**Charity Registration Number: 1182922**

# THE DROP-IN CENTRE (RAWMARSH)

## REPORT AND ACCOUNTS

## YEAR ENDED 6 APRIL 2026

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**THE DROP-IN CENTRE (RAWMARSH)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 6 APRIL 2026**

| | |
|---|---|
| **Full name:** | **The Drop-in Centre (Rawmarsh)** |
| **Registered charity number:** | 1182922 |
| **Registered office & principal address:** | Harding Ave<br>Rawmarsh<br>Rotherham<br>S62 7DN |
| **Trustees:** | Melvyn Whale (Chair) – resigned 19 April 2025<br>Maureen Wall (Treasurer) – resigned 19 April 2025<br>Brian Wall<br>Margaret Clark – resigned 19 April 2025<br>Sarah Lacey – appointed 18 April 2025<br>Neal Goodwin – appointed 18 April 2025<br>Paul Harrison – appointed 18 April 2025 |
| **Bankers:** | The Co-operative bank<br>PO Box 250<br>Southway<br>Skelmersdale<br>WN8 6WT |
| **Accountant:** | Faye Hazlehurst FMAAT<br>Community Accountant<br>FH Accountancy Services<br>Anston<br>Sheffield<br>S25 4JU |

The trustees present their annual report together with the financial statements for the year ending 6 April 2026. The trustees have prepared the accounts on a Receipts and Payments basis, in accordance with the provisions of the Charities Act 2011 pertaining to smaller charities.

**Appointment of trustees**

The trustees are nominated by contacts in the local community and appointed by resolution passed at a properly convened meeting of trustees.

The minimum number of charity trustees is 3, there is no maximum number. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

A charity trustee who has served for three consecutive terms may not be re-appointed for a fourth consecutive term but may be re-appointed after an interval of at least one year.

In selecting individuals for appointment as charity trustees, the charity must have regard to the skills, knowledge and experience needed for the effective administration of the charity.

The Trustees wish to place on record their sincere appreciation for the commitment and dedication of the retiring trustees, whose work over many years secured the future of the charity and developed the Drop-in Centre into a valued community asset.

**Structure, governance and management**

The Drop-in Centre (Rawmarsh) is a Charitable Incorporated Organisation and has an Association Model constitution as its governing document dated 10 April 2019.

The Board of trustees meet regularly throughout the year to oversee governance, finance, safeguarding, health and safety, strategic planning and the effective operation of the charity.

Following the appointment of the new trustees in April 2025, considerable work was undertaken to establish effective governance arrangements. Responsibilities for the day-to-day management of the charity were redistributed, banking arrangements updated, and Charity Commission records amended to reflect the new Board.

Throughout the year the trustees reviewed and updated a comprehensive range of governance documents including:

- Health and Safety Policy
- Financial Controls Policy
- Safeguarding Policy
- Data Protection Policy
- Complaints Policy
- Reserves Policy
- Conflict of Interest Policy
- Trustee Payments Policy
- Serious Incident Policy
- Internet Use Policy
- Volunteer documentation
- Hirers' Agreements

The Trustees believe these reviews have strengthened governance and ensured the charity continues to operate in accordance with Charity Commission guidance and best practice.

**Charitable objects and Public Benefit**

The Trustees have had due regard to the Charity Commission's guidance on Public Benefit when planning the charity's activities.

The charity exists to provide a welcoming community facility that supports local residents through the provision of affordable meeting space, community activities and opportunities that reduce isolation, improve wellbeing and encourage community participation.

The Centre continues to be used by a wide range of voluntary organisations, community groups, churches, wellbeing providers and support services, providing an accessible and inclusive community hub.

**Objectives and Activities**

The principal objectives during the year were to:

- Maintain and improve the Drop-in Centre as a safe and welcoming community facility.
- Strengthen governance following the appointment of the new trustee board.
- Continue developing the charity's financial sustainability.
- Progress discussions with Rotherham Metropolitan Borough Council regarding the future Community Asset Transfer.
- Improve building safety and compliance.
- Support community organisations using the Centre.
- Develop new community initiatives and partnerships.

**Achievements and Performance**

Trustee transition

A significant milestone during the year was the successful transition from the previous Board of Trustees to a newly appointed trustee team.

The outgoing trustees provided extensive support during the handover period, ensuring continuity of governance, finance and operational management.

Building improvements

The charity invested considerable effort in improving both the safety and condition of the building.

During the year this included:

- Installation and commissioning of a new fire alarm system.
- Replacement smoke detection equipment.
- Upgrading emergency lighting.
- Weekly fire testing procedures and fire log implementation
- Gas safety inspections.
- Portable Appliance Testing (PAT).

- Electrical testing and remedial works.
- Replacement of fire exit doors.
- Repairs to the Community Room floor.
- External building repairs to address water ingress.
- Improvements to external security lighting.
- Ongoing maintenance of the grounds and community garden.

These improvements have significantly enhanced compliance, safety and the long-term sustainability of the premises.

Community Asset Transfer

The Trustees made substantial progress towards securing the long-term future of the charity through continued discussions with Rotherham Metropolitan Borough Council regarding Community Asset Transfer.

Work undertaken included:

- Preparation of a comprehensive Business Plan.
- Collection of evidence demonstrating community benefit.
- Building compliance work.
- Property surveys.
- Continued liaison with council officers.

Although the transfer had not been completed by the end of the reporting period, significant progress had been made towards achieving this important strategic objective.

Community Activities

The Drop-in Centre continued to provide a welcoming environment for a wide variety of community organisations throughout the year.

The trustees continued to support established hirers whilst encouraging new partnerships and wider community engagement.

Key developments included:

- Continued support for the long-established Community Coffee Morning.
- Establishment of a committee to oversee Coffee Morning activities and transfer of funds to support future community events.
- Development of the Food Works / Just Meals initiative.
- Support for local voluntary organisations and charities using the Centre. Including being a weekly venue for Rawmarsh foodbank
- Strengthening relationships with local schools and volunteer groups.
- Development of regular Hirers' Forums to improve communication and partnership working.

The trustees recognise that the Centre provides an important community space helping to reduce isolation and strengthen local connections.

Volunteers
The trustees reviewed volunteer arrangements throughout the year.

Recognising the importance of safeguarding and appropriate supervision, work commenced on developing volunteer agreements and policies to ensure volunteering opportunities can safely expand in future years.

Employment
To provide continuity during the trustee transition and to support the growing operational demands of the charity, arrangements were made for Neal Goodwin, Trustee to undertake day-to-day management responsibilities on a self-employed basis while longer-term staffing arrangements are considered.

Work also commenced on developing a formal job description to support future organisational development.

**Future plans**
The Trustees intend to continue developing the charity by:

- Completing the Community Asset Transfer process.
- Continuing improvements to the building.
- Expanding community use of the Centre.
- Developing volunteering opportunities.
- Strengthening financial sustainability.
- Seeking additional grant funding.
- Improving digital systems and the charity's website.
- Reviewing room hire arrangements to ensure long-term viability.
- Continuing to develop partnerships with local organisations and community groups.

The Trustees remain committed to ensuring that the Drop-in Centre continues to serve as a vibrant, welcoming and sustainable community resource.

**Risk Management**
The Trustees regularly review risks affecting the charity.
During the reporting period particular attention was given to:

- Fire safety
- Building compliance
- Health and Safety
- Financial controls
- Safeguarding
- Property maintenance
- Insurance
- Data protection
- Business continuity

Appropriate policies, procedures and monitoring arrangements are now in place to minimise these risks.

## Financial review

The Trustees continued careful financial management throughout the year. Regular financial monitoring, budgeting and cash-flow forecasting were introduced to strengthen financial oversight. Financial procedures were reviewed and updated, including the Financial Controls Policy.

During the year the charity secured grant funding towards building improvements, enabling essential fire safety and property works to be completed.

The financial statements are set out in pages 10 to 13. During the year the charity generated income of £21,248 (2025: £27,845). Total expenditure during the year was £34,459 (2025: £32,449), giving a deficit for the year of £13,210 (2025: deficit of £4,964).

Total funds of the charity at year-end stand at £29,318 (2025: £42,528). The reserves of the charity, represented by unrestricted funds, have decreased from the previous year to £28,785 (2025: £42,004).

## Reserves

The Trustees recognise the importance of maintaining adequate reserves to ensure the continued operation of the charity, meet unforeseen expenditure and provide financial stability while future income is secured.

The Reserves Policy is reviewed each year in the Trustee Meeting at the end of the financial year or as near as possible when figures are available. The figure is to be maintained at a level sufficient to guarantee continuity of operations if one of the main hirers moves their operations elsewhere or there is a sudden unforeseen major demand.

Since the building itself is not owned by the Charity, major repairs to the fabric of the building are not, at present, considered as one of the risk factors. It is envisaged that this situation will change when the building is subject to the Community Asset Transfer order being considered by RMBC.

At present the reserves are maintained at £6,000 which is considered sufficient to allow the Charity to continue its normal activities for sufficient time to seek additional funding should major hire income be lost. This will be reviewed when the Community Asset Transfer is enacted and the conditions relating to the upkeep of the building clarified.

The reserves policy was adopted on 13 January 2026.

## Statement of Trustees responsibilities

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Signed on behalf of the charity's trustees:

Signed: Date:

Print name: _____

These financial statements have been prepared in accordance with our terms of engagement and in order to assist you to fulfil your duties with the Charities Act 2011 ('the Act') that relate to preparing the financial statements of the charity for the year ended 6 April 2026.

This report is made to the charity's trustees, as a body. My work has been undertaken so that I might compile the financial statements that I have been engaged to compile. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as body, for my work or for this report.

I have not carried out an independent examination and consequently do not express any financial opinion or statement of assurance on the financial statements.

Signed:

Faye Hazlehurst FMAAT
Community Accountant
FH Accountancy Services
Anston
Sheffield
S25 4JU

Date:

## THE DROP-IN CENTRE (RAWMARSH)

## RECEIPTS AND PAYMENTS

## YEAR ENDED 6 APRIL 2026

| | | Unrestricted Funds | Restricted Funds | Total 2026 | Unrestricted Funds | Restricted Funds | Total 2025 |
|---|---|---|---|---|---|---|---|
| **Receipts** | | £ | £ | £ | £ | £ | £ |
| Grants | **2** | - | 740 | 740 | - | 2,350 | 2,350 |
| Room hire | | 19,950 | - | 19,950 | 22,717 | - | 22,717 |
| Food Work sales | | - | 108 | 108 | - | - | - |
| Donations | | 250 | - | 250 | 500 | - | 500 |
| RMBC elections | | - | - | - | 1,200 | - | 1,200 |
| Other income | | 200 | - | 200 | 718 | - | 718 |
| **Total Receipts** | | **20,400** | **848** | **21,248** | 25,135 | 2,350 | 27,485 |

| | Unrestricted Funds | Restricted Funds | Total 2026 | Unrestricted Funds | Restricted Funds | Total 2025 |
|---|---|---|---|---|---|---|
| **Payments** | £ | £ | £ | £ | £ | £ |
| Property maintenance | 10,707 | 1,130 | 11,837 | 3,071 | 14,314 | 17,385 |
| Utilties | 7,261 | - | 7,261 | 4,652 | - | 4,652 |
| Food Work expenses | - | 100 | 100 | - | - | - |
| Cleaning | 1,769 | - | 1,769 | - | - | - |
| Equipment | 496 | - | 496 | - | - | - |
| Waste | 864 | - | 864 | - | - | - |
| General office expenses | 17 | - | 17 | 2,058 | - | 2,058 |
| General admin support | 4,690 | - | 4,690 | - | - | - |
| Telephone & internet | 1,446 | - | 1,446 | 1,046 | - | 1,046 |
| Printing, postage and stationery | 103 | - | 103 | - | - | - |
| Insurance | 611 | - | 611 | 96 | - | 96 |
| Accountancy and book keeping | 1,820 | - | 1,820 | 425 | - | 425 |
| Memberships and subscriptions | 469 | - | 469 | - | - | - |
| Refreshments | 52 | - | 52 | - | - | - |
| Donation | 2,020 | - | 2,020 | - | - | - |
| Security costs | - | - | - | 1,270 | - | 1,270 |
| Website | 528 | - | 528 | 2,006 | - | 2,006 |
| Other expenditure | 375 | - | 375 | - | - | - |
| **Subtotal payments** | 33,229 | 1,230 | 34,459 | 14,624 | 14,314 | 28,938 |
| **Asset purchased** | | | | | | |
| Purchase of equipment | - | - | - | 3,301 | - | 3,301 |
| Purchase of furniture | - | - | - | 210 | - | 210 |
| | - | - | - | 3,511 | - | 3,511 |
| **Total payments** | **33,229** | **1,230** | **34,459** | 18,135 | 14,314 | 32,449 |
| **Suplus/(deficit)** | **(12,829)** | **(382)** | **(13,210)** | 7,000 | (11,964) | (4,964) |
| Transfers between funds | **(390)** | **390** | **-** | - | - | - |
| Net movement in funds | (13,219) | 8 | (13,210) | 7,000 | (11,964) | (4,964) |
| Total funds brought forward | 42,004 | 524 | 42,528 | 35,004 | 12,488 | 47,492 |
| **Total funds carried forward** | **28,785** | **532** | **29,318** | 42,004 | 524 | 42,528 |

**THE DROP-IN CENTRE (RAWMARSH)**

**STATEMENT OF ASSETS AND LIABILITIES**

**YEAR ENDED 6 APRIL 2026**

| | Note | 2026 | 2025 |
|---|---|---|---|
| **Monetary Assets** | | **£** | **£** |
| Cash in hand | | 8 | - |
| Bank Current Account | | 29,310 | 42,528 |
| **Total Monetary Assets** | | **29,318** | 42,528 |
| **Represented by:** | | | |
| General Unrestricted Funds | | 28,786 | 42,004 |
| Restricted Funds | | 532 | 524 |
| **Total Funds** | | **29,318** | 42,528 |
| **Other Assets and Liabilities** | | | |
| Fixed Assets retained for the charity's own use (est present value) | | | |
| Furniture | | 5,000 | 6,057 |
| Kitchen Equipment | | 3,200 | 3,899 |
| | | 8,200 | 9,956 |
| Debtors | | | |
| Prepayment of insurance | | 296 | - |
| Rent income | | 1,359 | - |
| | | 1,655 | - |
| Creditors and other liabilities | | | |
| Accountancy fee | | (350) | (450) |
| Utilities | | (1,847) | - |
| Bookkeeping | | (140) | - |
| Waste | | (64) | - |
| | | (2,401) | (450) |

The trustees declare that they have approved the accounts above.
Signed on behalf of the charity's trustees:

Signed: Dated:

Print name: _____

## 1. Accounting policies

**Basis of the preparation of the accounts**
The financial statements have been prepared on a receipts and payments basis. Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context, “cash” includes cash equivalents, for example bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**Fund Structure**
Unrestricted funds
Represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, fundraising activities, and grants of a general nature.

Restricted funds
Restricted funds are those funds that have been provided to the charity for a particular purpose, and which may only be spent for the purposes for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on the fund, unless permission is given by the funder to remove the restriction on the balance outstanding.

**Income**
All incoming resources are recognised when they are receivable and are accounted for gross.

**Expenditure**
The charity is not registered for VAT and all expenditure is shown inclusive of non-recoverable VAT.

## 2. Grants received

| | Unrestricted funds £ | Restricted fund £ | Total funds 2026 £ | Total funds 2025 £ |
|---|---|---|---|---|
| Morrisons Foundation | - | - | - | 2,350 |
| RMBC - Ward Funding | - | 740 | 740 | - |
| | - | 740 | 740 | 2,350 |

All grants received in this and the previous financial year are restricted.

## 3. Trustees' remuneration, benefits and expenses

1 trustee provides self-employed admin services to the charity; the amount remunerated during the year was £4,690 (2025: none £nil).

Other than re-imbursed expenses there were no other payments, remuneration or benefits paid to trustees in this or the previous accounting period.

## 4. Related party transactions

3 of the current trustees are also trustees/directors of charities/organisations that occupy premises at the centre. The normal commercial rate is charged.

## 5. Independent Examiners Fee

During the period the cost of the accountancy fee was £350. For 2025 the Independent Examination fee was carried out by Voluntary Action Rotherham at a cost of £450.

## 6. Movement in restricted funds

| 2026 | Opening balance | Receipts | Payments | Transfers | Closing balance |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| Garden grant | 524 | - | | - | 524 |
| RMBC - Ward funding | - | 740 | (1,130) | 390 | - |
| Food Works | - | 108 | (100) | - | 8 |
| | 524 | 848 | (1,230) | 390 | 532 |

| *2025* | *Opening balance* | *Receipts* | *Payments* | *Transfers* | *Closing balance* |
|---|---|---|---|---|---|
| | *£* | *£* | *£* | *£* | *£* |
| *Garden grant* | *524* | *-* | *-* | *-* | *524* |
| *Refurbishment and staffing* | *11,964* | *-* | *(11,964)* | *-* | *-* |
| *Fire doors* | *-* | *2,350* | *(2,350)* | *-* | *-* |
| | *12,488* | *2,350* | *(14,314)* | *-* | *524* |

Transfers

The transfer from general funds to restricted funds is to cover the additional unfunded amount for the fire door.

**Restricted fund summary**

Garden grant

A grant received to refurbish the Community Centre's garden to make it easily accessible with the inclusion of a sensory area.

RMBC – devolved ward funding

A grant given towards the costs of the replacement fire door.

Food Works

Working in partnership with Foodworks to make good food accessible to all.