

# Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	1	April	2020	To	31	March	2021

## Section A Reference and administration details

**Charity name** The Bus Shelter MK

**Other names charity is known by**

**Registered charity number (if any)** 1173705

**Charity's principal address** George House

Crosslands, Stantonbury

Milton Keynes

**Postcode** MK14 6DB

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pamela Williams	Chair		
2	David Pickering	Vice Chair/Secretary		
3	Carole Jinks	Treasurer	Resigned 31 Dec 2020	
4	Peter Smith			
5	Matthew Penning			
6	Ellis Rust			
7	Joanne Dunsford		Appointed 10 Nov 2020	
8	Allan Plath		Resigned 11 Mar 2021	
9	James Albert Yoofi Clarke	Treasurer	Appointed 20 Mar 2021	
10	Michael Thompson		Appointed 16 Mar 2021	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Elected or appointed as appropriate

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To relieve the needs of homeless persons, or those at risk of homelessness, within the borough of Milton Keynes, by the provision of temporary accommodation, shelter, warmth, food, advice, signposting and support

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Bus Shelter MK has continued its work to relieve or prevent street homelessness in Milton Keynes. Between 1 April 2020 and 31 March 2021 the charity provided accommodation, food and person-centric support to 36 people who would otherwise have been sleeping on the streets of Milton Keynes.

In addition the charity provided on-going support to over 20 former guests after we had helped them to find suitable move-on accommodation in order to ensure their new tenancies were sustained. In addition we provided telephone/text/email advice to a wider cohort of people experiencing homelessness.

The Trustees are mindful of the Charity Commission guidelines on public benefit and consider that these are being met through the Charity's objectives and activities

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

March 2020 saw the outbreak of Covid. We immediately realised that our model of communal sleeping in a converted bus was no longer safe.

We quickly negotiated the Youth Hostel Association to lease their Milton Keynes Hostel which they had been forced to close to visitors due to Covid restrictions. Initially this was for three months, but in fact we did not leave until 25<sup>th</sup> January 2021. Leasing the hostel meant we were able to give each guest (or couple) their own bedroom.

In addition we recognised that our previous model of reliance on a wide range of volunteers attending the site on a daily basis was not a safe practice during lockdown and we moved to a greater reliance on paid staff. We have continued largely with this model, although we still are very grateful for ongoing support from volunteer cooks, gardeners, specialist welfare officers, administrators, debt counsellors and a social media manager.

The trustees are extremely proud of the fact that we continued to offer accommodation and support to our guests throughout lockdowns.

During 2020 we were also asked to vacate our site in central Milton Keynes. Milton Keynes Council offered us a redundant landscaping depot with small storage building as an alternative. The site was too small, but The Parks Trust who owned adjacent land agreed to lease us a small area to make the site viable. We recognised that the building and surrounding site would require considerable clearance and renovation but determined that as the leases were offered for a minimum of 10 years the costs involved were an appropriate use of the charity's resources.

The initial plan was to relocate the bus onto this new site, but the ongoing Covid restrictions meant the bus was not going to be viable for providing sleeping accommodation in the foreseeable future. We therefore commissioned the bespoke conversion of a brand new shipping container into a sleeping pod to provide individual bedrooms. We can now offer nine places and continue to allow guests to keep their dogs with them. The new sleeping arrangements also make our facility safer and more suitable for any female guests.

The new site, George House, opened on 22<sup>nd</sup> January 2021. Through trustee and staff determination, the adversity of Covid and losing our original site has resulted in a much improved facility from which to deliver our much needed service.

The most important achievement of all, however, is the temporary home, friendship, kindness and support we were able to offer throughout the year to guests and the ongoing connections we maintain to ensure minor challenges don't turn into a major crises.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity's reserves policy is to ensure that unrestricted funds not presently committed or invested should be maintained at the level equivalent to 9 months' expenditure to enable the charity to continue pursuing its activities should there be a period of reduced income. As at 31 March 2021, unrestricted reserves carried forward is sufficient to meet operating expenditure for the next 26 months (2020: 12 months)

### Details of any funds materially in deficit

There are no funds that are materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

The financial burden of additional costs/reduced income due to Covid, and the significant cost of renovating the George House site and providing Covid safe sleeping arrangements, was thankfully relieved to quite an extent through various grants we were extremely thankful to receive.

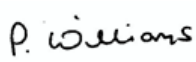

We are grateful to every individual person and business who assisted us during this reporting period and make particular mention of grants from DCLG and DCMS, Lloyds Bank Trust, Masonic Charitable Trust, John Apthorp Charity, Newby Trust, Albert Hunt Trust, Newport Pagnell Rotary Club, GiffGaff, Sava and Barratt Developments.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Pamela Williams	James Albert Yoofi Clarke
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	31/01/2022	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

THE BUS SHELTER MK

On accounts for the year  
ended

31 MARCH 2021

Charity no  
(if any)

1173705

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2021**.

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").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

31/01/2022

Name:

Elizabeth Newell BA (Hons) FCA

Relevant professional  
qualification(s) or body  
(if any):

Fellow Chartered Accountant

Address:

MOORGATE HOUSE, 201 SILBURY BOULEVARD,  
MILTON KEYNES, BUCKINGHAMSHIRE, MK9 1LZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

No matters of concern.

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-20

To

Period end date  
31-Mar-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Cash Donations	5	-	-	5	1,654
Company/Group Donations	17,544	45,790	-	63,334	113,949
Gift Aid	2,065	-	-	2,065	6,466
Grants	55,416	54,174	-	109,590	3,753
Guests Food contributions	150	-	-	150	1,080
Housing Benefit	45,140	-	-	45,140	41,836
Individual Donations	25,652	1,510	-	27,162	22,436
Interest	698	-	-	698	493
Other	-	-	-	-	75
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>146,670</b>	<b>101,474</b>	<b>-</b>	<b>248,144</b>	<b>191,741</b>
<b>A2 Asset and investment sales, (see table).</b>					
Asset Sales	20,255	-	-	20,255	-
	-	-	-	-	-
<b>Sub total</b>	<b>20,255</b>	<b>-</b>	<b>-</b>	<b>20,255</b>	<b>-</b>
<b>Total receipts</b>	<b>166,925</b>	<b>101,474</b>	<b>-</b>	<b>268,399</b>	<b>191,741</b>
<b>A3 Payments</b>					
Admin Expenses	1,007	828	-	1,835	1,497
Bank Charges	201	-	-	201	65
Bus Fit-out/Repairs	411	-	-	411	5,759
Cleaning/Waste	1,857	-	-	1,857	110
Food	2,230	-	-	2,230	622
Fundraising Expenses	13,855	-	-	13,855	41
Guest Resettlement	1,317	283	-	1,600	1,090
Guest Support/Welfare	1,513	548	-	2,060	2,594
Insurance	2,233	-	-	2,233	1,766
Legal/Professional	1,164	-	-	1,164	756
Light/Heat	994	-	-	994	4,243
Phone/Internet	603	-	-	603	1,394
Rent	6,933	10,000	-	16,933	2,000
Salaries	40,475	20,506	-	60,982	35,517
Security	108	-	-	108	97
Site Set-up/Repairs	13,625	1,233	-	14,859	3,058
Staff Expenses	882	-	-	882	213
Volunteer Expenses	187	-	-	187	292
Water/Sewage	153	-	-	153	587
Training	498	-	-	498	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>90,247</b>	<b>33,398</b>	<b>-</b>	<b>123,646</b>	<b>61,702</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	108,658	67,790	-	176,448	-
	-	-	-	-	-
<b>Sub total</b>	<b>108,658</b>	<b>67,790</b>	<b>-</b>	<b>176,448</b>	<b>-</b>
<b>Total payments</b>	<b>198,905</b>	<b>101,188</b>	<b>-</b>	<b>300,093</b>	<b>61,702</b>
<b>Net of receipts/(payments)</b>	<b>- 31,981</b>	<b>286</b>	<b>-</b>	<b>- 31,695</b>	<b>130,039</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>220,310</b>	<b>6,642</b>	<b>-</b>	<b>226,952</b>	<b>96,913</b>
<b>Cash funds this year end</b>	<b>188,329</b>	<b>6,928</b>	<b>-</b>	<b>195,257</b>	<b>226,952</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account - UTB	51,050	-	-
	Deposit Account - UTB	50,602	6,928	-
	Deposit Account - VM	85,000	-	-
	Purchasing Card	1,237	-	-
	Petty Cash	33	-	-
	PayPal Balance	408	-	-
	<b>Total cash funds</b>	<b>188,329</b>	<b>6,928</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

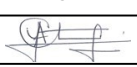
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Leasehold improvements	Unrestricted		92,615
	Leasehold improvements	Restricted		24,372
	Building units (Office)	Unrestricted		2,000
	Building units (containers)	Unrestricted		8,154
	Building units (containers)	Restricted		42,435
	Fixtures & Fittings	Unrestricted		7,091
	Fixtures & Fittings	Restricted		983
	Computer Equipment	Unrestricted		798
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	NEST Pension	Unrestricted	253	01 April 2021
	HMRC - PAYE	Unrestricted	1,394	
	Net wages underpaid	Unrestricted	210	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	James Albert Yoofi Clarke	31/01/2022