

**Xtrax Hastings and Rother
Young Peoples Drop-in Centre**

Registered charity, number 1174692

**Financial statements
for the year ended 31 March 2021**

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Xtrax Hastings & Rother
Charity number: 1174692

Xtrax **(Hastings and Rother)**

Trustees' annual report **For the year ended 31 March 2021**

Full name Xtrax (Hastings & Rother)

Other names by which the charity is known Xtrax

Registered charity number 1174692

Principal address 23 Priory Street, Hastings, TN34 1EA

Trustees Dave Harris – President
Sue Manwaring - Chair - elected 15/4/2018
Sue Herriott- elected 1/5/2018
Jane Stevens – resigned
Nigel Jenner – elected 24/6/2020
Symon Hewish -resigned 7/9/2021

Bankers Lloyds Bank, Hastings Branch, 17 Wellington Place, Hastings, East Sussex

Independent examiner

Lorraine Brown, employee of Rother Voluntary Action, 47 London Road, Bexhill-on-Sea, East Sussex, TN39 3JY

Governance and management

The charity is constituted and operates under the rules of its constitution adopted and accepted onto the register of charities as a Charitable Incorporated Organisation on the 18th September 2017.

The charity is managed by an executive committee (the trustees) which meets on a monthly basis to consider such matters as funding and staffing as the overall direction of the project. The day to day running of the project is delegated to a staff team.

The methods adopted for the recruitment and appointment of new trustees is laid down in the constitution.

Objectives

TO ACT AS A RESOURCE FOR YOUNG PEOPLE UP TO THE AGE OF 24 LIVING IN THE HASTINGS AND ROTHER AREA BY PROVIDING ADVICE AND ASSISTANCE AND ORGANISING PROGRAMMES OF PHYSICAL, EDUCATIONAL AND OTHER ACTIVITIES AS A MEANS OF:-

- A) ADVANCING IN LIFE AND HELPING YOUNG PEOPLE BY DEVELOPING THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS INDEPENDANT, MATURE AND RESPONSIBLE INDIVIDUALS.
- B) ADVANCING EDUCATION C) RELIEVING UNEMPLOYMENT
- D) PROVIDING RECREATIONAL AND LEISURE TIME ACTIVITY IN THE INTERESTS OF SOCIAL WELFARE FOR PEOPLE LIVING IN THE AREA OF BENEFIT WHO HAVE NEED BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISBILITY, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES WITH A VIEW TO IMPROVING THE CONDITIONS OF LIFE OF SUCH PERSONS.

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**Xtrax
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**Trustees' annual report
For the year ended 31 March 2021 – cont'd**

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main activities and achievements undertaken for the public benefit

In accordance with its charitable aims and to further public benefit XTRAX undertook the following activity during the reporting period.

The Charity stabilised its financial position by concluding negotiations with the National Lottery to secure £180,000 over a 3 year period to resource work providing advice, advocacy and practical support to the most marginalised young people in Hastings. We were also grateful for funding from the Tudor Trust, Children in Need and the Blagrove Trust.

Because of lockdowns, for a significant period during the time covered by this report, the XTRAX drop in centre was closed to the public. Nevertheless, the Charity maintained contact with young people by instituting and expanding programmes of detached and outreach work. Through this service workers engaged directly with young people in local neighbourhoods and areas where they were congregating. We were able to offer support and advice. We were proud that our services continued uninterrupted at a time when nationally many centres were not available to young people.

Our client group (young people aged 16-25) experienced much disruption during the period as their education ceased or went online and many younger workers were laid off or furloughed. The Charity recognised the need to understand what young people were experiencing and therefore we instituted a survey/research project via which they could record their view and experiences. The "We asked 100 young people" project reached its target audience and the information was published in a report distributed to stakeholders. We are using the result of this work to inform a review of our strategic plan through which we are evaluating our future service model.

We continued to engage with a new funder, the Blagrove Trust, and were successful in receiving funding to deliver our work and develop a relationship with them which has subsequently led to further resources.

We maintained contact with our regular users through a telephone mental health and wellbeing check in service through which we could stay in touch, understand the issues they were facing and signpost to other services when this was needed.

Similarly we also expanded our social media profile during the COVID Lockdown periods so we could make young people aware of services they could access, their rights and their responsibilities.

In line with the COVID guidelines we nonetheless maintained 1-2-1 support to 37 young people (usually over several appointments) providing advice support and advocacy on a range of issues including:

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Trustees' annual report For the year ended 31 March 2021 – cont'd

- 20 young people requiring housing advice and advocacy,
- 7 received ongoing mental health support
- 5 for support with employment and/or training.

Our outreach team went into the community on 69 occasions contacting 698 young people (364 male and 334 female)

We utilised the period our premises was closed to make changes and upgrade our building with new furniture and precautions to ensure that when our services resumed we could re-open in a COVID-safe way. We obtained special grant funding from Sussex Community Foundation, Foreshore Trust and Lloyd's Foundation, Children in Need, Silver Lady Fund, Magdalen and Lasher and the Big Lottery. These improvements enabled us to offer our building as a resource to other services to improve access for young people and generate income for the charity.

The Charity also reviewed the way we record information and evaluate the impact of our services and ways this could be improved. To address the issues we implemented a new GDPR compliant relational database system (UPSHOT) and undertook training for staff and volunteers to use this in a consistent and meaningful way.

Recognising that services for young people need to be more "joined up" the Charity participated in online discussions as part of the Hastings Youth Partnership to share information, plan joint work and reduce some of the barriers young people face.

Whilst our services faced disruption as a result of the pandemic we achieved continuity and continued to offer support to a wide range of vulnerable and often very anxious young people.

The charity's policy on reserves

At the balance sheet date Xtrax had net assets of £45,586. The annual running costs of the centre amount to approx. £126,489 p.a., and therefore the current level of reserves represents approximately 4 months funding for running costs.

The project remains dependant on relatively short term funding for its operations. In the Trustees opinion reserves should represent a minimum of one year's funding to enable the project sufficient time to seek alternative sources of funding if the current sources cease to be available. Therefore the charity will continue to seek opportunities to build up its reserves to this ideal level.

Responsibilities of the Trustees

The Trustees are responsible for preparing financial statements in accordance with applicable law and United Kingdom generally Accepted Accounting Practice. Under Charity law the trustees are required to prepare financial statements for each

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**Trustees' annual report
For the year ended 31 March 2021 – cont'd**

financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In

preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) Prepare the financial statement on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enables the Trustees to ascertain the financial position of the charity and to ensure that the financial statement comply with the Charities Act 2011, the Charity (Accounts and Reports) regulations 2008 and the provisions of the constitution. 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.

This report was approved by the Trustees on:

And signed on its behalf by:

Chair



Secretary



Xtrax Hastings & Rother
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**Independent examiner's report to the trustees of
Xtrax Hasting and Rother
for the year ended 31 March 2021**

I report on the accounts of the charity, which are set out on pages 2 to 10

Respective responsibilities of committee & 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 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

Basis of independent examiners 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 statement below.

Independent examiners statement

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

1. which gives reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Lorraine Brown

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Lorraine Brown
Employee of
Rother Voluntary Action
47 London Road, Bexhill-on-Sea, East Sussex TN39 3JY

Dated: 27/01/2022

Xtrax Hastings & Rother
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Xtrax Hastings and Rother
Receipts and payments accounts
for the period 1st April 2020 to 31st March 2021

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total Funds £	Total Funds 2020 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Donations, legacies and grants:					
Grants and donations	2	25,948	84,045	109,995	103,458
Fundraising income	2	-	-	-	-
		25,948	84,045	109,995	103,458
Other incoming resources	3		212	212	4,398
TOTAL INCOMING RESOURCES		25,948	84,257	110,207	107,856
RESOURCES EXPENDED					
Charitable activities					
Support costs for grants and activities	4	20,033	105,060	125,092	89,676
Governance costs	4		1,397	1,397	1,652
TOTAL RESOURCES EXPENDED		20,033	106,457	126,490	91,328
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME(EXPENDITURE) FOR THE YEAR		5,915	(22,200)	(16,282)	16,528
Transferred from dissolved charity number 1037310		-	-	-	29,058
TOTAL FUNDS AT 1 APRIL 2020		2,198	43,388	45,586	-
TOTAL FUNDS AT 31 MARCH 2021		8,113	21,188	29,303	45,586

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Xtrax Hastings and Rother **Statement of assets and liabilities** **at 31 March 2021**

	Note	Restricted funds £	Unrestricted funds £	Total funds 2021 £	Total funds 2020 £
CURRENT ASSETS					
Cash at bank and in hand		8,113	21,188	29,303	45,586
		8,113	21,188	29,303	45,586
CURRENT LIABILITIES					
NET ASSETS					
		8,113	21,188	29,303	45,586
REPRESENTED BY:					
Accumulated fund b/f				45,586	29,058
Net profit/(loss)				-16,282	16,528
				29,303	45,586

These financial statements are accepted on behalf of the charity by:

AP Herritt
Treasurer

Sue Manwaring
Chair

Date: 27.1.22

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**Xtrax Hastings and Rother
Notes to the accounts
for the year ended 31 March 2021 – cont'd**

ACCOUNTING POLICIES

1.1 Receipts and payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

1.3 Incoming Resources

All incoming resources are included in the Receipts and Payments accounts when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost

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Notes to the accounts
for the year ended 31 March 202- cont'd

is quantifiable and measurable. No income is recognized where there is no financial cost borne by a third party. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.4 Resources expended

All expenditure is accounted for on receipts and payments basis and as been included under expense categories that aggregate all costs for allocation of activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at the principal address or outreach.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

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Xtrax Hastings and Rother
Notes to the accounts
for the year ended 31 March 202- cont'd

2. GRANTS, LEGACIES & DONATIONS

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
		25,948	84,045	109,995	103,458
Grants and donations including the following:					
Anjoli Steward Fund				0	-
Belgrave Trust			12,000	12,000	12,000
Big Lottery Fund for IT costs				0	-
Big Lottery	20,052			20,052	
Chalf Cliff Trust			5,000	5,000	5,000
Children in Need			13,282	13,282	9,863
Didymus				0	-
Foyle Foundation				0	-
Galbraith CS (Green Insurance)			1,000	1,000	
Hastings Area Community Fund				0	-
Hastings Charitable Trust			764	764	774
Hastings Lion	1,000			1,000	1,000
HBC			3,294	3,294	7,841
Henry Smith Charity				0	5,000
Isabella Blackman Centre			1,000	1,000	
Kings Church			3,100	3,100	
Lloyds Bank Foundation			7,795	7,795	25,000
Magdalen & Lasher Charity			1,000	1,000	600
Police Commission				0	-
Princes Trust				0	-
Silver Lady Trust			3,900	3,900	455
Sussex Community Foundation	4,896			4,896	5,000
The Francis & Eric Ford Charity			500	500	500
The Bedgebury Foundation			2,000	2,000	
Tudor Trust			27,000	27,000	25,000
Winkle Club			200	200	200
Gift Aid			240	240	385
Sundry donations			1,970	1,970	4,840
		25,948	84,045	109,993	103,458
Transferred from dissolved charity number 1037310		-	-	-	-

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Xtrax Hastings and Rother **Notes to the accounts** **for the year ended 31 March 202- cont'd**

3. OTHER INCOMING RESOURCES

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Misc income	-	212	212	473
Rental income	-	-	-	3,925

4. SUPPORT AND GOVERNANCE COSTS

STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	82,587	53,577
Payroll bureau	338	358
Pension costs	1,647	1,128
	<u>84,572</u>	<u>55,063</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Project Worker, Management and Administration	<u>10</u>	<u>6</u>

No employee received remuneration amounting to more than £60,000 in either year

Pension costs

The charity operates a defined contribution pension scheme in respect of employees. The scheme and its assets are held by independent managers. The pension represents contributions due from the employer.

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Notes to the accounts
for the year ended 31 March 202- cont'd

SUPPORT & GOVERNANCE COSTS – cont'd

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	18,784	65,788	84,572	55,063
Rent		12,395	12,395	15,141
Rates		824	824	978
Water rates		240	240	389
Light & heat		1,405	1,405	2,714
Waste disposal & cleaning		1,987	1,987	1,718
Telephone and internet		1,196	1,196	1,135
Equipment	410	5,638	6,048	1,158
Insurance		660	660	1,378
Travel expenses		74	74	553
Printing, postage & stationery		674	674	957
Advertising & recruitment		164	164	211
Refurbishment / Repairs & maintenace		5,962	5,962	3,794
Office expenses/general admin.	302	604	906	262
Satelite TV and licence		163	163	160
Hastings BID Levy		-	-	58
IT costs		1,334	1,334	1,690
Accountancy & book keeping support		1,397	1,397	194
Professional Services		3,731	3,731	-
Bank charges		187	187	212
Subscription (on line giving)		-	-	-
Sundry expenses		811	811	825
Provisions	536	814	1,350	2,104
Volunteer expenses		375	375	390
VP activities		34	34	246
	<u>20,033</u>	<u>106,457</u>	<u>126,490</u>	<u>91,328</u>

5. TRUSTEES REMUNERATION

During the year, Sue Manwaring, Trustee received remuneration as a freelance trainer through a Service Delivery Agreement setting out the terms approved by the executive committee. The value of the contract was £225 paid on 14/09/2020.