



Trustees Report and Financial --- Statements

Year End March 2024

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:

A handwritten signature in blue ink, appearing to be "M. Button", written in a cursive style.

M. BUTTON, CHAIR

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.

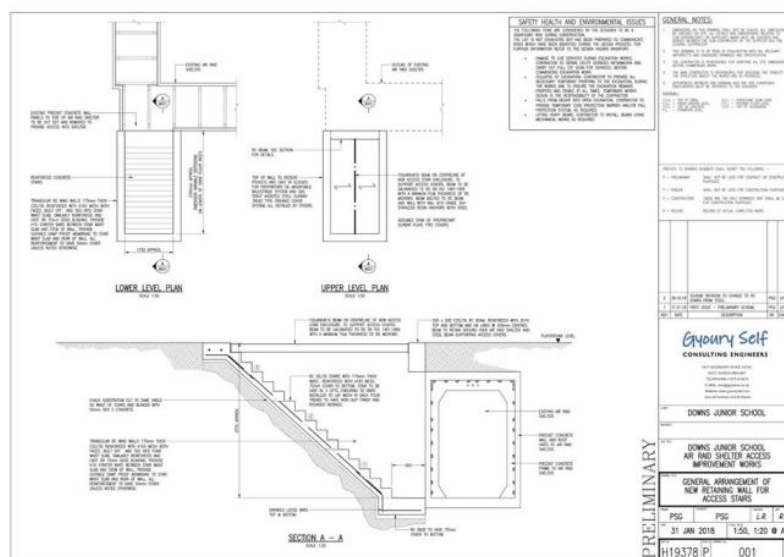
TAKE SHELTER

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.



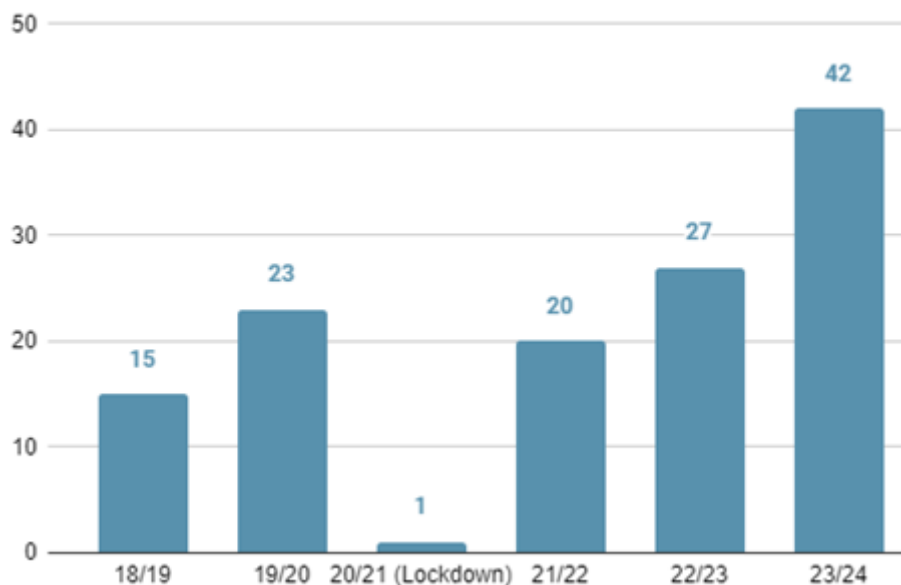


Record number of school tours

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.

Number of Schools that have booked visits by year



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



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 FOX DOWN 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

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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	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 (Disposible)	Maintenance (Hardware)	Volunteer Expenses	Bus expenses						
			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	93.08	-	-	528.57	1,750.00	40,835.78	40,490.26	Opening Balance		
27/11/2023	Flag																								112.50	93.08	21,934.81		
27/11/2023	School visit payment				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	21,191.09		
05/12/2023	Admin fees																	405.00		112.00					-	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	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	21,227.42		
03/01/2024	Parking permits																								-	207.50	21,019.92		
04/01/2024	Ticket Tailor Tokens																								-	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 payment					450.00																			-	450.00	21,925.72		
04/01/2024	Admin fees																								-	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	21,827.35		
22/01/2024	School invoice paid									207.50															-	207.50	22,034.85		
23/01/2024	Bus hire payment																								-	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	23,605.85		
26/01/2024	Fringe advertising																								-	100.00	23,505.85		
26/01/2024	Fringe advertising																								-	180.00	23,325.85		
26/01/2024	Fringe advertising																								-	270.00	23,055.85		
01/02/2024	Stationary expenses																								-	6.37	23,049.48		
01/02/2024	Payment to Fodj																								-	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	24,878.80		
05/02/2024	Cafe stock																								-	126.38	24,752.42		
06/02/2024	School visit payment				112.50																				112.50	-	112.50	24,864.92	
06/02/2024	IT subscription cost																								-	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	24,361.39		
13/02/2024	Donation									35.62															-	35.62	24,397.01		
13/02/2024	IT subscription cost																								-	15.99	24,381.02		
14/02/2024	Event preparation																								-	35.00	24,346.02		
16/02/2024	Volunteer expenses																								-	100.00	24,246.02		
19/02/2024	Printing cost of stickers																								-	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	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																								

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Date	Description	Cheq. or Slip No.
	Totals	
	From Cash (automatic)	Schools
	Open Days Income	Café
	Shop	Donations
	Fringe Festival Tickets	Grant
	on bank statement To Bank (automatic) Loan Repayment Café Shop IT Admin Professional Fees Event Fees Maintenance (Disposable) Maintenance (Hardware) Volunteer Expenses Bus expenses	Total In Total Out Balance in hand
	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.	Balance from Bank Statement

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[illegible]

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.

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[illegible]

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
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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
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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
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Money we have now	2,751.62
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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 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