

THE BUS SHELTER DORSET
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

THE BUS SHELTER DORSET

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

S Sawtell

R Stone

S Orr

D Pond

H Wilson

(Appointed 1 November
2022)

F Brown

(Appointed 1 November
2022)

Charity number

1171882

Independent examiner

Matthew Haines FCA

CB Reid Limited

Wadebridge House

16 Wadebridge Square

Poundbury

Dorchester

Dorset

DT1 3AQ

THE BUS SHELTER DORSET

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THE BUS SHELTER DORSET

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Objects of the Charity are to relieve the needs of homeless persons or those at risk of homelessness by the provision of temporary accommodation, advice, signposting and support.

Specific achievements during this period

The majority of TBSD guests have a combination of issues including but not limited to mental illness and/or addiction. Their lives are often chaotic and they struggle to navigate and access the various support services they need which negatively impacts on their physical, mental and emotional well-being. In addition to a safe place to stay and food to eat, TBSD staff continue to offer non-judgemental support tailored to their individual needs. This affords guests an opportunity to reflect on their lives and future aspirations.

Having moved to their new site comprising of 12 single en-suite PODS in September 2021, 2022/2023 saw TBSD expand its strategy to secure leased accommodation in the community for guests who were ready to move on. Guests could move into TBSD accommodation, where arms-length support would still be provided by dedicated 'Next Stop' support workers. This additional accommodation enables guests to trial independent living with support tailored to meet their individual needs. It also affords TBSD an opportunity to flex the accommodation as required and swap guests should a crisis occur. During 2022/2023 TBSD leased a two bedroomed house and a further single bedroom flat in addition to their 2 bedroom flat. If guests experience a crisis they can return to a POD with increased support and a guest waiting for move on accommodation can take their place. This flexible approach to managing accommodation is aimed at stopping the cycle of failed tenancies and preventing a return to homelessness and rough sleeping.

In addition to securing TBSD accommodation the team work hard with other housing providers to find the most appropriate accommodation with the result that the throughput of guests at the Bus has increased. The success of our positive move-ons was recognised by the local Department for Levelling Up, Housing and Communities (DLUHC).

This increased throughput of guests, with ever increasing complex needs has resulted in the need to increase staff and despite this increase in paid staff TBSD is still heavily reliant on the volunteers who provide invaluable support with:

- Individual guest befriending where appropriate
- Sport and social opportunities
- Fundraising and donations
- General support at site
- Transport
- Food and meal donations
- Cookery lessons
- Clothes
- Furniture and Furnishing for guests who are moving on
- Craft work
- Gardening and helping with the allotment

THE BUS SHELTER DORSET

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

The charity was initially run by volunteers and a pre-covid nomination for the Queens Award for Voluntary Service was presented this year to recognise the contribution volunteers have in the community.

The service is unique in offering 24/7 support to guests past and present and although staff turnover is low with no staff leaving during this period, Trustees felt it prudent to increase annual leave to accommodate for the emotional demands of supporting increasingly complex and chaotic guests.

The majority of TBSD staff are now nearing 2 year employment and would therefore be entitled to redundancy pay. In addition to this TBSD are responsible for clearing the site. With this in mind an initial reserve of £50k has been set with a view to increase year on year.

2022/2023 TBSD successfully trialled female guests staying in the PODs. Whilst the females present different challenges the staff feel passionately that the support and opportunity they can offer them is invaluable.

TBSD has continued to develop positive relationships with Dorset Council, the police, judicial service and other local agencies.

Concerns during this period:

The rise in energy costs has been a considerable concern for TBSD with additional cost of living payments being paid directly to guests and therefore not contributing to the increasing expenditure.

TBSD still struggle with the provision of meaningful activity for the guests. Links were established with Dorset Trade Skills and 2 of the guests undertook short courses in bricklaying and plastering. Another guest undertook a barbering course.

TBSD is heavily reliant on grants for staff funding along with Housing Benefit and there is an ongoing concern that applications may not be successful due to the high level of demand from all charities feeling the pressures of funding.

Future aspirations:

To provide 5 micro flats on the current site to be used as move on accommodation.

Financial Review

During the year total income was £409,903 (202: £272,321). Total expenditure was £383,414 (2022: £261,321) in the year, resulting in net income of £26,489 (202: £11,089) for the year. Total funds at the year end were £147,828 (2022: £121,339).

Reserves Policy

The Trustees continue with their efforts to raise funds to support the charitable activities and to build up a level of reserves sufficient to meet its overheads for the following 12 month period.

Public Benefit

The trustees have considered the Charity Commission guidelines on Public Benefit and consider that these are being met through the charity's objectives and activities

Structure, governance and management

The Bus Shelter Dorset registered as a charity on 3 March 2017 (No 1171882) and is a Charitable Incorporated Organisation.

THE BUS SHELTER DORSET

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees currently in office or who held office during the period ending 31 March 2022 were as follows:

S Sawtell

R Stone

S Orr

D Pond

H Wilson

F Brown

(Appointed 1 November 2022)

(Appointed 1 November 2022)

Trustees' responsibility for the accounts

Charity law requires the trustees to prepare accounts for each financial year. In preparing those accounts the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity. 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' report was approved by the Board of Trustees.



R Stone

Trustee (Chair)

Date: 11.01.2024

THE BUS SHELTER DORSET

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE BUS SHELTER DORSET

I report to the trustees on my examination of the financial statements of The Bus Shelter Dorset (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceed £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the of the charity as required by section 388 of the 2006 Act; or
- 2 the accounts do not accord with those records
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Matthew Haines FCA
CB Reid Limited
Wadebridge House
16 Wadebridge Square
Poundbury
Dorchester
Dorset
DT1 3AQ

Dated:

THE BUS SHELTER DORSET

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	2	191,536	215,753	407,289	73,274	195,600	268,874
Charitable activities	3	2,614	-	2,614	3,447	-	3,447
Total income		194,150	215,753	409,903	76,721	195,600	272,321
Expenditure on:							
Charitable activities	4	167,661	215,753	383,414	65,632	195,600	261,232
Net income for the year/ Net movement in funds		26,489	-	26,489	11,089	-	11,089
Fund balances at 1 April 2022		121,339	-	121,339	110,250	-	110,250
Fund balances at 31 March 2023		147,828	-	147,828	121,339	-	121,339

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

THE BUS SHELTER DORSET

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	8		15,198		17,098
Current assets					
Debtors	9	35,598		3,771	
Cash at bank and in hand		106,146		101,984	
		141,744		105,755	
Creditors: amounts falling due within one year	10	(9,114)		(1,514)	
Net current assets			132,630		104,241
Total assets less current liabilities			147,828		121,339
Income funds					
Unrestricted funds			147,828		121,339
			147,828		121,339

The financial statements were approved by the Trustees on

ROSEMARY STONE

~~Chairman~~

Trustee (Chair)

R Stone

D. Pono

Trustee (Treasurer)

D. Pono

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

The charity is a CIO, registered on 3 March 2017.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below. The comparative period was prepared under a receipts and payments basis.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	Straight line over 10 years
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Donations and gifts	28,601	-	28,601	18,910	18,910
Government grants	4,000	215,753	219,753	42,451	238,051
Income housing benefit	158,935	-	158,935	11,913	11,913
	<u>191,536</u>	<u>215,753</u>	<u>407,289</u>	<u>73,274</u>	<u>268,874</u>

3 Charitable activities

	Unrestricted funds 2023 £	Total Unrestricted 2023 £	Unrestricted funds 2022 £
Miscellaneous income and refunds	1,039	1,039	2,997
Sale of goods made	1,575	1,575	450
	<u>2,614</u>	<u>2,614</u>	<u>3,447</u>

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Unrestricted	Restricted	Total Unrestricted	Restricted	Charitable	Total
	2023	2023	2023	2022	Expenditure	2022
	£	£	£	£	Heading 3	£
					2022	
Cost of						
Goods Sold	1,396	-	1,396	365	-	365
Advertising	376	-	376	193	-	193
Accountancy fees	2,100	-	2,100	3,490	-	3,490
Bank fees	3	-	3	-	-	-
Cleaning	232	-	232	14	-	14
Consulting	-	-	-	179	-	179
Days out	578	-	578	39	-	39
DBS checks	315	-	315	316	-	316
Food	8,670	950	9,620	7,216	1,650	8,866
Electricity	23,280	4,350	27,630	17,566	-	17,566
Guest Supplies	(2)	6,560	6,558	-	2,828	2,828
Hospitality	887	-	887	264	-	264
HR costs	1,800	-	1,800	-	-	-
Insurance	4,483	-	4,483	4,810	-	4,810
IT Software	2,456	-	2,456	7,328	-	7,328
Laundry	29	-	29	-	-	-
Non payroll staff costs	8,468	-	8,468	1,698	13,900	15,598
Operating Lease	894	-	894	587	-	587
Pensions Costs	11,443	-	11,443	-	4,934	4,934
Printing & Stationery	983	-	983	590	-	590
Postage	10	-	10	-	-	-
Rent and Rates	20,396	-	20,396	341	-	341
Repairs & Maintenance	1,026	-	1,026	2,426	-	2,426
Replacement costs	1,468	-	1,468	2,733	-	2,733
Salaries NI & PAYE	62,766	203,893	266,659	(473)	158,635	158,162
Staff Training	3,358	-	3,358	-	2,315	2,315
Subscriptions	216	-	216	216	-	216
Membership	238	-	238	250	-	250
Sundries	141	-	141	5,513	9,636	15,149
Telephone	2,398	-	2,398	-	1,702	1,702
Travel	3,655	-	3,655	2,709	-	2,709
TV Licence	145	-	145	160	-	160
Waste & Pest Control	1,545	-	1,545	1,082	-	1,082
Water rates	8	-	8	-	-	-
Wood burner	-	-	-	20	-	20

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities							(Continued)
Depreciation	1,900	-	1,900	1,900	-		1,900
Profit/loss on disposal	-	-	-	4,100	-		4,100
	<u>167,661</u>	<u>215,753</u>	<u>383,414</u>	<u>65,632</u>	<u>195,600</u>	<u>-</u>	<u>261,232</u>

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2021 - one trustee was reimbursed £915 for expenses paid).

6 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	<u>14</u>	<u>9</u>
Employment costs	2023 £	2022 £
Wages and salaries	279,740	163,097
Other pension costs	<u>4,934</u>	<u>4,934</u>
	<u>284,674</u>	<u>168,031</u>

There were no employees whose annual remuneration was more than £60,000.

7 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

8 Tangible fixed assets

	Plant and equipment £
Cost	
At 1 April 2022	23,098
At 31 March 2023	23,098
Depreciation and impairment	
At 1 April 2022	6,000
Depreciation charged in the year	1,900
At 31 March 2023	7,900
Carrying amount	
At 31 March 2023	15,198
At 31 March 2022	17,098

9 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Housing benefit	4,738	3,175
PAYE & NIC repayable	-	485
Guest contributions	874	111
Donations	223	-
Grants	29,763	-
	35,598	3,771

10 Creditors: amounts falling due within one year

	2023 £	2022 £
Invoices	1,779	-
Child maintenance	233	-
Utilities	4,032	-
Wages and pension	1,008	13
Staff mileage	472	61
Accountancy & payroll costs	1,590	1,440
	9,114	1,513

THE BUS SHELTER DORSET

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

11 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			
		Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
		£	£	£	£
Unrestricted funds		-	215,753	(215,753)	-
12 Analysis of net assets between funds					
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	15,198	-	15,198	17,098	17,098
Current assets/(liabilities)	132,630	-	132,630	104,241	104,241
	147,828	-	147,828	121,339	121,339

13 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).