



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	Apr	2022		31	Mar	2023

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		Left: 20/03/23	
7	John Hartshorne			
8	Peter Hull		Left: 20/03/23	
9	Shane Willis		Start: 16/08/22	
10	David Johnson		Start: 16/08/22	
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 (eg. trust deed, constitution)	Foundation constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	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 is open Monday to Friday from 11am until 3pm. (except bank holidays) and is closed for two weeks during Christmas and one week during Easter.

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

Our charity shop, opened in the town centre in October 2021 is a great vehicle for promoting what we do here at the Centre.

Sales from the shop are doing well and are helping to fund the Centre's operational costs.

The charity shop also offers a volunteering opportunity for some of our more able service users.

The Centre has held several very successful themed events for our service users during the past 12 months:

- Grease
- Harry Potter
- Mad Hatter's Tea Party
- Queen's Jubilee
- Christmas Party
- Valentine's Disco

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.

The charity has also placed an amount of £10,000 into restricted funds category, for future salary commitments.

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.

There were no fundraising events this year.

Section F

Other optional information

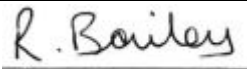

Two trustees are now in receipt of payments from the Charity for services provided by way of a Contract for Services. These payments have been agreed by Trustees independent of the two trustees and any connected persons.

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	8 th August 2023	



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-22

To

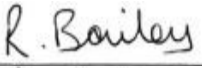
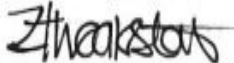
Period end date
31-Mar-23

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 £
A1 Receipts					
Donations, legacies & grants	22,291	-	-	22,291	14,035
Fundraising events	-	-	-	-	-
Fees received	50,111	-	-	50,111	23,541
Sales	48,937	-	-	48,937	26,841
Deposit interest	2,439	-	-	2,439	141
Other	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	123,778	-	-	123,778	64,558
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	123,778	-	-	123,778	64,558
A3 Payments					
Cost of fundraising events	1,363	-	-	1,363	-
Travel events	1,604	-	-	1,604	889
Building costs / utilities	43,402	-	-	43,402	13,814
Hire of equipment / removals	2,616	-	-	2,616	1,832
Repairs / renewals / cleaning	1,768	-	-	1,768	2,959
Office	23,266	-	-	23,266	14,864
Accounts	2,658	-	-	2,658	1,393
Licences, permits, waste & sundries	1,418	-	-	1,418	1,311
Bank charges & other	997	-	-	997	37
Sub total	79,092	-	-	79,092	37,099
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	79,092	-	-	79,092	37,099
Net of receipts/(payments)	44,686	-	-	44,686	27,459
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	44,686	-	-	44,686	27,459

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		148,347	37,000	-
		-	-	-
		-	-	-
	Total cash funds	148,347	37,000	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Rosemary Bailey	09-Oct-23
		Zoe Teheakston	09-Oct-23