



## **Xtrax (Hastings and Rother)**

Registered Charity Number: 1174692

### **Trustees Annual Report and Financial Statements**

**For the year ended**

**31<sup>st</sup> March 2022**

**CONTENTS OF THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31<sup>ST</sup> MARCH 2022**

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31<sup>st</sup> March 2022.

**CHARITY INFORMATION**

<b>Name of Charity:</b>	Xtrax (Hastings and Rother)
<b>Other Names by which the charity is known:</b>	Xtrax
<b>Principal Address:</b>	23 Priory Street, Hastings, East Sussex TN34 1EA
<b>Registered Charity Number:</b>	1174692
<b>Governing Document:</b>	CIO – Foundation Registered at Charity Commission on 18 Sep 2017, Amended on 23 Oct 2018
<b>Trustees:</b>	Sue Manwaring, Chair (elected 15/04/2018) Nigel Jenner (elected 24/06/2020) Larna Pantry-Mayer (elected 01/04/2022) Sue Herriott (resigned 30/09/2022)
<b>Bankers:</b>	Lloyds Bank, Hastings Branch, 17 Wellington Place, Hastings, East Sussex, TN34 1NX
<b>Independent Examiner:</b>	Lorraine Brown Blue Ridge Accounting Services Ltd The Old Court House North Trade Road Battle East Sussex TN33 0EX

**REPORT OF THE TRUSTEES (Cont'd)  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31<sup>st</sup> March 2022.

**STRUCTURE, 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 18<sup>th</sup> September 2017, amended 23<sup>rd</sup> October 2018.

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 independent, 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 disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

**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:

In the last year the Charity continued to benefit from the 3-year funding secured in the previous financial year from the National Lottery and Children in Need. In addition, we were successful in securing continuation funding from the Blagrove Trust, assisting us in our continued work providing advice, advocacy and practical support to the most marginalised young people in Hastings. Our IT equipment was in desperate need of updating and so a bid was successfully made for £10,000 via IT4Charity; helping us to continue our provision of a good quality service and help tackle digital exclusion for the young people we work with. Additionally, we have been working on an updated, more accessible website which will

**REPORT OF THE TRUSTEES (Cont'd)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

provide visitors with access to useful information guides and the ability to book 1:1 appointments with an adviser, via an online portal.

We were also grateful for funding from The Tudor Trust, Trusthouse Charitable Foundation, The Magdalene & Lasher Charity, Kings Church 1066 and last but by no means least, a special thanks to The Silver Lady Fund, who offered us significant financial support at a time when we found ourselves in dire need.

The charity faced significant disruption over the previous two years due to the pandemic and spring 2021 saw Xtrax emerging with the rest of the population, into a 'brave new world'.

We successfully recruited a new Service Manager in June and tasked them with relaunching the Xtrax service. The Xtrax 'Grand Re-Opening' took place in September 2021 and we were once again happy to re-engage in person with young people and partners from services like ESCC Early Help Service, YES, The YCentre, i-Rock, Fellowship of St Nicholas and Educating Futures Trust. In addition, we continued to build on the work we had started in the previous year, both strengthening current partnerships and creating new ones, thus nurturing our commitment to be a more 'joined up' service with our local partners and growing our provision.

We expanded on the project we initially started as part of our Outreach work during Lockdown, as a result of the Blagrove funding we received. Supporting the young people involved to direct and edit a film highlighting the issues they wanted to raise regarding the free skate park they access in Hastings; Boyley Forever Skate Park. The work continues and the young people are now planning their next steps, which will include fundraising activity to raise the money needed.

We were able to open our doors to our service users once again but found that the period of closure had resulted in a significant change in the way young people were engaging with our service.

We wanted to ensure that we were continuing to meet the needs of the young people we serve in the community, so we completed two surveys; one focused on our outreach service and the other on evaluating the more intensive provision the young people access at the centre. The results demonstrated that although the service that Xtrax provides continues to be invaluable to those accessing it, the way in which young people wanted to access us had changed. We reviewed our model of working and made some significant changes to the way we operate in order to better meet the needs of the community we serve. We now work to a 'Hub and Spoke' model where the Hub is the centre we work from in central Hastings and the 'spokes' involve working in several local communities in Hastings and Rother. Consequently, we are now reviewing our current data recording system and looking to update it in order to better evidence the impact our work is having on the young people the charity supports.

In addition, Xtrax has gone through a review of all of its policies and procedures and introduced updated staff contracts as part of an organisation wide exercise to embed more stable foundations for us to work from, following the period of uncertainty and instability that the pandemic presented us with.

**REPORT OF THE TRUSTEES (Cont'd)  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

Due to the success of our 'Wellbeing telephone check-in' provision during the pandemic, the decision was made to maintain this service, facilitating our ability to maintain engagement with young people we have been working with, who may not have been in contact recently and often resulting in our support workers being able to 'pick up' on issues before they became unmanageable. At the beginning of the financial year, Xtrax continued to work in line with Government and National Youth Agency COVID guidelines, providing a blended provision of online and face to face support, advice, guidance and advocacy. As guidance permitted, Xtrax was able to return to a full in-person provision. Xtrax was therefore able to provide a total of 66 group sessions and 293 face to face appointments with 124 young people, offering support and guidance on a range of issues including:

- 32 young people requiring housing and benefits advice and advocacy,
- 40 were supported to access Food Parcels
- 17 received ongoing mental health and wellbeing support
- 6 for support with employment and/or training

Our outreach team went into the community on 63 occasions contacting 636 young people (398 male, 225 female and 13 other)

Looking forward, Xtrax has plans to make the website more accessible, providing the ability to book appointments with our advisers, access current information and useful resources for both professionals and service users. Moreover, we will be further embedding our new working model, making certain that our provision continues to not only serve the young people that rely on our service, but also ensures their voices are heard and influence the services and communities they live in.

**The charity's policy on reserves**

At the balance sheet date at 31<sup>st</sup> March 2022 Xtrax had net assets of £48,658. The running costs for the Centre for the year amounted to £127,154. Therefore, the level of reserves at 31<sup>st</sup> March 2022 represented approximately 4 months funding for running costs.

The project remains dependent on relatively short-term funding for its operations. In the Trustees opinion, reserves should represent a minimum of 6 month'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.

**Risk Assessment**

The trustees have identified and reviewed the risks both financial and non-financial to which Xtrax might be exposed. They have taken steps to mitigate the impact of such risks.

**Responsibilities of the Trustees**

The Trustees are responsible for preparing financial statements in accordance with applicable law and United Kingdom generally Accepted Accounting Practice.

**REPORT OF THE TRUSTEES (Cont'd)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

Under Charity law the trustees are required to prepare financial statements for each 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: Jan 13, 2023

And signed on its behalf by:

Sue Manwaring  
Sue Manwaring (Jan 13, 2023 07:17 GMT)

Sue Manwaring – Chair/Trustee

Nigel Jenner  
Nigel Jenner (Jan 13, 2023 16:48 GMT)

Nigel Jenner - Trustee

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF XTRAX (HASTINGS AND ROTHER)  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

I report to the charity trustees on my examination of the accounts of Xtrax (Hastings and Rother) for the year ended 31<sup>st</sup> March 2022.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The 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 2011,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with 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 examiner's statement**

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Signed: Lorraine Brown  
Lorraine Brown  
Blue Ridge Accounting Services Ltd  
The Old Court House  
North Trade Road  
Battle  
East Sussex TN33 0EX

Dated: 20th January 2023



**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Donations, legacies and grants:					
Grants and donations	2	79,968	63,504	143,472	109,995
Fundraising	2	-	633	633	-
		79,968	64,137	144,105	109,995
Other incoming resources	3	-	2,404	2,404	212
<b>Total incoming resources</b>		<b>79,968</b>	<b>66,541</b>	<b>146,509</b>	<b>110,207</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Support costs for grants and activities	4	73,233	52,729	125,962	125,092
Governance costs	4	-	1,192	1,192	1,397
<b>Total resources expended</b>		<b>73,233</b>	<b>53,921</b>	<b>127,154</b>	<b>126,489</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>6,735</b>	<b>12,620</b>	<b>19,355</b>	<b>(16,282)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Net movement in funds</b>		<b>6,735</b>	<b>12,620</b>	<b>19,355</b>	<b>(16,282)</b>
<b>Total funds brought forward</b>		<b>8,113</b>	<b>21,190</b>	<b>29,303</b>	<b>45,585</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>14,848</b>	<b>33,810</b>	<b>48,658</b>	<b>29,303</b>

**STATEMENT OF ASSETS AND LIABILITIES  
AT 31<sup>ST</sup> MARCH 2022**

	Note	Restricted funds £	Unrestricted funds £	Total funds 2022 £	Total funds 2021 £
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		<b>14,848</b>	<b>33,810</b>	<b>48,658</b>	29,903
		<b>14,848</b>	<b>33,810</b>	<b>48,658</b>	29,903
<b>CURRENT LIABILITIES</b>					
		-	-	-	-
<b>NET ASSETS</b>		<b>14,848</b>	<b>33,810</b>	<b>48,658</b>	29,903
<b>REPRESENTED BY:</b>					
Accumulated fund b/f				<b>29,303</b>	45,585
Net profit/(loss)				<b>19,355</b>	(16,282)
				<b>48,658</b>	29,303

The financial statements were approved by the trustees on: Jan 13, 2023  
and signed on its behalf by:

,

Sue Manwaring  
Sue Manwaring (Jan 13, 2023 07:17 GMT)

Sue Manwaring – Chair/Trustee

Nigel Jenner  
Nigel Jenner (Jan 13, 2023 16:48 GMT)

Nigel Jenner – Trustee

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**1. Accounting Policies**

**Receipts and Payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**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.

**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 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.

**Resources expended**

All expenditure is accounted for on receipts and payments basis and has 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.

**NOTES TO THE ACCOUNTS (Cont'd)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**2. Grants, Legacies & Donations**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Note				
	<b>79,968</b>	<b>64,137</b>	<b>144,105</b>	<b>109,995</b>
Grants and donations including the following:				
Belgrave Trust		<b>23,400</b>	<b>23,400</b>	12,000
National Lottery Community Fund for IT costs	<b>9,981</b>		<b>9,981</b>	0
National Lottery Community Fund	<b>60,000</b>		<b>60,000</b>	20,052
Chalk Cliff Trust			-	5,000
Children in Need	<b>9,987</b>		<b>9,987</b>	13,282
Galbraith CS (Green Insurance)			-	1,000
Hastings Charitable Trust			-	764
Hastings Lion			-	1,000
HBC			-	3,294
Isabella Blackman Centre			-	1,000
Kings Church			-	3,100
Lloyds Bank Foundation			-	7,795
Magdalen & Lasher Charity			-	1,000
Silver Lady Trust		<b>749</b>	<b>749</b>	3,900
The Francis & Eric Ford Charity		<b>500</b>	<b>500</b>	500
The Bedgebury Foundation			-	2,000
Trusthouse		<b>10,000</b>	<b>10,000</b>	0
Tudor Trust		<b>25,000</b>	<b>25,000</b>	27,000
Winkle Club			-	200
Gift Aid		<b>416</b>	<b>416</b>	240
Fundraising		<b>633</b>	<b>633</b>	0
Sundry donations		<b>3,439</b>	<b>3,439</b>	1,970
	<b>79,968</b>	<b>64,137</b>	<b>144,105</b>	<b>109,995</b>

**NOTES TO THE ACCOUNTS (Cont'd)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**3. Other incoming resources**

	<b>Restricted funds 2022</b>	<b>Unrestricted funds 2022</b>	<b>Total funds 2022</b>	<b>Total funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Misc. income	-	626	626	212
Rental income	-	1,778	1,778	-
	<b>0</b>	<b>2,404</b>	<b>2,404</b>	<b>212</b>

**4. Support and governance costs**

**Staff costs and numbers**

Staff costs were as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	76,041	82,587
Payroll bureau	344	338
Pension costs	1,986	1,647
	<b>78,370</b>	<b>84,572</b>

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

	<b>2022</b>	<b>2021</b>
Project Worker, Management and Administration	<b>9</b>	<b>10</b>

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

**NOTES TO THE ACCOUNTS (Cont'd)**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**Support and governance costs (Cont'd)**

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	52,016	26,354	78,370	84,572
Rent	5,996	6,980	12,977	12,395
Rates	466	499	964	824
Water rates		216	216	240
Light & heat	1,315	894	2,208	1,405
Waste disposal & cleaning	552	91	643	1,987
Telephone and internet	449	945	1,394	1,196
Equipment		402	402	6,048
Insurance	358	295	653	660
Travel/parking expenses		715	715	74
Printing, postage & stationery		696	696	674
Advertising & recruitment	441	438	879	164
Refurbishment / Repairs & maintenance	112	7,631	7,743	5,962
Office expenses/general admin.		1,657	1,657	906
Satellite TV and licence		164	164	163
IT costs	8,968	-	8,968	1,334
Events		1,466	1,466	-
Professional Services/Accountancy		1,192	1,192	5,129
DBS charges		275	275	-
Bank charges		194	194	187
Subscriptions/licences		1,606	1,606	-
Sundry expenses		248	248	811
Provisions		-	-	1,350
Training/Volunteer/Welfare expenses	880	749	1,629	375
Project costs/activities	1,681	213	1,894	34
	<u>73,233</u>	<u>53,921</u>	<u>127,154</u>	<u>126,490</u>

**5. Trustees' remuneration, expenses and benefits**

Trustees received no remuneration, expenses, or benefits in this period.

**6. Previous period comparison**

The financial year end of the charity is 31<sup>st</sup> March 2022. The previous period's figures have been included for comparison.