TAKE SHELTER

England & Wales · Charity number 1202472

Details

Status	Registered
Legal form	CIO
Registered	2023-03-24
Register	View on the Charity Commission register

Contact

Address	Downs Junior School Rugby Road Brighton East Sussex BN1 6ED
Phone	01273558422
Email	TakeShelter@downsjun.brighton-hove.sch.uk
Website	www.takeshelter.org.uk

Activities

Objects: TO PRESERVE, RENOVATE AND MAINTAIN FOR THE BENEFIT OF THE PUBLIC, THE FORMER WW2 AIR RAID SHELTER AT DOWNS JUNIOR SCHOOL, BRIGHTON, INCLUDING ANY HISTORIC ARTEFACTS DONATED OR PURCHASED.FOR THE PUBLIC BENEFIT, TO ADVANCE EDUCATION BY THE PROVIDING A MUSEUM IN THE SHELTER AND IN SUCH OTHER WAYS AS THE TRUSTEES THINK APPROPRIATE.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Brighton And Hove

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Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£75,995	£65,104	-	-
2024-03-31	£40,836	£40,490	-	-

Trustees

Name	Role	Appointed
Michael Button	Chair	2023-03-24
Alastair Mackintosh		2023-03-24
Giovanni Franceschi		2023-03-24
JOY RIGBY		2023-03-24

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TAKE SHELTER

England & Wales - Charity number 1202472

Accounts

Trustees Report and Financial Statements

Year end March 2025

TAKE SHELTER

TAKE SHELTER

Annual Report

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Legal and Administrative Information:

Name, Registration Number and Address:

Name	Take Shelter
Registration Number	1202472
Address	Downs Junior School Rugby Road Brighton BN1 6ED

Trustees

Michael Button	Chair
Giovanni Franceschi	
Al Mackintosh	
Joy Rigby	
Fran Stovold	

Structure, Governance and Management

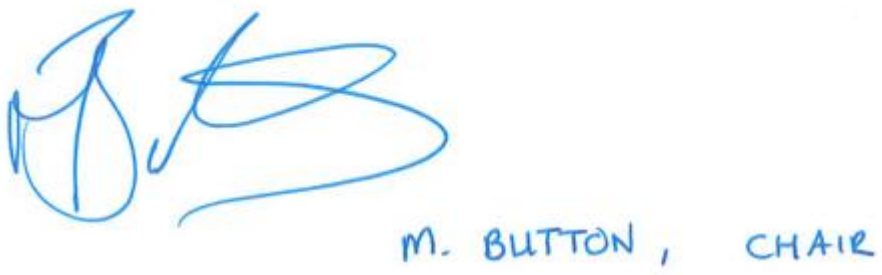
Take Shelter is a CIO, first registered as a charity on the 26th January 2023. Take Shelter is governed by a board of trustees, who share formal responsibility for the charity and must act in its best interests.

The board meets formally 3 times per year. Take Shelter's constitution details the recruitment and procedures of trustee management of the charity.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the law. The law applicable to charities in England and Wales 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 of the charity for that period.

Signed on behalf of the trustees:



Management Committee

The board delegates the day-to-day running of the organisation to the core management team. This is made up of a group of volunteers, along with some of the trustees.

Summary of the Purposes of the Charity

Objectives

The objectives of Take Shelter, as detailed in the constitution are:

To maintain the interpretation and displays within the WW2 Air Raid Shelter at Downs Junior School, Brighton. To collect and preserve artefacts, documents, photographs, and stories of the Second World War with particular reference to wartime Brighton. To share the Air Raid Shelter, artefacts, documents, photographs and stories for the education and enjoyment of people of all ages and abilities.

Main Activities and Background of the Charity

In the summer of 1939, as the threat of war grew closer, air raid shelters were built in schools up and down the country.

The shelter, or 'trenches' as it was known, are a series of interconnecting tunnels made from pre-cast concrete panels approximately 3 metres below the playground. With bench seating along each corridor the shelter had a capacity for 300 pupils and staff during the day and the local community at night. The conditions were cramped, dark and damp and left a lasting impression on anyone who experienced it.

After the war, the shelter was sealed up and forgotten for nearly 30 years until it was rediscovered during a drain inspection in 1983. Sadly, a lack of resources to make the shelter safe to use meant that it lay dormant until 2012.

Since 2012 the shelter has been restored by a team of volunteers. Together they have created an underground museum of photographs, wartime scenes and poignant film and sound clips, including a realistic simulation of a short air raid complete with vibrations as the bombs drop nearby. In 2016 Take Shelter opened its doors for the first time, offering visits to local school children studying WW2 as part of the curriculum. The volunteers have continued to add to and develop the museum, including involving local people to come and talk about their own experiences as children during the Second World War.

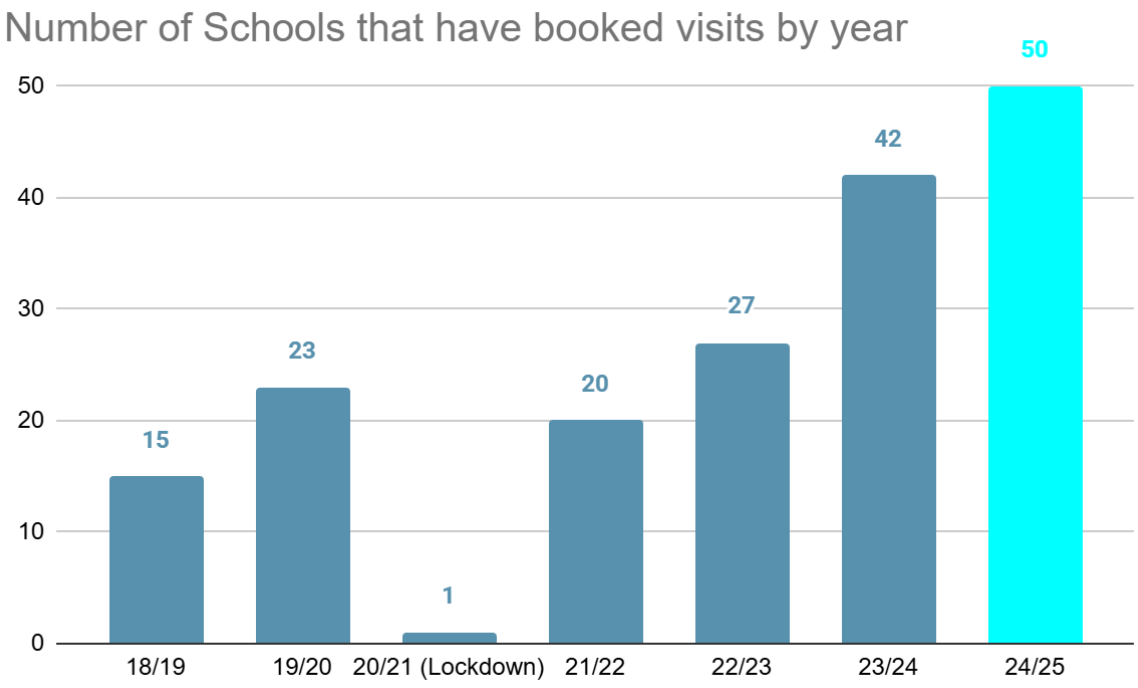
Take Shelter now operates as a museum with an additional space above ground, offering visits to the public and school trips to (primarily, but not exclusively) KS2 pupils.

Review of Activities and Achievements

Another record number of school tours

Take Shelter had another record number of schools visiting in the academic year 24-25. We have successfully continued our upward trend of numbers of schools visiting, year-on-year.

We were able to support schools to keep their costs low by working in partnership with Brighton & Hove buses, enabling us to offer free tickets on public buses, and discounted travel with their private hire arm, Spirit of Sussex. We also had a travel fund donated by Brighton & Hove buses that was able to be used for schools that would otherwise struggle to pay for transport or the trip.



Monthly Public Open Days

We have continued to offer monthly public open days, and have had good attendance. We participated once again in the Heritage Open Weekend which enables members of the public to have free access to the shelter.

Participation in Brighton Fringe Festival

Take Shelter once again participated in Brighton Fringe Festival, opening for four days over the festival, offering 25 tours a day. Alongside tours of the shelter, and access to the upstairs museum, visitors were able to engage in 1940s themed fair in the playground, with 1940s dancing, stalls, and a tearoom available. As well as being a big public event for Take Shelter, it is also crucial as a fundraiser for our activities.

Armed Forces Day

In June 2024 we held a Take Shelter event for Armed Forces Day in conjunction with Brighton & Hove Council. This was the first time in 10 years that the city had held an event for Armed Forces Day, and required careful planning and security.

The event was a success, with participation from different forces, veterans and cadets. The Lord Lieutenant, and the Brighton & Hove City Mayor both attended the event, and led the Drumhead ceremony.

Future Plans

Completion of NHLF project, Volunteer recruitment and Governance review

Take Shelter is a volunteer led organisation, with some consultants paid for pieces of work. The upstairs museum currently relies on an incredible group of veterans who come and give up their time to speak to the children about their memories and first-hand experiences of being a child during the war, for example rationing, or being an evacuee. As you would expect, these volunteers are now in their late 80s and early 90s and so to future-proof the project and to capture their stories forever, we submitted a bid to the National Lottery Heritage Fund for a project that will digitise their stories and allow us to capture their stories for future generations. The application was successful and started in February 2025. It is a multi-strand project and involves a lot of work. The project is set to continue through until June 2026. We must ensure this project is given proper focus to deliver on the goals identified.

Alongside the NHLF project, we will continue with our offer of school trips and public open days. May 2025 will be the 80th anniversary of VE day, and Take Shelter is planning one of the May event days to be a special celebration of this. We are also planning a second Armed Forces Day following the successful event in this year.

Following on from the completion of the NHLF project we will need to continue to review and support our volunteer recruitment and focus on the outcomes from our Governance review and work towards the identified goals.

Finances

Review of the charity's financial position at the end of the period

The completion of the repayment for the works on the entrance has meant that the charity was able to build reserves, prior to entering the National Lottery Heritage Fund Project.

The NHLF award is a big increase on grants from the previous year, and the first instalment of the grant was received in this financial year. Outside of this, we have worked on improving our recording of income and expenditure, so there are some changes in the subsections of our finances, but overall our income is still higher than last year, even without the grant increase.

The NHLF award requires £20,000 of match funding from Take Shelter, which will be the focus of our financial planning. Also, at the end of the financial period, the charity was owed money from schools where we had paid for their bus hire at the point of booking and had not yet invoiced them for their admission fee and the bus cost. Changes have been made to the booking procedure, so this isn't repeated in future years.

Statement explaining the policy for holding reserves stating why they are held

Take Shelter has no directly employed staff and has no financial liabilities; therefore, any money held in reserves would only need to cover services used and not yet paid for. For example, consultants used for admin or design.

Our financial reserves policy requires a level equivalent to 7% of the annual income of the organisation as a desired level of reserve. 7% of our income this year would be £5320, which we have within our balance, but NHLF commitments would impact on this.

TAKE SHELTER

Money we had at start of the year	**2,751.62**
Money In	
Schools	8,397.00
Café	12,651.41
Gift Shop	-
Tickets Sales	2,576.87
Donations	269.14
Grants	700.00
Restricted Grants	44,537.50
Fringe Festival Tickets	3,337.64
Bus Hire	3,525.00
Money In Total	**75,994.56**
Money Out	
Bus Hire	7,975.00
Professional Fees	4,190.08
Café	4,210.47
Shop	1,569.01
IT	835.80
Admin	5,047.50
Volunteer Expenses	492.88
Event Fees	2,021.66
Payments to Downs Junior	8,487.40
NHLF spend	28,711.20
Collections and Museum Assets	872.55
Advertising	690.86
Money Out Total	**65,104.41**
Money we have now	**13,641.77**

Notes on Financial Overall Picture:

The income from the gift shop was included in the figures for the Cafe, as the point-of-sale terminals used have not yet been set up to differentiate between the Cafe and the Shop.

TAKE SHELTER

Independent examiner's report to the trustees of Take Shelter

I report to the trustees on my examination of the accounts of Take Shelter for the year ended 31st March 2024.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed:

Name: M. BAMFORD-WHITE

Relevant professional qualification or membership of professional bodies (if any):

Address: 52 FOXDOWN RD

Date 21/1/2025

Public Benefit Statement

The Trustees have had due regard for the guidance on the public benefit requirement published by the Charities Commission, as required by the Charities Act 2011.

What difference have we made to our beneficiaries?

This year we have continue to have more schools have visit than ever before, allowing us to continue to work towards our aim of using the Shelter and museum for education and enjoyment. The numbers visiting has meant that schools are more aware of the Shelter and the majority are returning year on year. Working closely with the local bus company, we have been able to offer reduced transport costs to schools particularly those experiencing financial hardship.

We have opened more frequently to the public allowing more people of all ages opportunity to visit. We have participated in the Heritage weekends allowing free visits to the shelter, and held a Armed Forces Day event which was also had free tours.

In total we have had over 60 people volunteer their time to Take Shelter, some of our volunteers are in their 80s and 90s. Our more senior volunteers also work with the school children encouraging cross generational communication and understanding, a benefit to all. All of our volunteering opportunities offer people the chance to have contact with others and offer their time to a charity hoping to collect and preserve the memories of how locals lived during WW2, and how life at home was affected so drastically by the war.

Cash sheet

Use this sheet to enter details of all the **cash** you take in and spend.
Also enter here when you take cash out of the bank and pay cash into the bank.
Hover over any yellow column heading for more help.

Date	Description	Money In								Money Out	Total In	Total Out
	Totals	From Bank	Schools	Café	Gift Shop	Tickets Sales	Donations	Fringe Festival Tickets	Bus Hire	To Bank		
		-	-	3,652.60	-	-	-	-	-	3,652.60	3,652.60	3,652.60
5/28/2024				2,652.60						2,652.60	2,652.60	2,652.60
7/12/2024				1,000.00						1,000.00	1,000.00	1,000.00
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-
											-	-

Bank sheet

Use this sheet to enter details of any money that comes into or goes out of your **bank account**.
Cash paid into or withdrawn from the bank will be entered here automatically when you write it on the cash sheet.
Hover over any yellow column heading for more help.

Date	Description	Chq. or Slip No.	Money In										
			Totals	From Cash (automatic)	Schools	Café	Gift Shop	Tickets Sales	Donations	Grants	Restricted Grants	Fringe Festival Tickets	Bus Hire	on bank statement
			3,652.60		8,397.00	8,998.81	-	2,576.87	269.14	700.00	44,537.50	3,337.64	3,525.00	
4/2/2024	School payment windlesham				135.00									
4/5/2024	Council Licence													
4/8/2024	Café Stock													
4/10/2024	Zettle takings on Open day					127.68								
4/10/2024	Tickets							260.00						
4/10/2024	Admin fees													
4/10/2024	Café Stock													
4/19/2024	Café Stock													
4/19/2024	Order of Raffle Tickets													
4/19/2024	Advertising													
4/29/2024	Shop stock													
4/29/2024	Shop stock													
5/2/2024	Café Stock													
5/8/2024	Café Stock													
5/9/2024	Shop stock													
5/10/2024	Café Stock													
5/13/2024	Café Stock													
5/13/2024	Café Stock													
5/14/2024	Easy fundraising								18.39					
5/14/2024	Choir fee													
5/15/2024	Zettle takings on Open day					1,665.23								
5/15/2024	Admin fees													
5/20/2024	Café Stock													
5/20/2024	Café Stock													
5/20/2024	Café Stock													
5/20/2024	Café Stock													
5/22/2024	Zettle takings on Open day					2,272.76								
5/24/2024	NCVO fees													
5/28/2024	Café Stock													
5/28/2024	Music for Event													
5/28/2024	Shop stock													
5/28/2024	Singer													
5/28/2024	Café Stock													
5/28/2024	Cash paid into bank			2,652.60										
5/28/2024	Donation								60.00					
6/3/2024	Tesco													

6/3/2024	Tickets				500.00				
6/4/2024	David O'Connor								
6/4/2024	Admin fees								
6/5/2024	Zettle takings on Open day			239.47					
6/6/2024	Café Stock								
6/10/2024	IT fees								
6/11/2024	Café Stock								
6/12/2024	Shop stock								
6/24/2024	Café stock								
6/25/2024	Fringe Festival Tickets							3,337.64	
6/25/2024	Café stock								
6/28/2024	Julie Mcdermott								
6/28/2024	Café stock								
6/28/2024	Café stock								
7/3/2024	Zettle takings on Open day			1,256.25					
7/8/2024	Café stock								
7/9/2024	Admin fees								
7/9/2024	Café stock								
7/9/2024	Music for Event								
7/9/2024	Battles through History								
7/10/2024	Zettle takings on Open day			49.12					
7/10/2024	Sally Dickinson					10.00			
7/12/2024	Cash paid into bank	1,000.00							
7/16/2024	Payment to DJS								
7/17/2024	School payment queens park		156.00						
7/18/2024	School payment hazelwood		220.50						
7/24/2024	Zettle takings on Open day			43.22					
8/9/2024	Café Stock								
8/13/2024	Easy fundraising					81.72			
8/13/2024	Admin fees								
8/16/2024	B&H bus Grant						850.00		
8/21/2024	Laptop								
8/22/2024	SMG membership								
8/22/2024	B&H Buses Ald and SG								
8/29/2024	Café Stock								
9/3/2024	Licence								
9/6/2024	Café Stock								
9/6/2024	Café Stock								
9/9/2024	Café Stock								
9/11/2024	Zettle takings on Open day			961.16					
9/12/2024	Bus invoice Carden								
9/12/2024	Café Stock								
9/13/2024	Bus invoice Westdene								
9/13/2024	B&H buses					200.00			
9/13/2024	Tickets				200.00				
9/18/2024	Event								
9/20/2024	Café Stock								
9/23/2024	Prizes for event								
9/26/2024	Admin fees								
9/26/2024	Licence								
9/26/2024	Printing								
9/26/2024	Fundraiser fees								
9/26/2024	Fundraiser fees								
9/26/2024	IT fees								
10/1/2024	School payment Carden		190.00						250.00
10/1/2024	Train tickets								
10/2/2024	Zettle takings on Open day			24.56					
10/2/2024	Train tickets								
10/7/2024	Café Stock								

10/7/2024	Café Stock						
10/8/2024	Tablecloths						
10/8/2024	Printing						
10/9/2024	Zettle takings on Open day			175.85			
10/10/2024	Bus invoice Bramber						
10/10/2024	Printing						
10/17/2024	School payment Btn Uni teachers		30.00				
10/17/2024	School payment Rudyard Kipling		121.50				
10/23/2024	Name Badges						
10/24/2024	Tickets and Takings				289.77		
10/24/2024	Bus invoice skylark						
10/24/2024	Bus invoice skylark						
10/24/2024	Admin fees						
10/24/2024	Shop stock						
10/28/2024	Café Stock						
10/29/2024	School payment St Pauls		150.00				
11/6/2024	Zettle takings on Open day			376.36			
11/7/2024	Tickets				507.81		
11/8/2024	Bus invoice Breakwater						
11/8/2024	Bus invoice Barns Green						
11/8/2024	Printing stickers						
11/8/2024	Café Stock						
11/8/2024	Model Planes						
11/12/2024	Online Fundraising					33.97	
11/12/2024	Taxi						
11/13/2024	Gas Mask						
11/14/2024	School payment St Mary M		125.00				
11/14/2024	Café Stock						
11/19/2024	School payment St Wilfrids		275.00				
11/21/2024	Taxi						
11/21/2024	School payment Westdene		425.00				500.00
11/22/2024	School payment Carlton Hill		150.00				
11/22/2024	School payment St Lukes		450.00				
11/25/2024	Volunteers expenses						
11/26/2024	Café Stock						
12/2/2024	Volunteer thank you						
12/2/2024	Café Stock refund			1.50			
12/2/2024	Café Stock refund			5.00			
12/2/2024	Volunteers thank you event						
12/2/2024	Volunteers thank you event						
12/2/2024	Café Stock						
12/2/2024	School payment Benfield		120.00				
12/2/2024	School payment Shoreham Beach		155.00				
12/2/2024	Taxi						
12/2/2024	Cash takings from open day			500.00			
12/3/2024	Event registration						
12/4/2024	Zettle takings on Open day			347.48			
12/4/2024	School payment Home Ed		5.00				
12/5/2024	School payment St Martins		110.00				
12/5/2024	Café Stock						
12/6/2024	School payment Swiss Gardens		270.00				
12/9/2024	Tickets				293.10		
12/9/2024	Admin fees						
12/10/2024	School payment Swiss Gardens						300.00
12/16/2024	School payment Barns Green		95.00				400.00
12/17/2024	School payment St John the Baptist		160.00				
12/18/2024	School payment Middle Street		305.00				
12/19/2024	Volunteer thank you						
12/20/2024	School payment Mouslecoomb		125.00				

12/27/2024	Museum membership							
12/30/2024	School payment Home Ed		65.00					
12/31/2024	Bus invoice Hove Junior							
12/31/2024	Bus invoice Hove Junior							
12/31/2024	Bus invoice Mile Oak							
12/31/2024	Bus invoice Mile Oak							
1/3/2025	B&Q							
1/7/2025	Taxi							
1/8/2025	School payment Skylark		515.00					700.00
1/10/2025	B&H bus Grant					900.00		
1/13/2025	Café Stock Asda							
1/13/2025	Café Stock Bookers							
1/13/2025	Facebook advertising							
1/15/2025	Zettle takings on Open day			88.42				
1/16/2025	School payment Step academy		150.00					
1/16/2025	Bus invoice Hangleton							
1/16/2025	Bus invoice Hangleton							
1/16/2025	Bus invoice Cottesmore							
1/16/2025	Bus invoice Our Lady of Lourdes							
1/16/2025	Bus invoice Hove Junior							
1/20/2025	Vimeo fees							
1/21/2025	School payment Stanford Junior		440.00					
1/21/2025	Admin fees							
1/23/2025	Taxi							
1/28/2025	School payment St Andrews		480.00					
1/29/2025	Facebook advertising							
1/30/2025	Taxi							
2/5/2025	Event registration							
2/6/2025	Zoom fees							
2/7/2025	School payment Whitehawk		275.00					
2/10/2025	Flags							
2/10/2025	Facebook advertising							
2/10/2025	Facebook advertising							
2/10/2025	Café Stock							
2/10/2025	NHLF					42,787.50		
2/10/2025	Flags							
2/11/2025	Fundraising				65.06			
2/11/2025	School payment Hertford		160.00					
2/11/2025	School payment Mile Oak		385.00					550.00
2/11/2025	Bus invoice Telscombe Cliffs							
2/11/2025	Bus invoice Telscombe Cliffs							
2/11/2025	TV							
2/12/2025	Zettle takings on Open day			194.06				
2/13/2025	Google fees							
2/18/2025	Cabinets							
2/18/2025	Payment to DJS							
2/18/2025	Printing							
2/18/2025	Cabinets							
2/19/2025	School payment OLOL		150.00					275.00
2/19/2025	Cash takings from open day			320.00				
2/19/2025	School payment St Marys, Bramber, Cottesmore		600.00					275.00
2/20/2025	U3A visit		84.00					
2/20/2025	Licence							
2/25/2025	Bus invoice Cavendish							
2/26/2025	School payment Hangleton		390.00					275.00
2/26/2025	Facebook advertising							
2/27/2025	B&H							
3/3/2025	Admin fees							
3/3/2025	B&H bus grant					500.00		

3/10/2025	Facebook advertising			
3/10/2025	Café Stock			
3/10/2025	Admin fees			
3/12/2025	Zettle takings on Open day		350.69	
3/17/2025	Tickets			526.19
3/17/2025	VE flag			
3/17/2025	Rasberry Pi's			
3/20/2025	Bus invoice Peter Gladwin			
3/20/2025	Magazine advertising			
3/20/2025	Sonia Rasbery NLHF spend			
3/20/2025	Sonia Rasbery MOT spend			
3/20/2025	Taxi			
3/24/2025	School payment Elm Grove	310.00		
3/24/2025	NCVO fees			
3/26/2025	Bus invoice Benfield			
3/26/2025	Bus invoice Whitehawk			
3/26/2025	Bus invoice Moulsecoomb			
3/26/2025	Fringe Advertising			
3/27/2025	Taxi			
3/28/2025	School payment St Bern	160.00		
3/31/2025	Visit payment	75.00		
3/31/2025	School payment Patcham	385.00		

Money Out													Total In	Total Out	Balance in hand	Balance from Bank Statement		
To Cash (automatic)	Bus Hire	Professional Fees	Café	Shop	IT	Admin	Volunteer Expenses	Event Fees	Payments to Downs Junior	NHLF spend	Collections and Museum Assets	Advertising				When you get your bank statement, delete any previous statement balance from this white column. Then 'tick off' each item on the new statement by adding an x in the 'on bank statement' column. Finally, enter the balance from the new statement in this white column, alongside the last figure in the 'Balance in hand' column.		
-	7,975.00	4,190.08	4,210.47	1,569.01	835.80	5,047.50	492.88	2,021.66	8,487.40	28,711.20	872.55	690.86	75,994.56	65,104.41	Opening Balance			
															2,751.62			
								20.00					135.00	-	2,886.62			
			31.44										-	20.00	2,866.62			
													-	31.44	2,835.18			
													127.68	-	2,962.86			
													260.00	-	3,222.86			
						360.00							-	360.00	2,862.86			
			154.30										-	154.30	2,708.56			
			112.05										-	112.05	2,596.51			
								146.34					-	146.34	2,450.17			
												168.31	-	168.31	2,281.86			
				340.74									-	340.74	1,941.12			
				348.00									-	348.00	1,593.12			
			167.46										-	167.46	1,425.66			
			99.70										-	99.70	1,325.96			
				134.75									-	134.75	1,191.21			
			155.75										-	155.75	1,035.46			
			10.25										-	10.25	1,025.21			
			33.88										-	33.88	991.33			
													18.39	-	1,009.72			
								60.00					-	60.00	949.72			
													1,665.23	-	2,614.95			
						405.00							-	405.00	2,209.95			
			6.29										-	6.29	2,203.66			
			71.75										-	71.75	2,131.91			
			46.25										-	46.25	2,085.66			
			149.93										-	149.93	1,935.73			
													2,272.76	-	4,208.49			
		52.00											-	52.00	4,156.49			
			97.05										-	97.05	4,059.44			
								350.00					-	350.00	3,709.44			
				250.75									-	250.75	3,458.69			
								150.00					-	150.00	3,308.69			
			904.67										-	904.67	2,404.02			
													2,652.60	-	5,056.62			
													60.00	-	5,116.62			
			25.17										-	25.17	5,091.45			

| | | |

		33.14					-	33.14	4,600.50			
						369.95	-	369.95	4,230.55			
					99.00		-	99.00	4,131.55			
							175.85	-	4,307.40			
	350.00						-	350.00	3,957.40			
					366.00		-	366.00	3,591.40			
							30.00	-	3,621.40			
							121.50	-	3,742.90			
		15.78					-	15.78	3,727.12			
							289.77	-	4,016.89			
	350.00						-	350.00	3,666.89			
	350.00						-	350.00	3,316.89			
				495.00			-	495.00	2,821.89			
			164.73				-	164.73	2,657.16			
		135.87					-	135.87	2,521.29			
							150.00	-	2,671.29			
							376.36	-	3,047.65			
							507.81	-	3,555.46			
	350.00						-	350.00	3,205.46			
	400.00						-	400.00	2,805.46			
		51.00					-	51.00	2,754.46			
		70.37					-	70.37	2,684.09			
		449.71					-	449.71	2,234.38			
							33.97	-	2,268.35			
				10.00			-	10.00	2,258.35			
						235.60	-	235.60	2,022.75			
							125.00	-	2,147.75			
		4.99					-	4.99	2,142.76			
							275.00	-	2,417.76			
				10.00			-	10.00	2,407.76			
							925.00	-	3,332.76			
							150.00	-	3,482.76			
							450.00	-	3,932.76			
		25.00					-	25.00	3,907.76			
		138.38					-	138.38	3,769.38			
				175.41			-	175.41	3,593.97			
							1.50	-	3,595.47			
							5.00	-	3,600.47			
				16.31			-	16.31	3,584.16			
				50.04			-	50.04	3,534.12			
		76.89					-	76.89	3,457.23			
							120.00	-	3,577.23			
							155.00	-	3,732.23			
				20.00			-	20.00	3,712.23			
							500.00	-	4,212.23			
					132.30		-	132.30	4,079.93			
							347.48	-	4,427.41			
							5.00	-	4,432.41			
							110.00	-	4,542.41			
		31.00					-	31.00	4,511.41			
							270.00	-	4,781.41			
							293.10	-	5,074.51			
				810.00			-	810.00	4,264.51			
							300.00	-	4,564.51			
							495.00	-	5,059.51			
							160.00	-	5,219.51			
							305.00	-	5,524.51			
				32.00			-	32.00	5,492.51			
							125.00	-	5,617.51			

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Independent examiner's report to the trustees of Take Shelter

I report to the trustees on my examination of the accounts of Take Shelter for the year ended 31st March 2025.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed:

Name: M. BAMFORD-WHITE

Relevant professional qualification or membership of professional bodies (if any):

Address: 52 FOXDOWN RD.
BRIGHTON

Date: 23/1/2025.

TAKE SHELTER

England & Wales - Charity number 1202472

Accounts

Trustees Report and Financial Statements

Year End March 2024

TAKE SHELTER

TAKE SHELTER

Annual Report

Contents:

Legal and Administrative Information	3
Structure, Governance and Management	4
Review of Activities and Achievements	6
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Independent Financial Verification Report	12
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Legal and Administrative Information:

Name, Registration Number and Address:

Name	Take Shelter
Registration Number	1202472
Address	Downs Junior School Rugby Road Brighton BN1 6ED

Trustees

Michael Button	Chair
Giovanni Franceschi	
Al Mackintosh	
Joy Rigby	
Fran Stovold	

Structure, Governance and Management

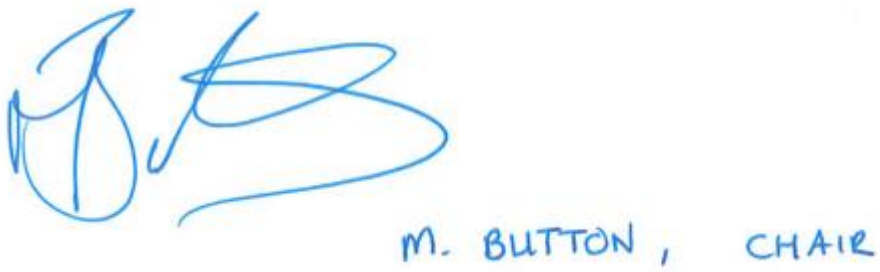
Take Shelter is a CIO, first registered as a charity on the 26th January 2023. Take Shelter is governed by a board of trustees, who share formal responsibility for the charity and must act in its best interests.

The board meets formally 3 times per year. Take Shelter's constitution details the recruitment and procedures of trustee management of the charity.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the law. The law applicable to charities in England and Wales 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 of the charity for that period.

Signed on behalf of the trustees:



Management Committee

The board delegates the day-to-day running of the organisation to the core management team. This is made up of a group of volunteers, along with some of the trustees.

Summary of the Purposes of the Charity

Objectives

The objectives of Take Shelter, as detailed in the constitution are:

To maintain the interpretation and displays within the WW2 Air Raid Shelter at Downs Junior School, Brighton. To collect and preserve artefacts, documents, photographs, and stories of the Second World War with particular reference to wartime Brighton. To share the Air Raid Shelter, artefacts, documents, photographs and stories for the education and enjoyment of people of all ages and abilities.

Main Activities and Background of the Charity

In the summer of 1939, as the threat of war grew closer, air raid shelters were built in schools up and down the country.

The shelter, or 'trenches' as it was known, are a series of interconnecting tunnels made from pre-cast concrete panels approximately 3 metres below the playground. With bench seating along each corridor the shelter had a capacity for 300 pupils and staff during the day and the local community at night. The conditions were cramped, dark and damp and left a lasting impression on anyone who experienced it.

After the war, the shelter was sealed up and forgotten for nearly 30 years until it was rediscovered during a drain inspection in 1983. Sadly, a lack of resources to make the shelter safe to use meant that it lay dormant until 2012.

Since 2012 the shelter has been restored by a team of volunteers. Together they have created an underground museum of photographs, wartime scenes and poignant film and sound clips, including a realistic simulation of a short air raid complete with vibrations as the bombs drop nearby. In 2016 Take Shelter opened its doors for the first time, offering visits to local school children studying WW2 as part of the curriculum. The volunteers have continued to add to and develop the museum, including involving local people to come and talk about their own experiences as children during the Second World War.

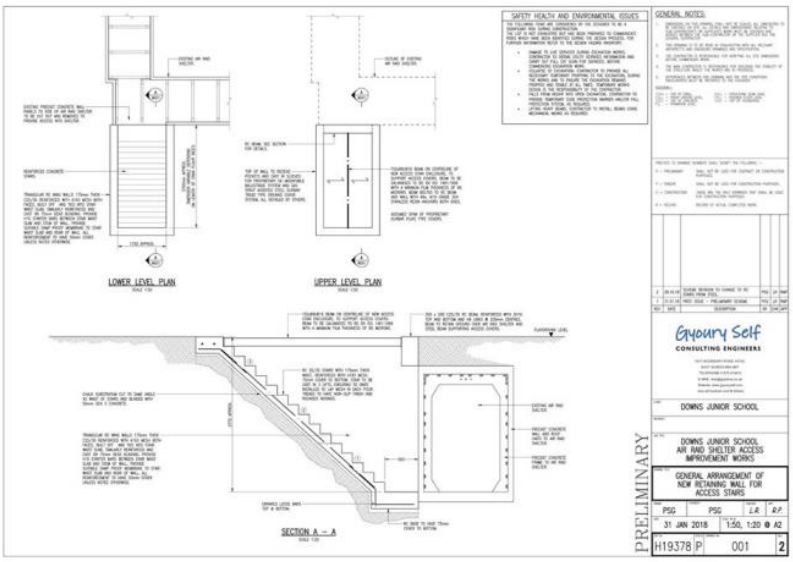
Take Shelter now operates as a museum with an additional space above ground, offering visits to the public and school trips to (primarily, but not exclusively) KS2 pupils.

Review of Activities and Achievements

Installation of new entrance and paying back the funds for the building work to Downs Junior School.

Since being reopened, access to the Air Raid Shelter had been via a manhole cover and ladder. The access space was small and required some dexterity to manoeuvre through, so as not to bang your back or head on large bits of concrete close to the exit. This severely limited who could visit, and could not accommodate visitors with mobility or dexterity difficulties. Ever since the discovery and conversion of the shelter into the museum, a key plan was to gain a better entry point. Take Shelter volunteers had tried to apply for funding for the necessary building work, but struggled to be eligible for many grants, often due to the slightly complex ownership of the shelter: within a school, belonging to the council. Knowing the project well, the governors of the school agreed to lend Take Shelter the money for the building works, with a repayment plan of £64,000 to be repaid over the subsequent 2 years.

The building work started in August 2022 and was complete by the start of the school term in September. Though the grand opening had to be put on hold due to the passing of the Queen, it was able to be rescheduled and held in April 2023, when the entrance got its official opening by the Lord Lieutenant and the Mayor of Brighton & Hove. Take Shelter also started to hold monthly public open days to help raise additional funds, and after successful May events and unprecedented school visit numbers, by the end of the next financial year (March 2024) the entrance installation costs (£64,000) were able to be completely paid off.

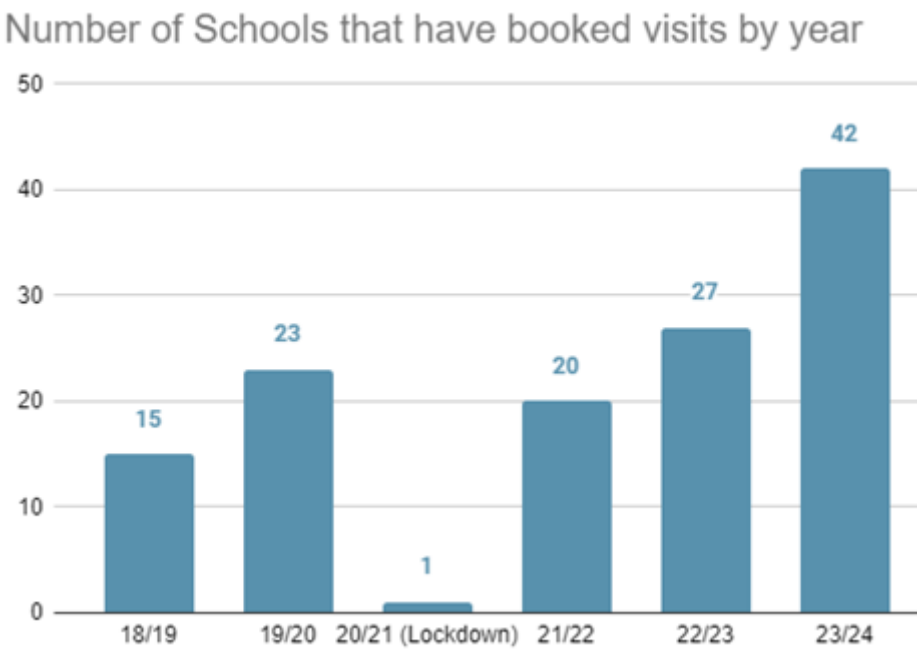


TAKE SHELTER

Record number of school tours

Take Shelter had a record number of schools visiting in the academic year 23-24. Our numbers had been on an upward trend (disrupted by COVID-19), but the total of 42 schools this year was a surprise jump, as the previous year's total of 27 schools, including a visit from a German school had felt like a significant success.

Unfortunately, a number of schools did cancel in the previous school year, due to their high transport costs. Thanks to a kind donation from Brighton & Hove buses, this year we have been able to offer £2000 worth of coach travel for those schools experiencing financial hardship and where their journey by public transport is more complex. This donation is in addition to the free bus travel offered to schools that can access us on the public bus routes.



Monthly Public Open Days

Starting in September 2022, Take Shelter has been opening to the public every month. Prior to this Take Shelter was only open to the public during the May Fringe Festival and Heritage weekends. The participation in the Heritage Open Weekend gave opportunity for free access to the shelter. (The rest of the year being devoted to school visits.) With the monthly open days Take Shelter has become regularly open and available to members of the public of all ages. A tearoom has provided refreshments and has been a popular addition.

Participation in Brighton Fringe Festival

Take Shelter participated in Brighton Fringe Festival, opening for four days over the festival, offering 25 tours a day. Alongside tours of the shelter, and access to the upstairs museum, visitors were able to engage in 1940s themed fair in the playground, with 1940s dancing, stalls, and a tearoom available. As well as being a big public event for Take Shelter, it is also crucial as a fundraiser for our activities, and this year over £10,000 was raised.

Future Plans

Review of upstairs, support for upstairs volunteers - Lottery bid

Take Shelter is a volunteer led organisation, with some consultants paid for pieces of work. The upstairs museum currently relies on an incredible group of veterans who come and give up their time to speak to the children about their memories and first-hand experiences of being a child during the war, for example rationing, or being an evacuee. As you would expect, these volunteers are now in their late 80s and early 90s and so to future-proof the project and to capture their stories forever, we hope to use modern technologies from touch screen devices to VR headsets to ensure their stories are held, and remain, part of the museum even if the individual speakers are no longer able to attend in person.

The volunteers are a key part of the uniqueness of our museum, and are powerful in embodying and personalising the stories for both our school and public visitors. However, as the museum grows, the demand on them would increase, and we want to ensure they continue to enjoy being part of the project, without it becoming too much and whilst we would want them to remain involved as long as they wish to be, we would like to ensure their stories are captured and can continue to inspire, even if they aren't able to attend in person.

For this reason, we have put together an application for funding to help us quickly capture and digitally access the stories our volunteers impart. We will need to carry out this review irrespective of the success of our funding applications, so contingency plans will be made alongside financial applications.

Finances

Review of the charity's financial position at the end of the period

The charity's financial position at the end of this period whilst lower than would typically be preferred, remains strong. The second and final payment for the building works on the entrance has been settled, meaning Take Shelter does not owe any further debt, and can start to build up its reserves.

After the end of the financial year Take Shelter will have a public open day in April, and then the annual big fundraising activity of opening for the Brighton Fringe Festival.

Statement explaining the policy for holding reserves stating why they are held

Take Shelter has no directly employed staff and has no financial liabilities, therefore any money held in reserves would only need to cover services used and not yet paid for. For example, consultants used for admin or design. 7% of the annual income should be sufficient to cover any such costs, and therefore an amount of £2793 in unrestricted funds has been set by the trustees as the amount that should be held in reserves.

Take Shelter is marginally under that amount currently, but would expect to be in excess of that amount within one month of the end of the financial year.

TAKE SHELTER

Money we had at start of the year	**2,406.10**

Money In

Schools	10,795.00
Open Days Tickets	6,013.55
Café	8,899.55
Shop	-
Donations	4,057.12
Fringe Festival Tickets	3,870.56
Grant	7,200.00
Money In Total	**40,835.78**

Money Out

Loan Repayment	27,653.00
Café	3,448.47
Shop	782.79
IT	381.20
Admin	2,437.50
Professional Fees	675.90
Event Fees	2,822.83
Maintenance (Disposable)	-
Maintenance (Hardware)	-
Volunteer Expenses	538.57
Bus expenses	1,750.00
Money Out Total	**40,490.26**

Money we have now	**2,751.62**

Notes on Financial Overall Picture:

The income from the gift shop was included in the figures for the Cafe, as the point-of-sale terminals used hadn't been set up to differentiate between the Cafe and the Shop. This has been amended going forward.

The opening balance was from Take Shelter operating as a community group, prior to registering as a charity

TAKE SHELTER

Independent examiner's report to the trustees of Take Shelter

I report to the trustees on my examination of the accounts of Take Shelter for the year ended 31st March 2024.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed: M

Name: M. BAMFORD-WHITE

Relevant professional qualification or membership of professional bodies (if any):

Address: 52 FOXDOWN RD

Date 21/1/2025

Public Benefit Statement

The Trustees have had due regard for the guidance on the public benefit requirement published by the Charities Commission, as required by the Charities Act 2011.

What difference have we made to our beneficiaries?

This year, more schools have visited than ever before, allowing us to work towards our aim of using the Shelter and museum for education and enjoyment. The numbers visiting, has also meant that schools are more aware of the Shelter and are enjoying their visits and are returning year on year. Working closely with the local bus company, we have been able to offer reduced transport costs to schools experiencing financial hardship.

We have opened more frequently to the public allowing more people of all ages opportunity to visit. We have participated in the Heritage weekends allowing free visits to the shelter. This year Take Shelter have finished repaying the loan for the building works to make the shelter more accessible. The small entrance which used a manhole cover and a ladder was replaced with a wide staircase allowing access to a larger audience of varying mobility needs.

In total we have had over 60 people volunteer their time to Take Shelter, some of our volunteers are in their 80s and 90s. Our more senior volunteers also work with the school children encouraging cross generational communication and understanding, a benefit to all. All of our volunteering opportunities offer people the chance to have contact with others and offer their time to a charity hoping to collect and preserve the memories of how locals lived during WW2, and how life at home was affected so drastically by the war.

Cash sheet

Use this sheet to enter details of all the **cash** you take in and spend.
Also enter here when you take cash out of the bank and pay cash into the bank.
Hover over any yellow column heading for more help.

Date	Description	Money In							Money Out			Total In	Total Out	Balance in hand	Cash Check
	Totals	From Bank	Schools	Open Days Tickets	Café	Shop	Donations	Fringe Festival Tickets	To Bank	Café	Volunteer Expenses				At least once a month, count the cash in your tin and enter the amount in this white column, alongside the last figure in the 'Balance in hand' column.
		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance	
														-	
23/05/2023	Payments received in cafe				3,253.07							3,253.07	-	3,253.07	
23/05/2023	Paid in to bank								3,253.07			-	3,253.07	-	
16/10/2023	Payments received in cafe				70.00							70.00	-	70.00	
16/10/2023	Paid in to bank								70.00			-	70.00	-	
16/10/2023	Payments received in cafe				560.51							560.51	-	560.51	
16/10/2023	Paid in to bank								560.51			-	560.51	-	
21/11/2023	Payments received in cafe				235.00							235.00	-	235.00	
21/11/2023	Paid in to bank								235.00			-	235.00	-	
21/11/2023	Cash drawn out from	10.00										10.00	-	10.00	
21/11/2023	Volunteer expenses										10.00	-	10.00	-	

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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance		
												-	-			
												-	-			
												-	-

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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
												-	-				
												-	-

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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
												-	-				
												-	-

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Date	Description	Money In							Money Out			Total In	Total Out	Balance in hand	Cash Check		
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
												-	-				
												-	-

Cash sheet

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	Totals	From Bank	Schools	Open Days Tickets	Café	Shop	Donations	Fringe Festival Tickets	To Bank	Café	Volunteer Expenses				At least once a month, count the cash in your tin and enter the amount in this white column, alongside the last figure in the 'Balance in hand' column.
		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance	
												-	-		
												-	-		
												-	-

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	Totals	From Bank	Schools	Open Days Tickets	Café	Shop	Donations	Fringe Festival Tickets	To Bank	Café	Volunteer Expenses				At least once a month, count the cash in your tin and enter the amount in this white column, alongside the last figure in the 'Balance in hand' column.
		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance	
												-	-		
												-	-		
												-	-

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Hover over any yellow column heading for more help.

Date	Description	Money In							Money Out			Total In	Total Out	Balance in hand	Cash Check		
		Totals	From Bank	Schools	Open Days Tickets	Café	Shop	Donations	Fringe Festival Tickets	To Bank	Café	Volunteer Expenses				At least once a month, count the cash in your tin and enter the amount in this white column, alongside the last figure in the 'Balance in hand' column.		
		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
												-	-				
												-	-

Cash sheet

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Date	Description	Money In							Money Out			Total In	Total Out	Balance in hand	Cash Check		
	Totals	From Bank	Schools	Open Days Tickets	Café	Shop	Donations	Fringe Festival Tickets	To Bank	Café	Volunteer Expenses				At least once a month, count the cash in your tin and enter the amount in this white column, alongside the last figure in the 'Balance in hand' column.		
		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
												-	-				
												-	-

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Date	Description	Money In							Money Out			Total In	Total Out	Balance in hand	Cash Check		
		Totals	From Bank	Schools	Open Days Tickets	Café	Shop	Donations	Fringe Festival Tickets	To Bank	Café	Volunteer Expenses				At least once a month, count the cash in your tin and enter the amount in this white column, alongside the last figure in the 'Balance in hand' column.		
		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
												-	-				
												-	-

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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
												-	-				
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance	
												-	-		
												-	-		
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance			
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		10.00	-	-	4,118.58	-	-	-	4,118.58	-	10.00	4,128.58	4,128.58	Opening Balance	
												-	-		
												-	-		
												-	-		
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Date	Description	Chq. or Slip No.	Money In									Money Out											Total In	Total Out	Balance in hand	Balance from Bank Statement
		Totals	From Cash (automatic)	Schools	Open Days Income	Café	Shop	Donations	Fringe Festival Tickets	Grant	on bank statement	To Cash (automatic)	Loan Repayment	Café	Shop	IT	Admin	Professional Fees	Event Fees	Maintenance (Disposable)	Maintenance (Hardware)	Volunteer Expenses	Bus expenses				When you get your bank statement, delete any previous statement balance from this white column. Then 'tick off' each item on the new statement by adding an x in the 'on bank statement' column. Finally, enter the balance from the new statement in this white column, alongside the last figure in the 'Balance in hand' column.
			4,118.58	10,795.00	6,013.55	4,780.97	-	4,057.12	3,870.56	7,200.00		10.00	27,653.00	3,448.47	782.79	381.20	2,437.50	675.90	2,822.83	-	-	528.57	1,750.00	40,835.78	40,490.26	Opening Balance	
																									2,406.10	
28/03/23	Chimera Communications (PR)																	150.00						150.00	2,256.10	
28/03/23	Resource Centre																		59.08					59.08	2,197.02	
30/03/23	School visit payment			576.00																			576.00		2,773.02	
31/03/23	School visit payment			351.00																			351.00		3,124.02	
04/04/2023	Paypal				132.64																		132.64	-	3,256.66	
11/04/2023	Brighton Chamber Fees																	19.80					-	19.80	3,236.86	
18/04/2023	Café stock													453.80									-	453.80	2,783.06	
18/04/2023	Café stock													151.91									-	151.91	2,631.15	
19/04/2023	Income from Grand opening of steps				134.58																		134.58	-	2,765.73	
21/04/2023	Cafe stock & Book printing													9.98	499.00								-	508.98	2,256.75	
21/04/2023	Shop stock and Flowers														220.00					13.00			-	233.00	2,023.75	
21/04/2023	Gambling Licence																			21.70			-	21.70	2,002.05	
24/04/2023	Cafe stock													133.43									-	133.43	1,868.62	
26/04/2023	School visit payment			112.50																			112.50	-	1,981.12	
28/04/2023	School visit payment			99.00																			99.00	-	2,080.12	
28/04/2023	New Izettle terminals																			298.00			-	298.00	1,782.12	
09/05/2023	Event preparation																			582.68			-	582.68	1,199.44	
09/05/2023	Brighton Chamber Fees																	19.80					-	19.80	1,179.64	
11/05/2023	Cafe Stock													411.54									-	411.54	768.10	
11/05/2023	Cafe Stock													107.49									-	107.49	660.61	
15/05/2023	Donation							20.00															20.00	-	680.61	
16/05/2023	Donation							28.00															28.00	-	708.61	
16/05/2023	School visit payment			270.00																			270.00	-	978.61	
16/05/2023	School Visit Payment			418.50																			418.50	-	1,397.11	
17/05/2023	May Event payments					1,574.84																	1,574.84	-	2,971.95	
23/05/2023	Cafe Stock													334.34									-	334.34	2,637.61	
23/05/2023	Cash paid into bank		3,253.07																				3,253.07	-	5,890.68	
24/05/2023	May Event payments					2,526.59																	2,526.59	-	8,417.27	
26/05/2023	May Event payments					17.66																	17.66	-	8,434.93	
05/06/2023	DJ fees																			350.00			-	350.00	8,084.93	
05/06/2023	IT fees															92.00							-	92.00	7,992.93	
07/06/2023	Open day payment				80.67																		80.67	-	8,073.60	
07/06/2023	Brighton Chamber Fees																	19.80					-	19.80	8,053.80	
13/06/2023	Chair Hire Payment							100.00															100.00	-	8,153.80	
19/06/2023	Professional fees FS																	228.50					-	228.50	7,925.30	
21/06/2023	Artist fees																	25.00					-	25.00	7,900.30	
26/06/2023	Costume hire																			39.25			-	39.25	7,861.05	
05/07/2023	Open day payment				196.49																		196.49	-	8,057.54	
06/07/2023	Fringe ticket payment								3,870.56														3,870.56	-	11,928.10	
07/07/2023	Brighton Chamber Fees																	19.80					-	19.80	11,908.30	
14/07/2023	Chamber visit				41.25																		41.25	-	11,949.55	
14/07/2023	Grant from B&H buses									1,500.00													1,500.00		13,449.55	
18/07/2023	Payment for Bus hire																						-	200.00	13,249.55	
19/07/2023	Open day payment				14.74																		14.74	-	13,264.29	
02/08/2023	Payment for Bus hire																						-	200.00	13,064.29	
07/08/2023	Brighton Chamber Fees																	19.80					-	19.80	13,044.49	
08/08/2023	Cafe stock													51.95									-	51.95	12,992.54	
31/08/2023	Grant									2,000.00													2,000.00	-	14,992.54	
07/09/2023	Brighton Chamber Fees																	19.80					-	19.80	14,972.74	
11/09/2023	IT fees															80.00							-	80.00	14,892.74	
15/09/2023	Cafe stock													284.45									-	284.45	14,608.29	
18/09/2023	Cafe stock													97.59									-	97.59	14,510.70	
20/09/2023	Heritage Weekend payments				863.05																		863.05	-	15,373.75	
20/09/2023	Donation							50.00															50.00	-	15,423.75	
02/10/2023	Admin fees																345.00						-	345.00	15,078.75	
09/10/2023	Brighton Chamber Fees																	19.80					-	19.80	15,058.95	
11/10/2023	Open day payments				116.93																		116.93	-	15,175.88	
16/10/2023	Cash paid into bank		70.00																				70.00	-	15,245.88	
16/10/2023	Open day payments				1.96																		1.96	-	15,247.84	
16/10/2023	Donation							1,500.00															1,500.00	-	16,747.84	
16/10/2023	Donation							50.00															50.00	-	16,797.84	
17/10/2023	Cash paid into bank		560.51																				560.51	-	17,358.35	
17/10/2023	Grant									3,200.00													3,200.00	-	20,558.35	
31/10/2023	Admin fees																405.00						-	405.00	20,153.35	
02/11/2023	School visit payment			288.00																			288.00	-	20,441.35	
02/11/2023	School visit payment			288.00																			288.00	-	20,729.35	
02/11/2023	School visit payment			301.50																			301.50	-	21,030.85	
02/11/2023	School visit payment			396.00																			396.00	-	21,426.85	
03/11/2023	School visit payment			157.50																			157.50	-	21,584.35	
07/11/2023	School visit payment			234.00																			234.00	-	21,818.35	
07/11/2023	Brighton Chamber Fees																	19.80					-	19.80	21,798.55	
08/11/2023	Open day payments				136.84																		136.84	-	21,935.39	
08/11/2023	Bus hire payment																						-	250.00	21,685.39	
21/11/2023	Cash withdrawn from bank											10.00											-	10.00	21,675.39	
21/11/2023	Cash paid into bank		235.00																				235.00	-	21,910.39	
21/11/2023	School visit payment			135.00																			135.00	-	22,045.39	
21/11/2023	School visit payment and donation			103.50				170.00															273.50	-	22,318.89	
24/11/2023	Cafe stock													249.00									-	249.00	22,069.89	
24/11/2023	2 Licences from council																			42.00			-	42.00	22,027.89	

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			Totals	From Cash (automatic)	Schools	Open Days Income	Café	Shop	Donations	Fringe Festival Tickets	Grant	on bank statement	To Cash (automatic)	Loan Repayment	Café	Shop	IT	Admin	Professional Fees	Event Fees	Maintenance (Disposable)	Maintenance (Hardware)	Volunteer Expenses	Bus expenses				When you get your bank statement, delete any previous statement balance from this white column. Then 'tick off' each item on the new statement by adding an x in the 'on bank statement' column. Finally, enter the balance from the new statement in this white column, alongside the last figure in the 'Balance in hand' column.
				4,118.58	10,795.00	6,013.55	4,780.97	-	4,057.12	3,870.56	7,200.00		10.00	27,653.00	3,448.47	782.79	381.20	2,437.50	675.90	2,822.83	-	-	528.57	1,750.00	40,835.78	40,490.26	Opening Balance	
27/11/2023	Flag																			93.08					-	93.08	21,934.81	
27/11/2023	School visit payment				112.50																				112.50	-	22,047.31	
28/11/2023	Cafe stock														245.28										-	245.28	21,802.03	
28/11/2023	Cafe stock														498.94										-	498.94	21,303.09	
01/12/2023	Event registration fee																			112.00					-	112.00	21,191.09	
05/12/2023	Admin fees																	405.00							-	405.00	20,786.09	
05/12/2023	Cafe stock														74.75										-	74.75	20,711.34	
06/12/2023	Open day payments					676.62																			676.62	-	21,387.96	
07/12/2023	School visit payment				405.00																				405.00	-	21,792.96	
07/12/2023	Brighton Chamber Fees																		19.80						-	19.80	21,773.16	
08/12/2023	School visit payment				69.00																				69.00	-	21,842.16	
11/12/2023	School visit payment				90.00																				90.00	-	21,932.16	
12/12/2023	Shop stock															63.79									-	63.79	21,868.37	
15/12/2023	Bus hire payment																							850.00	-	850.00	21,018.37	
19/12/2023	Open day payment					14.73																			14.73	-	21,033.10	
19/12/2023	School visit payment				382.50																				382.50	-	21,415.60	
19/12/2023	Cafe stock														75.18										-	75.18	21,340.42	
21/12/2023	School visit payment				94.50																				94.50	-	21,434.92	
03/01/2024	Parking permits																						207.50		-	207.50	21,227.42	
03/01/2024	Parking permits																						207.50		-	207.50	21,019.92	
04/01/2024	Ticket Tailor Tokens																		94.20						-	94.20	20,925.72	
04/01/2024	Open day payment					50.00																			50.00	-	20,975.72	
04/01/2024	Open day payment					500.00																			500.00	-	21,475.72	
04/01/2024	Open day paymet					450.00																			450.00	-	21,925.72	
04/01/2024	Admin fees																	225.00							-	225.00	21,700.72	
08/01/2024	Cafe stock														7.57										-	7.57	21,693.15	
08/01/2024	Cafe stock														7.57										-	7.57	21,685.58	
08/01/2024	School visit payment				135.00																				135.00	-	21,820.58	
10/01/2024	Open day payment					96.77																			96.77	-	21,917.35	
18/01/2024	IT subscription cost																82.80								-	82.80	21,834.55	
19/01/2024	Travel expenses																						7.20		-	7.20	21,827.35	
22/01/2024	School invoice paid								207.50																207.50	-	22,034.85	
23/01/2024	Bus hire payment																							250.00	-	250.00	21,784.85	
24/01/2024	Donation								15.00																15.00	-	21,799.85	
26/01/2024	Santa bus donation								1,881.00																1,881.00	-	23,680.85	
26/01/2024	Fringe advertising																			75.00					-	75.00	23,605.85	
26/01/2024	Fringe advertising																			100.00					-	100.00	23,505.85	
26/01/2024	Fringe advertising																			180.00					-	180.00	23,325.85	
26/01/2024	Fringe advertising																			270.00					-	270.00	23,055.85	
01/02/2024	Stationary expenses																						6.37		-	6.37	23,049.48	
01/02/2024	Payment to Fodj																			158.48					-	158.48	22,891.00	
01/02/2024	Ticket sales from paypal					1,500.00																			1,500.00	-	24,391.00	
01/02/2024	Ticket sales from paypal					200.00																			200.00	-	24,591.00	
05/02/2024	Ticket sales from paypal					300.00																			300.00	-	24,891.00	
05/02/2024	Cafe stock														12.20										-	12.20	24,878.80	
05/02/2024	Cafe stock														126.38										-	126.38	24,752.42	
06/02/2024	School visit payment				112.50																				112.50	-	24,864.92	
06/02/2024	IT subscription cost																110.41								-	110.41	24,754.51	
07/02/2024	Open day cafe payment						146.88																		146.88	-	24,901.39	
07/02/2024	Admin fees																	540.00							-	540.00	24,361.39	
13/02/2024	Donation								35.62																35.62	-	24,397.01	
13/02/2024	IT subscription cost																15.99								-	15.99	24,381.02	
14/02/2024	Event prepartion																			35.00					-	35.00	24,346.02	
16/02/2024	Volunteer expenses																						100.00		-	100.00	24,246.02	
19/02/2024	Printing cost of stickers																			35.26					-	35.26	24,210.76	
19/02/2024	School visit payment				135.00																				135.00	-	24,345.76	
19/02/2024	Cash from cafe on open day						515.00																		515.00	-	24,860.76	
22/02/2024	Parents open day preparation																			44.30					-	44.30	24,816.46	
26/02/2024	School visit payment				202.50																				202.50	-	25,018.96	
26/02/2024	Open day payment					186.38																			186.38	-	25,205.34	
27/02/2024	School visit payment				432.00																				432.00	-	25,637.34	
29/02/2024	School visit payment				139.50																				139.50	-	25,776.84	
29/02/2024	Admin fees																	405.00							-	405.00	25,371.84	
01/03/2024	School visit payment				234.00																				234.00	-	25,605.84	
01/03/2024	School visit payment				288.00																				288.00	-	25,893.84	
08/03/2024	School visit payment				112.50																				112.50	-	26,006.34	
08/03/2024	Open day payment					162.00																			162.00	-	26,168.34	
08/03/2024	Ticket Tailor tokens																			162.00					-	162.00	26,006.34	
08/03/2024	School visit payment				274.50																				274.50	-	26,280.84	
11/03/2024	Cafe stock														115.12										-	115.12	26,165.72	
11/03/2024	School visit payment				144.00																				144.00	-	26,309.72	
12/03/2024	Refund of mistaken payment																	112.50							-	112.50	26,197.22	
13/03/2024	Open day payment					157.90																			157.90	-	26,355.12	
14/03/2024	School visit payment				238.50																				238.50	-	26,593.62	
18/03/2024	School visit payment				288.00																				288.00	-	26,881.62	
18/03/2024	School visit payment				81.00																				81.00	-	26,962.62	
18/03/2024	School visit payment				162.00																				162.00	-	27,124.62	
18/03/2024	School visit payment				405.00																				405.00	-	27,529.62	
18/03/2024	School visit payment				432.00																				432.00	-	27,961.62	
18/03/2024	School visit payment				540.00																				540.00	-	28,501.62	

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				4,118.58	10,795.00	6,013.55	4,780.97	-	4,057.12	3,870.56	7,200.00		10.00	27,653.00	3,448.47	782.79	381.20	2,437.50	675.90	2,822.83	-	-	528.57	1,750.00	40,835.78	40,490.26	Opening Balance	
19/03/2024	School visit payment				81.00																				81.00	-	28,582.62	
19/03/2024	Loan repayment													27,653.00											-	27,653.00	929.62	
19/03/2024	advert in Brightonian																			102.00					-	102.00	827.62	
20/03/2024	School visit payment				540.00																				540.00	-	1,367.62	
21/03/2024	Grant										500.00														500.00	-	1,867.62	
22/03/2024	School visit payment				270.00																				270.00	-	2,137.62	
22/03/2024	Fringe advertising																			50.00					-	50.00	2,087.62	
25/03/2024	School visit payment				99.00																				99.00	-	2,186.62	
25/03/2024	School visit payment				243.00																				243.00	-	2,429.62	
25/03/2024	School visit payment				250.00																				250.00	-	2,679.62	
27/03/2024	School visit payment				72.00																				72.00	-	2,751.62	

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																								-	-

This page gives an overview of your accounts. Use the print button to produce a report for your group

Overall picture

Money we had at start of the year	**2,406.10**

Money In

Schools	10,795.00
Open Days Tickets	6,013.55
Café	8,899.55
Shop	-
Donations	4,057.12
Fringe Festival Tickets	3,870.56
Grant	7,200.00
Money In Total	**40,835.78**

Money Out

Loan Repayment	27,653.00
Café	3,448.47
Shop	782.79
IT	381.20
Admin	2,437.50
Professional Fees	675.90
Event Fees	2,822.83
Maintenance (Disposable)	-
Maintenance (Hardware)	-
Volunteer Expenses	538.57
Bus expenses	1,750.00
Money Out Total	**40,490.26**

Money we have now	**2,751.62**

Independent examiner's report to the trustees of Take Shelter

I report to the trustees on my examination of the accounts of Take Shelter for the year ended 31st March 2024.

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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed: M

Name: M. BAMFORD-WHITE

Relevant professional qualification or membership of professional bodies (if any):

Address: 52 FOXDOWN RD

Date 21/1/2025