

Annual Report

The Big Yellow Bus Project Annual Report for 2022

Offer support and guidance, encourage growth, confidence, and stability in life's steps ahead within our community

2022



**Registered Charity
(England & Wales)
No. 1186515**

Forward

We have continued to see challenges facing all charities, and The Big Yellow Bus is no exception. However, our work has continued throughout this time with the help and support of our staff, volunteers, and Trustees.

We at The Big Yellow Bus Project continue to help those who are vulnerable in our society, not just those who face homelessness in this everchanging world we are in, but also the whole community in which we live.

This work has only been made possible through the support of our volunteers, staff, and trustees, and through the generous donations of money, time, services, and equipment given by countless individuals, organisations and business locally.

The Trustees would like to thank those who have helped in the last year, and for their continued support of The Big Yellow Bus Project.



Jenny Hincks
Chair of Trustees
The Big Yellow Bus Project



Trustee Report

The Big Yellow Bus Project opened its doors in Cirencester on Christmas Eve 2018, with the governing principle of The Project being to provide providing help and support to those of our community that will benefit from assistance by reason of age, ill health, financial hardship, or other disadvantage, through the provision of services provided by the staff and volunteers.

The Big Yellow Bus charity shop helps to provide funds to continue our work, whilst providing affordable clothing and household items to those who within the community it serves.

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

Registered Charity number
1186515

Principal address
43 Burge Court
Cirencester
GL7 1JY

Trustees

Jenny Hincks
Lisa Barry
Tracey Pitts
Jonathan Street
Hannah Street



Organisation Structure

The Big Yellow Bus Project is managed by a board of Trustees, who meet monthly to oversee the management of the charity.

Day-to-day management is undertaken by our Operational Manager, Chantelle Walsh.

Dianne Evans undertakes fundraising.

The shop is run by an exceptional team of volunteers, assisted by the Operational Manager and Jenny Hincks (Trustee).

Risk Management

The trustees have a duty of care to all our staff, volunteers, and supporters.

We are dealing with vulnerable members of our community, and we are mindful of the diverse and complex risk involve. This is why we have a comprehensive Risk Assessment document to underpin all we do.

Statement of Trustee Responsibilities



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

The law is applicable to charities in England and Wales. The Charities Act 2011, Charity Regulations 2008, and the provision of the Trust deed require the Trustees to prepare a financial statement for each financial year. This gives a true and fair view of the state of affairs of the charity, and of the incoming resources and application of the same, including income and expenditure, for that period. In preparing those financial statements, the trustees are required to:

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Safeguarding the assets of the charity, and thus taking all 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 website.



**Approved by
order of the
board of
trustees on**

10 January 2023

10 January 2023

**Signed on its
behalf by**

Jenny Hincks
Chair of Trustees
The Big Yellow Bus Project

Operational Manager Report

I continue to strive in an environment of growth and excellence, and I am inspired by a positive atmosphere, and a constructive workplace for communicating and interacting with people.

In December 2021 I stepped into The Big Yellow Bus Project shop, to help with the volunteer shortage, and the day to day running of the shop, including sorting donations, and working with the volunteers. I continue to do this as it is a great way to speak with the public and get a feel of the needs of the town.

When our founder left in January 2022, I took on the additional challenge of raising awareness for the project, and to help raise money, including but not limited to, monthly music evenings, quiz nights, charity raffles, children Easter party, music festival with a pop star of the 80's, and an auction for a signed guitar of 80's bands.

In February I assisted the Trustees to update and change the logo, to show that we saw the need for not only support for the homelessness within our community, but also vulnerable people, which is why we have included the words "Making change possible."

In 2021, we were left with the question of the ongoing use of the bus and, after lengthy discussions in the Spring of 2022, severe weather, and several meetings with our builder regarding the costs of our beloved bus, it was decided to sell the vehicle and look for premises for a purpose-built Drop-in centre. With the bus stationary, and the landowner needing the space back, I sold the bus for the amount for which it was purchased.

The drop-in centre will offer professional services ranging from educational, to therapeutic support, dependent on the needs of the individual. Offering a more suitable and confidential environment for this work to commence.

During the year I worked alongside Athena Web Design to help build our new website.

In the summer I, and Trustees interviewed for a new fundraiser and Shop Manager. July saw us being part of the Health and Wellbeing event held in Cirencester Market Place, during which time we used the opportunity to inform the community and other organisations on how we can help.

Since October we have had two Cirencester College students commence their work experience with me in the shop.

I continue to help and advice homeless and vulnerable people seeking emergency accommodation, including supporting those in need with clothing and various things from our charity shop. I will regularly touch base and keep everyone up to speed on our progress with our ongoing friends, agencies and organisations from our community and connecting with new contacts.

I continue to keep the public in the loop with our social media and website, including having radio interviews to discuss past and present progress. I am proud to say we contribute to

"Offer support and guidance, encourage growth, confidence and stability in life's steps ahead within our community."



Fundraising

The funding of the charitable activities is always a concern for the Trustees and Team. Our income comes from a variety of sources, ranging from donations, the charity shop, and we are now focusing on applying for grants.

Fundraising is incredibly important to us, as it is the only way we can run our services, we are proud of our commitment to fair, honest, and open fundraising.

In the past we have not been as successful as we would have liked in grant applications.

The trustees decided to change the approach to fundraising and over the past 6 months, we have had a positive response from our grant applications. Five applications have been successful, and the remainder have given some really helpful feedback, the first being we needed a business plan, others comment that we need to be more specific on projects we are wanting them to fund. A couple have stated that we have too much cash in the bank to be appropriate to receive grants.

We have made considerable efforts to improve our situation. We have created a business plan, distributed a mailshot to local businesses, and are focusing on researching suitable grants for the charity. We have created a process for identifying new grants, which enables us to establish the suitability of the grant when compared to active and pipeline projects.

Moving forward we need to have a more unified view of projects we are wanting to undertake and have visibility of these in advance, so that grants can be researched and applied for, which will hopefully mean we will be even more successful moving forwards.



Independent examiner's report to the trustees of The Big Yellow Bus Project

Responsibilities and basis of report

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

For completeness, this states a net profit of £9,928 which agrees to the difference between the opening bank balance as of 1 November 2021 of £79,890 and the closing balance as of 31 October 2022 of £89,818.

This cash in bank at end of year is intended to fund a new centre costing £30,000 in Q1 2023, which will provide the project with space to perform its activities and objectives for the year and moving forwards.

In conclusion, to the best of my knowledge provided by these documents, the records have been kept accordingly and accurately reflect the activities of The Big Yellow Bus Project for the year 2022.

Jordan Gardiner
ACA

INCOME									
MONTH	TOTAL		EVENTS	CTR	DONATION	GIFT AID	CAF	C/TRUST	BUS
November	£4,049.85		£883.20	£0.00	£3,146.75	£0.00	£0.00	£19.90	£0.00
December	###		£0.00	£0.00	###	£0.00	£50.00	£19.90	£0.00
January	£1,053.90		£0.00	£0.00	£934.00	£0.00	£100.00	£19.90	£0.00
February	£877.59		£660.00	£0.00	£141.85	£62.50	£0.00	£13.24	£0.00
March	£4,708.89		£560.00	£0.00	£4,135.65	£0.00	£0.00	£13.24	£0.00
April	£4,133.24		£0.00	£0.00	£1,120.00	£0.00	£0.00	£13.24	£3,000.00
May	£4,835.52		£1,085.00	£0.00	£3,750.52	£0.00	£0.00	£0.00	£0.00
June	£3,065.80		£382.96	£0.00	£2,682.84	£0.00	£0.00	£0.00	£0.00
July	£1,776.18		£0.00	£6.58	£1,769.60	£0.00	£0.00	£0.00	£0.00
August	###		£0.00	£0.00	£7,863.12	£905.95	£2,500.00	£6.58	£0.00
September	£3,706.45		£0.00	£3.25	£3,703.20	£0.00	£0.00	£0.00	£0.00
October	£665.70		£0.00	£0.00	£662.45	£0.00	£0.00	£3.25	£0.00
INCOME	###		£3,571.16	9.83	###	£968.45	###	£109.25	###
EXPENDITURE	-£49,215.56								
PROFIT	1311.11								
BANK REC									
1ST NOV '21	£73,130.27								
PROFIT	£1,311.11								
31ST OCT 22	74441.38								

PROJECT

INCOME/EXPENDITURE

YEAR ENDING 31ST OCTOBER 2022

[illegible]

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