



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	Apr	2021		31	Mar	2022

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	Treasurer		
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	
Zoe Theakston	

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 <small>(see standard model constitution)</small>	Foundation constitution
How the charity is constituted <small>(company, trust, association, company)</small>	CIO
Trustee selection methods <small>(how appointed by, elected by)</small>	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.

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 Centre was closed from April 2021 until September 2021 due to COVID restrictions.

We re-opened the Centre in October 2021; we are open Monday to Friday from 11am until 3pm.

All these rooms and activities are included in the £10 entrance fee:

1. Salon
2. Computer room with internet enabled and safety enabled in 6 x all in one computers
3. A large Arts and Crafts room, lots of different types of arts and crafts available all day
4. Cinema / TV room
5. A games room with a full-sized pool table 50p a game, 2 x arcade machines, football table + Bluetooth speaker
6. Music room with lots of musical instruments, keyboard, drums, tambourines plus lots more
7. Gaming room with 3 x Xbox Ones & PS4 all with games
8. Xbox Kinect room with an 86 inch TV
9. Sensory room
10. Beautiful sensory garden with picnic benches to sit back and enjoy the surroundings

We also have a canteen where service users can purchase meals, snacks and drinks.

During the year we organise themed events for our service users and arrange outings.

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

We opened a shop in October 2021 to help raise funds and to promote the Centre within the local community.

We are also hoping the shop will provide a volunteering opportunity for some of our more able service users.

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 was only open to the public for the last six months of the reporting period.

There were no fundraising events.

£29,776 of income arose from donations, fees and sales.

The shop received a grant of £10,000 from a private local charity to set up and it generated sales of £24,782 in the first six months of opening.

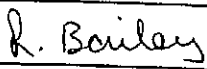

Expenditure of £37,099 was incurred to maintain the running of both the Centre and the shop.

Cash in hand and at bank at 31 March 2021 was £132,379.

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

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rosemary Bailey	Zoe Theakston
Position (eg Secretary, Chair, etc)	Treasurer	Trustee
Date	15 November 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Jackie's Drop In Centre

115/193

Receipts and payments accounts

CC16a

For the period
from

Period start date

01-Apr-21

To

Period end date

31-Mar-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations, legacies & grants	14,035	-	-	14,035	2,628
Fundraising events	-	-	-	-	-
Fees received	23,541	-	-	23,541	1,384
Sales	26,841	-	-	26,841	1,312
Deposit interest	141	-	-	141	200
Other	-	-	-	-	-
Sub total (Gross income for AR)	64,558	-	-	64,558	5,524
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	64,558	-	-	64,558	5,524
A3 Payments					
Cost of fundraising events	-	-	-	-	-
Travel events	889	-	-	889	146
Building costs / utilities	13,814	-	-	13,814	4,925
Hire of equipment / removals	1,832	-	-	1,832	1,572
Repairs / renewals / cleaning	2,959	-	-	2,959	782
Office	14,864	-	-	14,864	14,558
Accounts	1,393	-	-	1,393	1,683
Licences, permits, waste & sundries	1,311	-	-	1,311	370
Bank charges & other	37	-	-	37	107
Sub total	37,099	-	-	37,099	23,850
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,099	-	-	37,099	23,850
Net of receipts/(payments)	27,459	-	-	27,459	18,326
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	27,459	-	-	27,459	18,326

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		105,379	27,000	-
		-	-	-
		-	-	-
	Total cash funds	105,379	27,000	-

(agree balances with receipts and payments account(s))

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
R. Bailey	Rosemary Bailey	15-Nov-22
Zoe Theakston	Zoe Theakston	15-Nov-22

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

I report on the accounts for the year ended 31 March 2022 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.

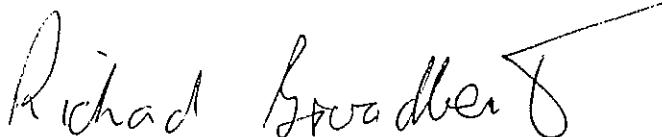
Independent examiner's statements

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

15 November 2022