



# Trustees' Annual Report for the period

Period start date  
From Day 01 Month Apr Year 2024 To Day 31 Month Mar Year 2025

## 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	Shane Willis			
7	David Johnson			
8	Peter Wright			
9	Jan Ward			
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 (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 reasonably priced meals, snacks and drinks.

During the year we organise several 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:

- Halloween
- Pop Idol
- 80s Party
- ABBA – 60s/70s Party
- Pirates Party
- VE Day
- 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 the restricted funds category, for future salary commitments.

The total held in reserved funds includes £1,763.00 credit interest accrued up to 31 March 2025.

### 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)

R. Bailey



Full name(s)

Rosemary Bailey

Zoe Theakston

Position (eg Secretary, Chair, etc)

Treasurer

Trustee

Date

1 July 2025






CHARITY COMMISSION  
FOR ENGLAND AND WALES

active's Drop in Centre

157192

## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01-Apr-24		31-Mar-25

### 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	81,816	-	-	81,816	6,643
Fundraising events	-	-	-	-	-
Fees received	-	-	-	-	-
Sales	36,171	-	-	36,171	117,333
Deposit interest	8,059	-	-	8,059	6,485
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>126,046</b>	<b>-</b>	<b>-</b>	<b>126,046</b>	<b>130,461</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>126,046</b>	<b>-</b>	<b>-</b>	<b>126,046</b>	<b>130,461</b>
<b>A3 Payments</b>					
Cost of fundraising events	-	-	-	-	-
Travel events	594	-	-	594	1,431
Building costs / utilities	42,693	-	-	42,693	41,545
Hire of equipment / removals	1,045	-	-	1,045	708
Repairs / renewals / cleaning	1,014	-	-	1,014	683
Office	74,562	-	-	74,562	76,831
Accounts	3,059	-	-	3,059	1,824
Licences, permits, waste & sundries	571	-	-	571	1,320
Bank charges & other	1,091	-	-	1,091	1,262
<b>Sub total</b>	<b>124,629</b>	<b>-</b>	<b>-</b>	<b>124,629</b>	<b>125,604</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>124,629</b>	<b>-</b>	<b>-</b>	<b>124,629</b>	<b>125,604</b>
<b>Net of receipts/(payments)</b>	<b>1,417</b>	<b>-</b>	<b>-</b>	<b>1,417</b>	<b>4,858</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>1,417</b>	<b>-</b>	<b>-</b>	<b>1,417</b>	<b>4,858</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 £
B1 Cash funds		157,261	38,763	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>157,261</b>	<b>38,763</b>	<b>-</b>

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

Agreement Error

Agreement Error

OK

### B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### 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

R. Bailey  
Z Theakston

Rosemary Bailey  
Zoe Theakston

15 JULY 2025  
15 JULY 2025



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

I report on the accounts for the year ended 31 March 2025 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 matters 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.



Mark Broadbent  
TRS Secretaries Limited  
Business & Technology Centre  
Bessemer Drive  
Stevenage  
Hertfordshire SG1 2DX

30 June 2025