



Xtrax (Hastings and Rother)

Charitable Incorporated Organisation

Registered Charity Number: 1174692

Trustees' Annual Report and Financial Statements

For the year ended

31st March 2024

CONTENTS OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 31ST MARCH 2024

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024**

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31st March 2024.

CHARITY INFORMATION

Name of Charity:	Xtrax (Hastings and Rother)
Other Names by which the charity is known:	Xtrax
Principal Address:	Rose Cottage, 7 Gotham Alley, Hastings, TN34 1HB
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 (resigned 22/12/2023) 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 2024

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31st March 2024.

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 final grant of 3-year funding secured from The Community Fund (Lottery). In addition, we were successful in securing continuation funding from the Blagrave Trust, assisting us in our continued work providing advice, advocacy and practical support to the most marginalised young people in Hastings. We were fortunate to be awarded new 3 year funding from Tudor Trust and the UK Youth Fund.

We were also grateful for funding from SCDA, The Albert Hunt Trust and The Silver Lady Fund.

REPORT OF THE TRUSTEES (Cont'd) FOR THE YEAR ENDED 31ST MARCH 2024

Additionally, we continue to work 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 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 young people are now planning their next steps, which will include fundraising activities to raise further money needed to develop the site.

Recognising that some of the young people we work with are in relationships and having children we have worked to set up a programme through which young parents can acquire skills and support and access to other services.

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:

We worked with **95** young people, conducting **479** appointments (an average of 5 sessions per young person). Support and guidance were provided on a range of issues including:

- **110** appointments were housing focused,
- **222** appointments were based around general advice and guidance, other issues,
- **9** young people were supported to access Food Parcels,
- **109** appointments were mental health and wellbeing focused,
- **29** young people provided with support were identified as being in a 'crisis situation'.

50 Drop-In sessions were held with **296** young people. We also provided a weekly support group to young parents and babies. We are looking to enhance and expand this provision during the next 12 months.

Our outreach team went into the community on **63** occasions engaging with **693** young people.

Young People were offered support by Xtrax in the year **1,130** times.

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

REPORT OF THE TRUSTEES (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2024

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.

Xtrax has been exploring a partnership arrangement with the Hastings Commons who are successful as part of the Government's Youth Investment Fund, creating a new super youth hub. We are negotiating with them on how the Xtrax offer of advice and support may play a role in this new provision and we have been asked to consider supporting their newly appointed youth manager given our experience in this area. This may mean the relocation of the Charity into new custom-built accommodation.

Financial review

Total income for the year was £171,141 (2023: £111,055). Total expenditure was £142,104 (2023: £133,525). At the year-end there were unrestricted funds of £41,942 (2023: £3,411), and restricted funds of £13,283 (2023: £22,777).

The charity's policy on reserves

At the balance sheet date at 31st March 2024 Xtrax had net assets of £55,225 (2023: £26,188). The total operating costs for the Centre for the year amounted to £142,104 (2023: £133,525). Therefore, the level of reserves at 31st March 2024 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.

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.

REPORT OF THE TRUSTEES (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2024

- 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 Board of Trustees on 8th August 2024 and signed on its behalf by:

Sue Manwaring
Signed: [Sue Manwaring \(Aug 22, 2024 19:17 GMT+1\)](#)
Sue Manwaring – Chair/Trustee

Donovan Kitson
Signed: [Donovan Kitson \(Sep 2, 2024 14:23 GMT+1\)](#)
Donovan Kitson - Trustee

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF XTRAX (HASTINGS AND ROTHER)
FOR THE YEAR ENDED 31ST MARCH 2024**

I report to the charity trustees on my examination of the accounts of Xtrax (Hastings and Rother) for the year ended 31st March 2024.

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 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.

Signed: Lorraine Brown

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

Dated: 03 September 2024

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Donations, legacies and grants:					
Grants and donations		60,160	78,157	138,317	105,424
Fundraising		-	684	684	-
	2	60,160	78,841	139,001	105,424
Other incoming resources	3	-	32,140	32,140	5,631
Total incoming resources		60,160	110,981	171,141	111,055
RESOURCES EXPENDED					
Charitable activities:					
Support costs for grants and activities	4	68,221	69,440	137,661	130,571
Governance costs	5	1,433	3,010	4,443	2,954
Total resources expended		69,654	72,450	142,104	133,525
NET INCOME/(EXPENDITURE) FOR THE YEAR		(9,494)	38,531	29,037	(22,470)
RECONCILIATION OF FUNDS					
Net movement in funds		(9,494)	38,531	29,037	(22,470)
Total funds brought forward		22,777	3,411	26,188	48,658
TOTAL FUNDS CARRIED FORWARD		13,283	41,942	55,225	26,188

BALANCE SHEET
AT 31ST MARCH 2024

	Note	Total Funds 2024	Total Funds 2023
Fixed Assets			
Tangible assets		-	-
Current Assets			
Debtors		-	1,242
Cash at bank and in hand		56,239	33,394
		56,239	34,636
Creditors			
Amounts falling due within one year	11	(1,014)	(8,448)
Net Current Assets		55,225	26,188
Net Assets		55,225	26,188
Represented by:			
Restricted funds		13,283	22,777
Unrestricted funds		41,942	3,411
Total Funds		55,225	26,188

The financial statements were approved by the Board of trustees on 8th August 2024 and signed on its behalf by:

Signed: Sue Manwaring
Sue Manwaring (Aug 22, 2024 19:17 GMT+1)
Sue Manwaring – Chair/Trustee

Signed: Donovan Kitson
Donovan Kitson (Sep 2, 2024 14:23 GMT+1)
Donovan Kitson - Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024**

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 2024

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 2024

2. Grants, Legacies & Donations

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Note	60,160	78,841	139,001	105,424
Grants and donations including the following:				
Belgrave Trust		13,900	13,900	12,000
National Lottery Community Fund for IT costs				-
National Lottery Community Fund	60,000		60,000	60,000
Ernest Kleinwort				3,000
Children in Need				10,487
Foreshore Trust	160		160	1,440
Sussex Community Foundation				10,000
Silver Lady Trust		2,500	2,500	-
The Albert Hunt Trust		4,000	4,000	-
SCDA		500	500	
Trusthouse				-
Tudor Trust		37,000	37,000	-
UK Youth Fund		15,000	15,000	
Gift Aid		1,031	1,031	-
Fundraising		684	684	-
Donations:				
Galbraith CS (Green Insurance)		889	889	793
Anjoli Stewart Charitable Trust				1,500
Hastings Charitable Institutions Trust				808
Silver Lady Trust				500
Priscilla Ann-Ryan's estate				2,585
Martyn Hyland Memorial Fund		2,019	2,019	170
Hollington Church in the Wood				500
Hastings Methodist Church		100	100	
Sundry donations		1,218	1,218	1,641
	60,160	78,841	139,001	105,424

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2024

3. Other incoming resources

	Restricted funds 2024	Unrestricted funds 2024	Total funds 2024	Total funds 2023
	£	£	£	£
Misc. income	-	4,484	4,484	609
Management support income	-	13,200	13,200	-
Rental income	-	14,456	14,456	5,023
	-	32,140	32,140	5,631

CHARITABLE ACTIVITIES COSTS:

4. Support Costs for grants and activities

	Restricted funds 2024	Unrestricted funds 2024	Total funds 2024	Total funds 2023
	£	£	£	£
Staff costs	49,936	45,804	95,740	97,984
Rent	11,757	16,897	28,654	13,299
Rates	49	0	49	1,047
Water rates	0	0	0	156
Light & heat	0	(25)	(25)	2,792
Waste disposal & cleaning	114	0	114	524
Telephone and internet	618	431	1,049	3,525
Equipment	0	1,207	1,207	400
Insurance	909	2,449	3,358	1,543
Travel/parking expenses	303	9	312	236
Printing, postage & stationery	564	0	564	865
Advertising & recruitment	1,605	717	2,322	883
Refurbishment / Repairs & maintenance	407	0	407	
Office expenses/general admin.	323	321	644	362
Satellite TV and licence	164	0	164	164
IT costs	193	260	454	1,465
Professional Services/Accountancy	1,433	3,010	4,443	2,954
DBS charges	0	153	153	228
Bank charges	0	128	128	133
Subscriptions/licences	151	884	1,036	2,945
Sundry expenses	0	10	10	77
Training/Volunteer/Welfare expenses	184	0	194	812
Project costs/activities	933	195	1,129	1,131
	69,654	72,450	142,104	133,525

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2024

5. Governance Costs

	2024	2023
	£	£
Legal fees	3,848	2,079
Accountancy fees	-	-
Independent Examiners fee	595	875
	<u>4,443</u>	<u>2,954</u>

6. Support Costs for grants and activities

Staff costs and numbers

Staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	94,275	96,018
Payroll bureau	-	697
Employer's National Insurance	427	
Pension costs	1,038	1,269
	<u>95,740</u>	<u>97,984</u>

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

	2024	2023
Project Worker, Management and Administration	<u>7</u>	<u>9</u>

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

7. Trustees' remuneration, expenses and benefits

During the year ended 31st March 2024, no trustee undertook paid work and only expenses incurred during the ordinary course of the charity's activities were reimbursed.

8. Previous period comparison

The financial year end of the charity is 31st March 2024. 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 2024.

10. Debtors and prepayments

	2024	2023
	£	£
Prepayments	-	1,242

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2024

11. Creditors: amounts falling due within one year

	2024	2023
	<u>£</u>	<u>£</u>
Trade creditors	97	2,705
HMRC PAYE Liabilities	852	1,452
NEST Pension Liabilities	65	242
Accruals	-	2,849
Deferred income	-	1,200
	<u>1,014</u>	<u>8,448</u>

12. Movement in funds

	At 1/4/23 £	Net Movement in funds £	At 31/3/24 £
Unrestricted funds			
General fund	3,411	38,531	41,942
Total Funds	<u>3,411</u>	<u>38,531</u>	<u>41,942</u>

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

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	110,981	-72,450	38,531
Total Funds	<u>110,981</u>	<u>-72,450</u>	<u>38,531</u>

13. Leasing Agreements

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	<u>£</u>	<u>£</u>
Within one year	13,750	13,299
Between one and five years	36,880	50,630
	<u>50,630</u>	<u>63,929</u>

The lease of 23 Priory Street was signed on 6th December 2017. It is for the period of 10 years from that date. The rent review date was due and exercised on 6th December 2022, when the rent was increased by £1,000 from £12,750 per annum to £13,750 per annum. No further rent reviews are due until the lease expires on 6th December 2027.

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