



Xtrax (Hastings and Rother)

Registered Charity Number: 1174692

**Trustees Annual Report and
Financial Statements**

For the year ended

31st March 2023

CONTENTS OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 31ST MARCH 2023

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31st March 2023.

CHARITY INFORMATION

Name of Charity:	Xtrax (Hastings and Rother)
Other Names by which the charity is known:	Xtrax
Principal Address:	Eagle House, 27-29 Cambridge Road, Hastings, TN34 1DJ
Registered Charity Number:	1174692
Governing Document:	CIO – Foundation Registered at Charity Commission on 18 Sep 2017, Amended on 23 Oct 2018
Trustees:	Sue Manwaring, Chair (elected 15/04/2018) Nigel Jenner (elected 24/06/2020) Larna Pantrey-Mayer (elected 01/04/2022) Sue Herriott (resigned 30/09/2022) Donovan Kitson (elected 13/07/2023)
Bankers:	Lloyds Bank, Hastings Branch, 17 Wellington Place, Hastings, East Sussex, TN34 1NX
Independent Examiner:	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 31ST MARCH 2023

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31st March 2023.

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 18th September 2017, amended 23rd 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. Additionally, we have been working on an updated, more accessible website which will 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 new funding from Foreshore Trust, Ernest Kleinwort and Sussex Community Foundation.

REPORT OF THE TRUSTEES (Cont'd) FOR THE YEAR ENDED 31ST MARCH 2023

We continued to build on the work we had started in the previous financial 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. We are continuing to support the young people involved in the Boyley Forever Skate Park project. The work continues and the young people are now planning their next steps, which will include fundraising activities to raise further money needed to develop the site.

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. Xtrax was able to provide young people support and guidance on a range of issues. The statistics were as follows:

49 Drop in sessions were held with **55** young people making a total of **269** visits.

426 face-to-face appointments with **205** young people, offering support and guidance on a range of issues including:

- **111** appointments were housing focused.
- **29** young people were supported to access Food Parcels.
- **157** appointments were mental health and wellbeing focused.
- **26** young people provided with support were identified as being in a 'crisis situation'.

Our Outreach team went into the community on **85** occasions engaging with **640** young people.

900 Young People were offered support by Xtrax in the year 2022 to 2023.

Over **2,000** hours of face-to-face information, advice, guidance and support was provided to the young people of Hastings and Rother in the year.

Future plans

Looking forward, Xtrax has plans to further enhance the website, making it more accessible in order to access current information and 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 ensure their voices are heard and influence the services and communities they live in.

The charity relocated to new premises and are currently working alongside another organisation as part of a youth infrastructure fund initiative to build new services for young people.

REPORT OF THE TRUSTEES (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023

Financial review

Total income for the year was £111,055 (2022: £146,509). Total expenditure was £133,525 (2022: £127,154). At the year-end there were unrestricted funds of £3,412 (2022: £33,810), and restricted funds of £22,777 (2022: £14,848).

The charity's policy on reserves

At the balance sheet date at 31st March 2023 Xtrax had net assets of £26,188 (2022: £48,658). The running costs for the Centre for the year amounted to £133,525. Therefore, the level of reserves at 31st March 2023 represented approximately 2 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.

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.

**REPORT OF THE TRUSTEES (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023**

This report was approved by the Trustees on 18/12/2023

And signed on its behalf by:

Sue Manwaring
Sue Manwaring (Jan 4, 2024 16:50 GMT)

Sue Manwaring – Chair/Trustee

Nigel Jenner
Nigel Jenner (Dec 30, 2023 11:03 GMT)

Nigel Jenner - Trustee

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF XTRAX (HASTINGS AND ROTHER)
FOR THE YEAR ENDED 31ST MARCH 2023**

I report to the charity trustees on my examination of the accounts of Xtrax (Hastings and Rother) for the year ended 31st March 2023.

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: 05/01/2024

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Donations, legacies and grants:					
Grants and donations		84,927	20,497	105,424	143,472
Fundraising		-	-	-	633
	2	84,927	20,497	105,424	144,105
Other incoming resources	3	-	5,631	5,631	2,404
Total incoming resources		84,927	26,128	111,055	146,509
RESOURCES EXPENDED					
Charitable activities:					
Support costs for grants and activities	4	76,998	53,852	130,850	125,962
Governance costs	5	-	2,675	2,675	1,192
Total resources expended		76,998	56,527	133,525	127,154
NET INCOME/(EXPENDITURE) FOR THE YEAR		7,929	(30,398)	(22,470)	19,355
RECONCILIATION OF FUNDS					
Net movement in funds		7,929	(30,398)	(22,470)	19,355
Total funds brought forward		14,848	33,810	48,658	29,303
TOTAL FUNDS CARRIED FORWARD		22,777	3,412	26,188	48,658

BALANCE SHEET
AT 31ST MARCH 2023

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2023	Total Funds 2022
Fixed Assets					
Tangible assets		-	-	-	-
Current Assets					
Debtors	9	-	1,242	1,242	-
Cash at bank and in hand		23,519	9,875	33,394	48,658
		23,519	11,117	34,636	48,658
Creditors					
Amounts falling due within one year	10	(2,367)	(6,081)	(8,448)	-
Net Current Assets		21,152	5,036	26,188	48,658
Net Assets		21,152	5,036	26,188	48,658
Represented by:					
Restricted funds				21,152	14,848
Unrestricted funds				5,036	33,810
Total Funds				26,188	48,658

The financial statements were approved by the trustees on 18/12/2023
and signed on its behalf by:

Sue Manwaring
Sue Manwaring (Jan 4, 2024 16:50 GMT)
Sue Manwaring – Chair/Trustee

Nigel Jenner
Nigel Jenner (Dec 30, 2023 11:03 GMT)
Nigel Jenner – Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023**

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value, unless otherwise stated in the relevant notes, in accordance with the Charities Act 2011; Charities SORP 'Accounting and Reporting by Charities: Statement of Recommended Practice, and UK Financial Reporting Standard applicable to charities effective 1 January 2019 and the Companies Act 2006.

Income

Income is recognised in the Statement of Financial Activities once the charity becomes entitled to the funds, it is probable that the income will be received and the amount can be measured reliably.

No amounts are included in the financial statements for services donated by volunteers.

Expenditure and liabilities

- Expenditure is recognised on an accruals 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.
- The charity is not registered for VAT; thus, all costs are shown inclusive of VAT charged.
- Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice on governance or constitutional matters.
- Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life, based on standard rates used in the sector.

Fixtures, fittings and equipment	-	3 years
Computer equipment	-	3 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

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.

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023

Debtors

Debtors are recognised at the settlement amount due.

Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand includes small amounts of cash, and bank deposits repayable on demand in both current and deposit accounts.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

Accrued amounts are normally valued at their settlement amount.

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023

2. Grants, Legacies & Donations

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Note				
	84,927	20,497	105,424	144,105
Grants and donations including the following:				
Belgrave Trust		12,000	12,000	23,400
National Lottery Community Fund for IT costs			-	9,981
National Lottery Community Fund	60,000		60,000	60,000
Ernest Kleinwort	3,000		3,000	-
Children in Need	10,487		10,487	9,987
Foreshore Trust	1,440		1,440	-
Sussex Community Foundation	10,000		10,000	-
Silver Lady Trust			-	749
The Francis & Eric Ford Charity			-	500
Trusthouse			-	10,000
Tudor Trust			-	25,000
Gift Aid			-	416
Fundraising			-	633
Donations:				
Galbraith CS (Green Insurance)		793	793	-
Anjoli Stewart Charitable Trust		1,500	1,500	-
Hastings Charitable Institutions Trust		808	808	798
Silver Lady Trust		500	500	-
Priscilla Ann-Ryan's estate		2,585	2,585	-
Martyn Hyland funeral donations		170	170	-
Hollington Church in the Wood		500	500	-
Sundry donations		1,641	1,641	2,641
	84,927	20,497	105,424	144,105

**NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023**

3. Other incoming resources

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Misc. income	-	609	609	626
Rental income	-	5,023	5,023	1,778
	<u>0</u>	<u>5,631</u>	<u>5,631</u>	<u>2,404</u>

CHARITABLE ACTIVITIES COSTS:

4. Support Costs for grants and activities

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	60,564	37,420	97,984	78,370
Rent	7,402	5,897	13,299	12,977
Rates	802	244	1,047	964
Water rates		156	156	216
Light & heat	1,085	1,708	2,792	2,208
Waste disposal & cleaning	479	45	524	643
Telephone and internet	1,774	1,751	3,525	1,394
Equipment		400	400	402
Insurance	909	634	1,543	653
Travel/parking expenses	50	185	236	715
Printing, postage & stationery	438	428	865	696
Advertising & recruitment	358	525	883	879
Refurbishment / Repairs & maintenance				7,743
Office expenses/general admin.	362		362	1,657
Satellite TV and licence		164	164	164
IT costs		1,465	1,465	8,968
Events				1,466
Professional Services/Accountancy	279	2,675	2,954	1,192
DBS charges		228	228	275
Bank charges		133	133	194
Subscriptions/licences	1,123	1,823	2,945	1,606
Sundry expenses	13	64	77	248
Training/Volunteer/Welfare expenses	812		812	1,629
Project costs/activities	547	584	1,131	1,894
	<u>76,998</u>	<u>56,527</u>	<u>133,525</u>	<u>127,154</u>

**NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023**

5. Governance Costs

	2023
	£
Legal fees	2,079
Accountancy fees	-
Independent Examination fees	875
Annual Return fee	13
	<u>2,967</u>

6. Support Costs for grants and activities

Staff costs and numbers

Staff costs were as follows:

	2023	2022
	£	£
Wages and salaries	96,018	76,041
Payroll bureau	697	344
Pension costs	1,269	1,986
	<u>97,984</u>	<u>78,370</u>

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

	2023	2022
Project Worker, Management and Administration	<u>9</u>	<u>9</u>

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

7. Trustees' remuneration, expenses and benefits

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

8. Previous period comparison

The financial year end of the charity is 31st March 2023. The previous period's figures have been included for comparison.

9. Related party disclosures

There were no related party transactions for the year ended 31st March 2023.

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2023

10. Debtors and prepayments

	2023	2022
	<u>£</u>	<u>£</u>
Prepayments	1,242	-

11. Creditors: amounts falling due within one year

	2023
	<u>£</u>
Trade creditors	2,705
HMRC PAYE Liabilities	1,452
NEST Pension Liabilities	242
Accruals	2,849
Deferred income	1,200
	<u>8,448</u>

12. Movement in funds

	At 1/4/22 £	Net Movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	<u>33,810</u>	<u>-30,398</u>	<u>3,412</u>
Total Funds	<u>33,810</u>	<u>-30,398</u>	<u>3,412</u>

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	<u>26,128</u>	<u>-56,527</u>	<u>-30,398</u>
Total Funds	<u>26,128</u>	<u>-56,527</u>	<u>-30,398</u>

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