

The Big Yellow Bus Project provides shelter and support for the homeless.

We give vulnerable individuals who face the bleak prospect of sleeping rough in freezing temperatures, a choice.

Often, these individuals have been rejected - By partners, family, friends, employers, local authority, social housing and society in general.

These are the individuals that when we encounter them on the street, we cross over or conveniently look the other way. It's easier.

These are the unfortunate individuals that fall between the cracks.

All they encounter is 'No'

Nowhere to go.

No friends.

No money.

No help.

No bed.

No choice.

No hope.

Often, the only option they have is The Big Yellow Bus Project.

We can't solve all of their problems, but we can give them somewhere to go.

We can give them practical help. We can give them a bed and a hot drink.

We can give them a choice.

Most important of all, we can say 'yes' and give them hope.

REPORT OF THE TRUSTEES

Organisational structure, governance, management and administration

The Big Yellow Bus Project opened its doors to provide shelter and support for the homeless in Cirencester on Christmas Eve 2018.

The governing principle of The Big Yellow Bus Project is the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision of frontline temporary accommodation, food and support.

The Big Yellow Bus Project provides shelter and support for the homeless - Men and women over 18 regardless of race, religion or sexual orientation who have no other option other than sleeping rough on the streets.

If these vulnerable individuals have no other options, the Project will provide a bed for them.

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity. It fully supports the Charity Governance Code and endeavours to promote good governance in all its activities in accordance with the code.

Registered Charity number
1186515

Principal address
15 Prince Charles Road
Fairford
Gloucestershire
GL7 4JY

Trustees

Gerry Watkins (Founder)
Lisa Barry

Jenny Hincks
Halmish Mead

The above trustees were appointed at the point of registration of the charity at the Charity Commission on 21 November 2019.

Phillip Oldcorn (Chairman) was appointed on 30 June 2020.

Independent examiner

Ian Sumbler, FCCA
Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Commencement of activities

Having opened its doors on 24 December 2018, the charity was registered with the Charity Commission for England and Wales within a year on 21 November 2019.

The assets of the previous unregistered project were treated as a donation to the registered charity on the first day of activity.

Recruitment and appointment of new trustees

The appointment of the charity's trustees is considered on an ongoing basis as the project grows.

Areas of responsibility have been identified for each of the current trustees and the increasing workload will inevitably mean further expertise and support will be required. Appointment of new trustees as and when required is managed by the current trustees and is principally through nomination and proposal at the monthly trustee meetings.

The trustee posts are unremunerated, but expenses can be claimed where relevant following the expenses claim process.

Organisational structure

The Big Yellow Bus Project is managed by the board of trustees. The trustees meet monthly and decide the strategy of the charity as well as overseeing the management of the guests' accommodation, the charity's finances, fundraising, events, support services, PR and communications.

Day-to-day administration and operational duties are undertaken by an employed Operations Manager, Chantelle Walsh, who is responsible for managing and co-ordinating a dedicated team of volunteers who make up a Steering Group.

The Steering Group co-ordinate the contribution of a far wider team of approximately 30-35 volunteers whose duties involve undertaking shifts supporting 'guests', event support, fundraising, laundry, cleaning, maintenance and training.

The charity employs two part-time Night Support Workers who support 'guests' attending the Big Yellow Bus.

In addition, the only other full-time employee is the charity's Shop Manager, Mandy Watkins responsible for the day-to-day management of the Big Yellow Bus fundraising shop which is supported by voluntary staff.

Risk management

The trustees of The Big Yellow Bus Project have a duty of care to the vulnerable individuals we support, our employed staff, our volunteers, our partners and our supporters.

To ensure that we are able to continue to work effectively with all of these groups, as trustees, we identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

As we are dealing with some of society's most vulnerable individuals, we have to be extremely mindful of the diverse and complex range of risks involved and a comprehensive

Risk Assessment has been completed to ensure every endeavour has been made to minimise these risks.



Significant activities

While The Big Yellow Bus Project remains a small, fledgling charity, a considerable amount has been achieved during the course of the past financial year.

The achievements and activities include:

- Opening The Big Yellow Bus Project fundraising shop - October 2019
- Securing official charity status - November 2019
- Securing second bus for renovation to serve another town locally (WIP)
- An open air music event to raise funds at St Michael's Park, Cirencester
- Monthly bingo nights at Cirencester Town FC
- Official sponsorship from several local businesses
- Releasing of The Big Yellow Bus Charity song



Courtesy Bathurst and Big Yellow Bus Project founder Gerry Watkins opening the fundraising shop.

Volunteers

The success of The Big Yellow Bus Project is built almost entirely on the volunteers who give their time and skills unstintingly to the work and aims of the charity.

Prior to the COVID-19 outbreak in the UK, the project was supported by a board of voluntary trustees and between 30-35 volunteers contributing to an array of important supporting duties and roles.

The volunteers who contribute so much to the project have also created a strong Big Yellow Bus family, the members of which not only support the homeless, but also each other.



Volunteers are at the heart of The Big Yellow Bus Project's work. Photo: Archie McColi Photography



- Achievement and performance - How we're making a difference...**
- The Big Yellow Bus Project's biggest achievement is giving rough sleepers a choice.
- Creation of a night-time shelter for up to seven homeless 'guests'
 - Nearly 1,500 'rough sleeping' nights averted
 - 37 different 'guests' accommodated to FYE 2020
 - 31 men accommodated
 - Six women accommodated



Photo: Nick Fewings / Unsplash

Fundraising activities

Income to fund the delivery of support and services provided for rough sleepers by The Big Yellow Bus Project comes from the following principal sources:

- Big Yellow Bus fundraising shop
- Public donations / Gift Aid
- Fundraising events - Bingo / music events
- Sponsorship
- Grants

Reserves policy

As a new charity operating for less than two years, The Big Yellow Bus Project has not yet been in a position to build a healthy financial reserve. The operation has been very much hand-to-mouth, financially. This has been particularly evident during 2020 with the charity having had to contend with the unforeseen additional expenditure required to adapt our services and meet the challenges of COVID-19. However, the trustees recognise the importance of creating a strong financial reserve and this has become even more apparent with the ongoing costs associated with meeting the government's COVID-19 guidelines. For this reason, the trustees are proposing to create a reserve fund as part of their objectives for 2020-21 and beyond to better safeguard the future of the project and meet unexpected expenditure.

Future developments and objectives

The COVID-19 pandemic hit every organisation in one way or another and with varying degrees of severity and disruption.

The virus brought the services of The Big Yellow Bus Project to a standstill and initiated an immediate rethink such as the damage inflicted on the charity's ability to comply with government directives.

The trustees were faced with an overnight loss of income and volunteers along with the ability to meet the imposed social distancing guidelines, testing and hygiene standards. This resulted in the immediate closure of the project.

The need to reassess the whole operation of The Big Yellow Bus Project and safeguard 'guests', employees and volunteers while being able to deliver a service to the homeless became the priority.

With this new imperative in mind, the trustees held additional 'virtual' meetings to overcome the immediate challenges and re-focus on the project's future developments. The following broad objectives were identified:

- Provision of COVID compliant accommodation for guests - Buses and permanent shelter(s)
- Greater access to support services for the homeless - Counselling, benefits etc.
- To be part of a homeless hub to end rough sleeping in the Cotswolds working closely in partnership alongside all relevant authorities and agencies
- More secure funding to better safeguard the future of the project and build a reserve fund to meet unexpected expenditure
- Closer working relationship with Cotswold District Council
- Closer working relationship with associated charities and agencies
- Enhanced training for the charity's employees and volunteers
- Raising the profile and standing of The Big Yellow Bus Project

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by order of the board of trustees on

11 February 2021

MR P J OLDCORN, Trustee

Signed on its behalf by:

INDEPENDENT EXAMINER'S REPORT

To the trustees of The Big Yellow Bus Project

I report on the accounts for year ended 31 October 2020 which are set out on pages 15-21.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Signed:

I. Sumbley

Mr I SUMBLER FCCA

Morris Owen Chartered Accountants

43-45 Devizes Road

SWINDON

Wiltshire

SN1 4BG

Date:

11 February 2021

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2020

INCOMING RESOURCES		Notes		Unrestricted fund		Restricted fund		Total funds	
Income from generated funds									
Voluntary income	2	118,080	10,000	128,080					
Activities for generating funds	3	26,040	-	26,040					
Total Incoming resources		144,120	10,000	154,120					
RESOURCES EXPENDED									
Costs of generating funds		2,384	-	2,384					
Costs of generating voluntary income	4	27,628	-	27,628					
Fundraising trading costs	5	18,816	-	18,816					
Charitable activities		4,722	-	4,722					
Direct costs		53,550	-	53,550					
Total resources expended		90,570	10,000	100,570					
Other resources expended									
NET INCOMING RESOURCES		90,570	10,000	100,570					
TOTAL FUNDS CARRIED FORWARD		90,570	10,000	100,570					
CONTINUING OPERATIONS									
All incoming resources and resources expended arise from continuing activities.									

CONTINUING OPERATIONS
All incoming resources and resources expended arise from continuing activities.

BALANCE SHEET
AT 31 OCTOBER 2020

	Unrestricted fund	Restricted fund	Total funds
FIXED ASSETS			
Intangible assets	320	-	320
Tangible assets	14,250	2,354	16,604
	<u>14,570</u>	<u>2,354</u>	<u>16,924</u>
CURRENT ASSETS			
Debtors	6,713	-	6,713
Cash at bank	69,287	7,646	76,933
	<u>76,000</u>	<u>7,646</u>	<u>83,646</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>90,570</u>	<u>10,000</u>	<u>100,570</u>
NET ASSETS	<u>90,570</u>	<u>10,000</u>	<u>100,570</u>
FUNDS			
Unrestricted funds	90,570		90,570
Restricted funds		10,000	10,000
TOTAL FUNDS	<u>90,570</u>	<u>10,000</u>	<u>100,570</u>


Notes

8
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11

The financial statements were approved by the Board of Trustees on 11 February 2021 and were signed on its behalf by:


Mr P J Oldcom - Trustee

THE BIG YELLOW BUS PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

1. ACCOUNTING POLICIES

Accounting convention
 The financial statements have been prepared under the historical cost convention, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources
 All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended
 Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Intangible assets
 During 2020 the Charity created a Big Yellow Bus trademark to help protect the brand image in use, in view of the relatively small cost involved, and longevity of the trademark, no amortisation is being applied on the basis it would be immaterial to the accounts as a whole.

Tangible fixed assets
 Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Motor vehicles - 25% on reducing balance

Assets undergoing refurbishment before being put into use for charity purposes are not subject to depreciation until the refurbishment is complete and the asset is in use. Costs of the initial refurbishment are capitalised as part of the cost of the asset. Costs thereafter, to maintain the asset in usable condition are expended through the statement of financial activities in the year they are incurred.

Taxation
 The charity is exempt from tax on its charitable activities.

Fund accounting
 Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. VOLUNTARY INCOME

Donations
 Gift aid

£
 121,367
 6,713
 128,080

THE BIG YELLOW BUS PROJECT
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020

3.	ACTIVITIES FOR GENERATING FUNDS	<div>Shop income</div> <div>Other income</div> <div>20,324</div> <div>5,716</div> <div>26,040</div>
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THE BIG YELLOW BUS PROJECT
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 OCTOBER 2020

9. TANGIBLE FIXED ASSETS	COST		Motor vehicles
	Additions	Charge for year	
	20,354	3,750	
			16,604
10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	<p>The charity took ownership of 2 buses from the former unregistered project at a valuation made by the trustees based on the original cost of the vehicles and the respective additional cost of conversion and refurbishment. The first bus donated was already in usable condition having been originally converted in 2017-2018. The second bus was subsequently acquired and is still under refurbishment before it can be placed into use to support the charity objectives.</p>		
11. MOVEMENT IN FUNDS	<p>Other debtors</p> <p>£ 6,713</p>		

11. MOVEMENT IN FUNDS	TOTAL FUNDS		Net movement in funds
	Unrestricted funds	Restricted funds	
	General fund	Bus Refurbishment	
	90,570	10,000	100,570
	£		£
	At 31.10.20		

11. MOVEMENT IN FUNDS	TOTAL FUNDS		Net movement in funds, included in the above are as follows:
	Unrestricted funds	Restricted funds	
	General fund	Bus Refurbishment	
	90,570	10,000	100,570
	£		£
	At 31.10.20		

11. MOVEMENT IN FUNDS	TOTAL FUNDS		Net movement in funds, included in the above are as follows:
	Unrestricted funds	Restricted funds	
	General fund	Bus Refurbishment	
	90,570	10,000	100,570
	£		£
	At 31.10.20		

THE BIG YELLOW BUS PROJECT
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 OCTOBER 2020

11. MOVEMENT IN FUNDS - continued

Fund name	Purpose and restrictions
Bus Refurbishment	Specific donation to be used to facilitate the refurbishment of a second bus for eventual use to support the charity operations.

12.

RELATED PARTY DISCLOSURES

As a newly registered charity, the "gift" of the refurbished vehicles from Mr Gerry Watkins at a value equal to the original cost of acquisition plus refurbishment costs has meant that the charity has been able to provide accommodation for the homeless from the very first day. Details of the costs can be found in note 9 to these accounts

Mr Haimish Mead has created and registered a trademark for the benefit of the charity. The costs incurred were met personally and treated as a donation to the project and the trademark recognised as an intangible asset in these accounts detailed in note 8

Mr Phil Oldcorn, now Chairman of the project has supported the charity with personal donations in the year totalling £25,000 and is also covering the cost of the shop rent, rates and service charge totalling £12,362 for the year.

THE BIG YELLOW BUS PROJECT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2020

£

INCOMING RESOURCES	
Voluntary income	121,367
Donations	6,713
Gift aid	128,080
	<u>26,040</u>
	154,120
RESOURCES EXPENDED	
Costs of generating voluntary income	2,384
Fundraising trading costs	13,971
Wages	9,750
Shop lease	1,300
Shop service charge	1,312
Shop rates	1,295
Property repairs	27,628
Charitable activities	7,100
Night cover	5,599
Bus maintenance	1,861
Fuel and RFL	356
Covid19 costs	3,750
Depreciation	18,666
Support costs	2,226
Management	635
Insurance	286
Telephone	441
Postage and stationery	678
Advertising	606
Sundries	4,872
Recycling costs	53,550
Total resources expended	<u>100,570</u>
Net income	100,570

This page does not form part of the statutory financial statements