



# Trustees' Annual Report for the period

Period start date			Period end date				
<b>From</b>	Day 01	Month Apr	Year 2020	<b>To</b>	Day 31	Month Mar	Year 2021

## Section A

### Reference and administration details

**Charity name** Jackie's Drop In Centre

**Other names charity is known by**

**Registered charity number (if any)** 1157193

**Charity's principal address** Broadway Gardens

Letchworth Garden City

Hertfordshire

**Postcode** SG6 3PA

### 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	Jackie Nealon			
2	Rosemary Bailey			
3	Zoe Theakston			
4	Harry Lote			
5	Patricia York			
6	Susan Hill-Bird			
7	John Hartshorne			
8	Peter Hull			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
Rosemary Bailey	
Jacqueline Nealon	

**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	Foundation constitution
How the charity is constituted	CIO
Trustee selection methods	New trustees are only appointed by a resolution passed at a meeting of the charity's trustees.

**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 adults with learning difficulties, their families and carers, in particular by the provision of a drop-in centre providing social, recreational and educational facilities, advice and support.

Due to the COVID-19 pandemic, the centre has been closed to the public during this financial year.

**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)**

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

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

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

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

Due to the COVID-19 pandemic, the centre has been closed to the public during this financial year.



**Section E****Financial review****Brief statement of the charity's policy on reserves**

The charity aims to maintain reserves to cover any shortfall in funding unexpected expenditure and aims to maintain reserve funds for three months of operating costs.

The charity has placed an amount of £27,000 into the restricted funds category, for the future installation of a lift.

**Details of any funds materially in deficit**

None

**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.

Due to the COVID-19 pandemic, the centre has been closed to the public during this financial year.

There were no fundraising events and the income for £5,524 arose from donations, fees and sales.

Expenditure of £23,850 was incurred to maintain the running of the centre.

Cash in hand and at bank at 31 March 2021 was £114,092.

**Section F****Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	R Bailey	J Meach
<b>Full name(s)</b>	Rosemary Bailey	Jacqueline Nealon
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Founder
<b>Date</b>	23-7-21.	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Jackie's Drop in Centre

1157193

## Receipts and payments accounts

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For the period  
from

Period start date

01-Apr-20

To

Period end date

31-Mar-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations, legacies & grants	2,628	-	-	2,628	28,543
Fundraising events	-	-	-	-	32,201
Fees received	1,384	-	-	1,384	22,420
Sales	1,312	-	-	1,312	338
Deposit interest	200	-	-	200	922
Other	-	-	-	-	1,690
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,524</b>	<b>-</b>	<b>-</b>	<b>5,524</b>	<b>86,114</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,524</b>	<b>-</b>	<b>-</b>	<b>5,524</b>	<b>86,114</b>
<b>A3 Payments</b>					
Cost of fundraising events	-	-	-	-	14,878
Travel events	146	-	-	146	7,912
Building costs / utilities	4,925	-	-	4,925	6,908
Hire of equipment / removals	1,572	-	-	1,572	749
Repairs / renewals / cleaning	782	-	-	782	5,369
Office	14,558	-	-	14,558	20,833
Accounting, legal & professional	1,683	-	-	1,683	2,160
Licences, permits, waste & sundries	370	-	-	370	1,264
Bank charges & other	107	-	-	107	311
<b>Sub total</b>	<b>23,850</b>	<b>-</b>	<b>-</b>	<b>23,850</b>	<b>60,384</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>23,850</b>	<b>-</b>	<b>-</b>	<b>23,850</b>	<b>60,384</b>
<b>Net of receipts/(payments)</b>	<b>- 18,326</b>	<b>-</b>	<b>-</b>	<b>- 18,326</b>	<b>25,730</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>18,326</b>	<b>-</b>	<b>-</b>	<b>18,326</b>	<b>25,730</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>				
		87,092	27,000	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>87,092</b>	<b>27,000</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

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

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
J Neal	JACQUILINE NEALON	23-7-21
R. Bailey	ROSEMARY BAILEY	23-7-21

**INDEPENDENT EXAMINER'S REPORT**  
**TO**  
**THE TRUSTEES OF JACKIE'S DROP IN CENTRE**

I report on the accounts for the year ended 31 March 2021 set out on pages one to two.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 14 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- To state whether particular matter have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes the consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

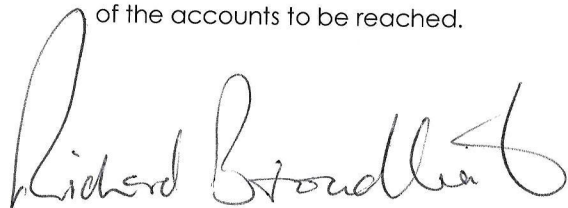
**Independent examiner's statements**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material aspect, the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Richard Broadbent  
Business Management Service  
Business & Technology Centre  
Stevenage  
Hertfordshire SG1 2DX

13 July 2021