



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	<b>1</b>	<b>April</b>	<b>2022</b>		<b>31</b>	<b>March</b>	<b>2023</b>

## Section A Reference and administration details

**Charity name** The Bus Shelter MK

**Other names charity is known by**

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

**Charity's principal address** George House

Crosslands, Stantonbury

Milton Keynes

**Postcode**

MK14 6DB

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pamela Williams	Chair		
2	David Pickering	Vice Chair/Secretary		
3	James Albert Yoofi Clarke	Treasurer		
4	Peter Smith			
5	Michael Stephen Thompson			
6	Ellis Rust			
7	Joanne Dunsford		Resigned 9 May 2022	
8	Matthew Penning		Resigned 17 July 2022	
9	Shirley Lyn Davies		Appointed 19 Feb 2023	
10	Cameron James Wood		Appointed 08 Sep 2022	
11	Frances Eluned Parry		Appointed 18 Aug 2022	
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected or appointed as appropriate

**Additional governance issues (Optional information)**

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

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

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**Section C Objectives and activities**

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

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

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

The Bus Shelter MK provides a temporary home, food and detailed person-centric support to people who would otherwise be sleeping on the streets of Milton Keynes.

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

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

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

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

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

In line with the experiences of many other charities working in the homeless sector, we are finding it much more difficult to assist our guests into their own independent accommodation due to the rented housing crisis. This is particularly serious in Milton Keynes and as a result our service users are staying with us for many more months than we have previously experienced. We do not ask people to leave our service if they are engaging with us and doing all they can to resolve their situation, but this is creating something of a bottleneck as we have insufficient turnover in our existing bedroom capacity to take in everyone asking the charity for help.

The trustees are continuing to investigate a range of options to open up housing options which are currently closed to our guests. We also intend to increase the charity's own supply of bedrooms through lease, purchase or development. Finally we are evaluating a development of our service with the intention of helping to prevent at least some street homelessness through more detailed advice and support than we can currently deliver.

The Bus Shelter MK is extremely grateful to the incredible volunteers who support our guests and the organisation. Key volunteer activities include guest support, cooking, managing our social media, gardening, administration, counselling, graphic design, fundraising and many other ad hoc tasks.

## Section D

## Achievements and performance

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

From 1 April 22 to 31 March 23, The Bus Shelter MK provided a temporary home and person centric support to 46 individuals who would otherwise have no option but to sleep on the streets of Milton Keynes. This is a small increase over 21/22.

During this financial year, the charity expanded our total bedroom capacity to 21 across four locations (from 13 at the end of the last financial year). In order to achieve this, two more properties were leased from private landlords and TBSMK obtained approval from the local authority for their use as houses of multiple occupation. This additional capacity has coincided with an increase in the average length of stay per guest due to the very difficult rental market in Milton Keynes, so although we have been able to provide temporary accommodation for more people at any one time, the average stay per guest has increased.

Guests who have moved into their own accommodation (usually private rentals) are assisted to set up their new homes with items such as furniture, bedding, flooring, kitchen equipment etc. They are then offered floating support to help them settle into their new home and maintain their tenancy. This ongoing support, which is not time limited but determined by need has ensured a large proportion of our guests have successfully maintained tenancies for 12 months or longer, rather than slip back into street or insecure homelessness, the well reported "revolving door of homelessness".

Former guests are always encouraged to contact our support team if they encounter challenges, irrespective of the time elapsed since they moved on or were last in touch with the charity.

We also provided telephone or online advice to well over 150 additional people we were unable to accommodate. We provided signposting to other services or gave advice with the intention of helping callers to avoid or deal with homelessness. We are finding the number of calls increasing and cases becoming more complex, so this is an area where we are considering whether our services could/should be expanded.

The charity is committed to continue to deliver real, long-lasting change for some of the most vulnerable members of our local community.

## Section E

## Financial review

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

The Charity's reserves policy is to ensure that unrestricted funds not presently committed or invested should be maintained at the level equivalent to 9 months' expenditure to enable the charity to continue pursuing its activities should there be a period of reduced income. As at 31 March 2023, unrestricted reserves carried forward is sufficient to meet operating expenditure for the next 7 months (2022: 19 months). The Trustees deem this as sufficient as it excludes designated funds for internal projects which can be redesignated for operational expenditure should the need arise. Unrestricted reserves carried forward including designated funds is sufficient to cover 15 months of operational expenditure.

### Details of any funds materially in deficit

There are no funds that are materially in deficit

### Further financial review details (Optional information)

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

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

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

It is impossible to name all our generous supporters here, but those of note during FY 2022/2023 include:

Lloyds Bank Foundation  
The David Family Foundation  
G & E Pollitzer Charitable Settlement  
Sava Limited  
Dentons Charitable Trust

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

In line with the charity's strategic goal of increasing its capacity of temporary accommodation and the provision of housing for independent, long term rent, The Bus Shelter MK is building a property fund which has been ring-fenced for this purpose.

## Section F

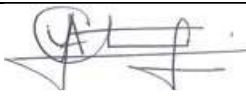
## Other optional information

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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>P. Williams</i>	
<b>Full name(s)</b>	Pamela Williams	James Albert Yoofi Clarke
<b>Position (eg Secretary, Chair, etc)</b>	Chair of Trustees	Treasurer
<b>Date</b>	07 December 2023	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Bus Shelter MK

**On accounts for the year  
ended**

31st March 2023	<b>Charity no (if any)</b>	1173705
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**Set out on pages**

1-3  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2023.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent  
examiner's statement**

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

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

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

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

**Signed:**

**Date:**

**Name:**

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

**Address:**

Sherwoods Ltd, 1st Floor, 27 Shirwell Crescent
Furzton Lake, Milton Keynes, MK4 1GA

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

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

No matters of concern.



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-22

To

Period end date  
31-Mar-23

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Company/Group Donations	29,174		-	29,174	83,862
Grants	27,250		-	27,250	38,000
Guests Food contributions	820		-	820	1,373
Housing Benefit	113,985		-	113,985	64,892
Individual Donations	23,209	1,674	-	24,883	21,008
Interest	1,042		-	1,042	154
Other	675		-	675	100
Rent	23,967		-	23,967	1,590
<b>Sub total (Gross income for AR)</b>	<b>220,122</b>	<b>1,674</b>	<b>-</b>	<b>221,796</b>	<b>210,979</b>
<b>A2 Asset and investment sales, (see table).</b>					
Asset Sales		-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>220,122</b>	<b>1,674</b>	<b>-</b>	<b>221,796</b>	<b>210,979</b>
<b>A3 Payments</b>					
Admin Expenses	1,034		-	1,034	2,392
Bank Charges	402		-	402	242
Cleaning/Waste	5,951		-	5,951	5,363
Food	1,328		-	1,328	917
Fundraising Expenses	3,500		-	3,500	5,674
Guest Support/Welfare	- 1,561	5,312	-	3,751	2,301
Insurance	2,083		-	2,083	2,173
Legal/Professional	1,488		-	1,488	780
Light/Heat	11,190		-	11,190	6,574
Phone/Internet	1,811		-	1,811	829
Rent	36,225		-	36,225	2,500
Salaries	66,814		-	66,814	61,186
Site Set-up/Repairs	9,632		-	9,632	14,127
Staff Expenses	585		-	585	488
Volunteer Expenses	546		-	546	1,950
Training	827		-	827	566
Recruitment	1,887		-	1,887	495
Dues/Subscriptions	1,849		-	1,849	1,155
Furnishings	2,595		-	2,595	2,471
Tenant Deposit Scheme	3,820		-	3,820	560
Water/Sewage	522		-	522	-
Council Tax	7,597		-	7,597	-
Donation			-	-	250
Guest Resettlement			-	-	161
<b>Sub total</b>	<b>160,124</b>	<b>5,312</b>	<b>-</b>	<b>165,436</b>	<b>113,152</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Fixed Assets			-	-	6,013
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,013</b>
<b>Total payments</b>	<b>160,124</b>	<b>5,312</b>	<b>-</b>	<b>165,436</b>	<b>107,140</b>
<b>Net of receipts/(payments)</b>	<b>59,998</b>	<b>- 3,638</b>	<b>-</b>	<b>56,360</b>	<b>103,839</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	282,435	16,661	-	299,097	195,257
<b>Cash funds this year end</b>	<b>342,433</b>	<b>13,024</b>	<b>-</b>	<b>355,457</b>	<b>299,097</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
<b>B1 Cash funds</b>	Current Account - UTB	51,267	13,024	-	
	Deposit Account - UTB	32,886		-	
	Deposit Account - VM	85,000		-	
	Deposit Account - NW	85,504		-	
	Deposit Account - CAF Flagstone Sainsbury Bank	84,935		-	
	Purchasing Card	2,247		-	
	Petty Cash	142		-	
	PayPal Balance	452		-	
	<b>Total cash funds</b>		<b>342,433</b>	<b>13,024</b>	<b>-</b>
	(agree balances with receipts and payments account(s))		OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
			-	-	
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)	
	Leasehold improvements	Unrestricted	92,615		
	Leasehold improvements	Restricted	24,372		
	Building Units (Containers and Office)	Unrestricted	3,081		
	Building Units (Containers and Office)	Restricted	42,435		
	Fixtures and Fittings	Unrestricted	7,091		
	Fixtures and Fittings	Restricted	983		
	Computer Equipment	Unrestricted	1,858		
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)	
	NEST Pension	Unrestricted	83	01 April 2023	

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

Signature	Print Name	Date of approval
	James Albert Yoofi Clarke	