	£
Three trustees claimed expenses:		
Miscellaneous item claimed by one trustee	30	0
Postage charges claimed by one trustee	3	0
Mileage claimed by one trustee	25	0
Total amount paid	<u>57</u>	<u>0</u>

10. Paid employees:	2008-9	2007-8
Staff Costs and numbers	£	£
Gross wages, salaries and payroll costs	44148	50129
Employer's National Insurance costs	3545	3337
Total staff costs	<u>47693</u>	<u>53466</u>

No employee earned £50,000 or more per annum in the current accounting period.

The average number of full-time equivalent employees during the year was 3 (2007-8: 3)

This Report was compiled and produced by Frances Ipson. July 7th 2009.

BUFA is a service commissioned by Bradford Metropolitan District Council.

City of Bradford MDC
www.bradford.gov.uk
