



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
From 1	April	2021	To 31	March	2022

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	James Albert Yoofi Clarke	Treasurer		
4	Peter Smith			
5	Michael Thompson			
6	Ellis Rust			
7	Joanne Dunsford			
8	Matthew Penning			
9				
10				
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 provides a temporary home, food and person-centric support to people who would otherwise be sleeping on the streets of Milton Keynes.

Service users (guests) are helped to regain their physical and mental health, financial stability through work and/or benefits and dealing with debt, and obtain official documents and a bank account if needed. They are then be assisted to find safe, affordable accommodation where, with on-going support, they can maintain tenancies and their wellbeing.

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.

The Bus Shelter MK is extremely grateful to the incredible volunteers who support our guests and the organisation.

Key volunteer activities include guest support, cooking, managing our social media, gardening, administration, counselling, graphic design, fundraising and many other ad hoc tasks.

Summary of the main achievements of the charity during the year

At the start of April 2021, the charity had been at their new base, George House, Stantonbury, Milton Keynes for just two months. The iconic converted double decker bus had been retired due to the Covid risks of its communal sleeping facilities and replaced with a bespoke conversion of a shipping container providing individual bedrooms. Additional facilities on the George House site include a fully renovated brick building providing kitchen, dining, bathroom and laundry facilities and two additional bedrooms. Ancillary buildings of a lounge, an office plus a small garden area complete the site.

The move to this new site has enabled the charity to provide a higher and more comfortable standard of accommodation.

From 1 April 21 to 31 March 22, The Bus Shelter MK provided a temporary home and person centric support to 44 people who would otherwise have no option but to sleep on the streets of Milton Keynes. This is an increase of 22% over 20/21.

A further 23 former guests who, with our assistance, had moved into their own accommodation (usually private rentals) received a significant level of on-going support. This support ensured a high proportion of tenancies being maintained for 12 months or more and enabled former guests to avoid the well-reported "revolving door of homelessness". The charity is delivering real, long-lasting change for some of the most vulnerable members of our local community.

There is no time limit to support. Former guests are always encouraged to contact our support team if they encounter challenges, irrespective of the time elapsed since they moved on.

We also provided telephone or online advice to well over 100 people we were unable to accommodate. We provided signposting to other services or gave advice to help them avoid or deal with homelessness.

The Board of Trustees reviewed the charity's strategic direction for the short, medium and long term. It was agreed that expanding the amount of longer term housing available for our guests (rather than the temporary accommodation provided at George House) was the direction we wanted to explore. As a pilot scheme, during March 2022, the charity leased a four bedroomed house and following some minor works registered it with the local housing authority as a House of Multiple Occupation. The tenants of this "move-on" property will be former guests of George House who are not yet able to secure private tenancies in Milton Keynes due to the very competitive private rented sector in the City. Although outside this reporting period, it is worth noting that the pilot was very successful and as a result two further properties have been leased during the 2022 calendar year.

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 2022, unrestricted reserves carried forward is sufficient to meet operating expenditure for the next 19 months (2021: 26 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.

The Board of Trustees is extremely grateful to all those who have supported The Bus Shelter MK financially during the reporting period, whether trusts, foundations, corporates or individuals. Without their support we could be unable to deliver our crucial services – services which help people turn their lives around, and undoubtedly in some cases, save lives.

It is impossible to name all our generous supporters here, but those of particular note during FY 2021/2022 include:

Lloyds Bank Foundation
The David Family Trust
H&M Hennes & Mauritz Services Ltd
Truemark Trust
The Rank Foundation (Pebble Grant)
The Astor Foundation
The Leathersellers' Company Charitable Fund
MK Rotary (Swimathon)

The charity receives housing benefit which covers the basic cost of the accommodation provided. The housing benefit received does not however cover any of the vital support provided. All this assistance, including food, advice, practical help, advocacy with official bodies, finding and setting up long term housing etc. are paid for by money raised through a wide range of fundraising activity or provided by volunteers.

Section F



Other optional information

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 of Trustees	Treasurer

Date 28 November 2022



Receipts and payments accounts

For the period
from

Period start date
01-Apr-21


To

Period end date
31-Mar-22

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 £
A1 Receipts					
Cash Donations			-	-	5
Company/Group Donations	78,299	5,563	-	83,862	63,334
Gift Aid			-	-	2,065
Grants	31,000	7,000	-	38,000	109,590
Guests Food contributions	1,373		-	1,373	150
Housing Benefit	64,892		-	64,892	45,140
Individual Donations	18,408	2,600	-	21,008	27,162
Interest	154		-	154	698
Other	100	-	-	100	
Rent	1,590	-	-	1,590	-
Sub total (Gross income for AR)	195,816	15,163	-	210,979	248,144
A2 Asset and investment sales, (see table).					
Asset Sales		-	-	-	20,255
	-	-	-	-	-
Sub total	-	-	-	-	20,255
Total receipts	195,816	15,163	-	210,979	268,399
A3 Payments					
Admin Expenses	2,392		-	2,392	1,835
Bank Charges	242		-	242	201
Cleaning/Waste	5,363		-	5,363	1,857
Food	917		-	917	2,230
Fundraising Expenses	5,674		-	5,674	13,855
Guest Resettlement	161		-	161	1,600
Guest Support/Welfare	1,371	930	-	2,301	2,060
Insurance	2,173		-	2,173	2,233
Legal/Professional	780		-	780	1,164
Light/Heat	6,574		-	6,574	994
Phone/Internet	829		-	829	603
Rent	2,500		-	2,500	16,933
Salaries	59,479	1,707	-	61,186	60,982
Site Set-up/Repairs	13,806	321	-	14,127	14,859
Staff Expenses	488	-	-	488	882
Volunteer Expenses	1,950	-	-	1,950	187
Training	566	-	-	566	498
Donation	250	-	-	250	-
Recruitment	495	-	-	495	-
Dues/Subscriptions	1,155		-	1,155	
Furnishings		2,471	-	2,471	
Tenant Deposit Scheme	560	-	-	560	-
Water/Sewage		-	-	-	153
Bus Fit-out/Repairs		-	-	-	411
Security		-	-	-	108
Sub total	107,723	5,430	-	113,152	123,646
A4 Asset and investment purchases, (see table)					
Fixed Assets	(6,013)		-	6,013	176,448
	-	-	-	-	-
Sub total	- 6,013	-	-	6,013	176,448
Total payments	101,710	5,430	-	107,140	300,093
Net of receipts/(payments)	94,106	9,733	-	103,839	- 31,695
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	188,329	6,928	-	195,257	226,952
Cash funds this year end	282,435	16,661	-	299,097	195,257

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 £
B1 Cash funds	Current Account - UTB	78,485	16,661	-
	Deposit Account - UTB	32,549		-
	Deposit Account - VM	85,000	-	-
	Deposit Account - NW	85,022	-	-
	Purchasing Card	884	-	-
	Petty Cash	86	-	-
	PayPal Balance	409	-	-
	Total cash funds	282,435	16,661	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Leasehold improvements	Unrestricted	92,615	
	Leasehold improvements	Restricted	24,372	
	Building Units (Containers and Office)	Unrestricted	3,081	
	Building Units (Containers and Office)	Restricted	42,435	
	Fixtures and Fittings	Unrestricted	7,091	
	Fixtures and Fittings	Restricted	983	
	Computer Equipment	Unrestricted	1,858	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	NEST Pension	Unrestricted	636	01 April 2022
	HMRC - PAYE	Unrestricted	2	01 April 2022
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		James Albert Yoofi Clarke	17/01/2023	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
The Bus Shelter MK

**On accounts for the year
ended**

31st March 2022

**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 31/03/2022.

**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 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..

Signed:

Date:

23/01/2023

Name:

Ruth Dorans FCCA

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

Fellow Chartered Certified Accountant

Address:

Sherwoods Ltd, 1st Floor 27 Shirwell Crescent

Furzton Lake, Milton Keynes, MK4 1GA

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.