



Xtrax (Hastings and Rother)

Charitable Incorporated Organisation

Registered Charity Number: 1174692

Trustees' Annual Report and Financial Statements

For the year ended

31st March 2025

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FOR YEAR ENDED 31ST MARCH 2025

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2025**

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31st March 2025.

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:	S. Manwaring, Chair (elected 15/04/2018) D. Kitson (elected 13/07/2023) P. Moss (Elected 04/07/2024) N. Jenner (Resigned 07/11/24)
Bankers:	Lloyds Bank, Hastings Branch, 17 Wellington Place, Hastings, East Sussex, TN34 1NX
Independent Examiner:	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 2025

The trustees of Xtrax (Hastings and Rother) present its annual report and financial statements for the year ended 31st March 2025.

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 monthly 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:

The Charity offered a comprehensive free and accessible Information Advice and Guidance service to the most vulnerable and marginalised young people supporting them across a range of issues including housing, health, employment, education.

Over 500 1-2-1 sessions were undertaken with 110 being focussed on housing and homelessness, 222 general advice, 109 health (particularly mental health).

The Charity offered 50 open drop-in sessions offering a safe space for young people to access activities and, for those who are insecurely housed, food washing facilities and food parcels.

REPORT OF THE TRUSTEES (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2025

Recognising that a number of the young people served by the charity are young parents we extended our provision to set up a young parents support service with groupwork, and access to practical support.

On numerous occasions the workers and volunteers of the charity acted as an advocate for young people enabling successful referrals to other agencies. Specifically, we have worked in partnership with the Hastings Advice and Representation Centre (HARC) to offer sessions within XTRAX but also support young people with complex benefit claims or appeals in areas linked to health and disability. Through this service we were able to maximise young people's income from their benefit entitlements which would otherwise not be claimed.

Alongside this work we have enabled young people to receive grants from the Silver Lady Fund (resources to set up home) and the Magdalen and Lasher Charity.

We know that not all young people will attend the centre-based drop-in sessions or advice provision, and we have continued our regular street outreach programme. Here a team of trained youth workers contact young people wherever they are and offer them support and access to our services.

During the year 29 outreach sessions were conducted in the Town Centres, along the seafront, in parks and open spaces and other areas where young people congregate.

The past year partnership work with Hastings Commons has been a success with the use of their facilities and shared staffing. Outreach work has yielded new contacts at the drop-in session and 1:1 appointments. Developments in employability with young people getting closer to the job market with employment experiences that are paid. References for the young people, improved confidence and enhanced CVs. An uplift in employability related work with young people has been noted. We achieved positive outcomes during the year for 27 young people.

During the financial year, the charity continued to benefit from the second year of 3-year funding secured from UK Youth and The Tudor Trust. We were successful in securing new grant funding from Sussex Community Foundation Trust and Ernest Kleinwort. In addition, The Blagrove Trust continued their financial support to the charity, assisting us in our continued work providing advice, advocacy, and practical support to the most marginalised young people in Hastings.

We pride ourselves on being a charity who listen and respond to young people and provide opportunities for them to influence the services we offer is important to us

Future plans

During the next period, as well as delivering our core service, we envisage that we will be moving into premises which have been created for us as part of the Youth Infrastructure Fund initiative at Eagle House and recruit other trustees, donors and stakeholders to support our work.

REPORT OF THE TRUSTEES (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2025

Financial review

Total income for the year was £121,868 (2024: £171,141). Total expenditure was £117,579 (2024: £142,104). At the year-end there were unrestricted funds of £39,564 (2024: £41,942) and restricted funds of £19,950 (2024: £13,283).

The charity's policy on reserves

At the balance sheet date on 31st March 2025, Xtrax had net assets of £59,514 (2024: £55,225). The total operating costs for the Centre for the year amounted to £117,579 (2024: £142,104) and overall total reserves was £59,514 (2024: £55,225). Therefore, the level of reserves on 31st March 2025 represented approximately 6 months funding for running costs.

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.

This report was approved by the Trustees on 25th September 2025 and signed on its behalf by:

Sue Manwaring

Sue Manwaring (Sep 28, 2025 13:56:43 GMT+1)

S. Manwaring - Chair (Trustee)

D Kitson

D Kitson (Oct 7, 2025 09:57:19 GMT+1)

D. Kitson (Trustee)

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF XTRAX (HASTINGS AND ROTHER)
FOR THE YEAR ENDED 31ST MARCH 2025**

I report to the charity trustees on my examination of the accounts of Xtrax (Hastings and Rother) for the year ended 31st March 2025.

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.

Lorraine Brown

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

Dated: 08/10/2025

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2025**

	Note	Restricted funds 2025 £	Unrestricted funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Donations, legacies and grants:					
Grants and donations	2	10,215	75,260	85,475	138,317
Fundraising		-	-	-	684
		10,215	75,260	85,475	139,001
Other incoming resources	3	-	36,393	36,393	32,140
Total incoming resources		10,215	111,653	121,868	171,141
RESOURCES EXPENDED					
Charitable activities:					
Support costs for grants and activities	4	3,548	112,194	115,742	137,661
Governance costs	5	-	1,837	1,837	4,443
Total resources expended		3,548	114,030	117,579	142,104
NET INCOME/(EXPENDITURE) FOR THE YEAR		6,667	(2,378)	4,289	29,037
RECONCILIATION OF FUNDS					
Net movement in funds		6,667	(2,378)	4,289	29,037
Total funds brought forward		13,283	41,942	55,225	26,188
TOTAL FUNDS CARRIED FORWARD		19,950	39,564	59,514	55,225

BALANCE SHEET
AT 31ST MARCH 2025

	Note	Total Funds 2025	Total Funds 2024
Fixed Assets			
Tangible assets		-	-
Current Assets			
Debtors	10	272	-
Cash at bank and in hand		73,467	56,239
		73,739	56,239
Creditors			
Amounts falling due within one year	11	(14,225)	(1,014)
Net Current Assets		59,514	55,225
Net Assets		59,514	55,225
Represented by:			
Restricted funds		19,950	13,283
Unrestricted funds		39,564	41,942
Total Funds		59,514	55,225

These financial statements were approved by the Board of Trustees on 25th September 2025 and signed on its behalf by:

Sue Manwaring

[Sue Manwaring \(Sep 28, 2025 13:56:43 GMT+1\)](#)

S. Manwaring - Chair (Trustee)

D Kitson

[D Kitson \(Oct 7, 2025 09:57:19 GMT+1\)](#)

D. Kitson (Trustee)

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2025**

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 2025

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 2025

2. Grants, Legacies & Donations

Note	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
	10,215	75,260	85,475	139,001
Grants and donations including the following:				
Blagrove Trust		12,000	12,000	13,900
National Lottery Community Fund for IT costs			-	-
National Lottery Community Fund			-	60,000
Ernest Kleinwort			-	-
Children in Need			-	-
Foreshore Trust			-	160
Sussex Community Foundation	10,000	5,000	15,000	-
Silver Lady Trust	215		215	2,500
The Albert Hunt Trust			-	4,000
SCDA			-	500
Trusthouse			-	-
Tudor Trust		35,000	35,000	37,000
UK Youth Fund		15,000	15,000	15,000
Gift Aid		825	825	1,031
Fundraising			-	684
Donations:				
Galbraith CS (Green Insurance)			-	889
William Shadwell Charity		250	250	-
Hastings Charitable Institutions Trust		944	944	-
The Frances & Eric Ford Charity Trust		1,000	1,000	-
Martyn Hyland funeral donations			-	2,019
Hastings Methodist Church			-	100
Sundry donations		5,240	5,240	1,218
	10,215	75,260	85,475	139,001

NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2025

3. Other incoming resources

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Misc. income	-	395	395	4,484
Management support income	-	12,404	12,404	13,200
Premises sessional hire income	-	23,594	23,594	14,456
	-	36,393	36,393	32,140

CHARITABLE ACTIVITIES COSTS:

4. Support Costs for grants and activities

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Staff costs	2,482	68,808	71,291	95,740
Rent	851	27,803	28,654	28,654
Rates		2,179	2,179	49
Water rates			-	0
Light & heat		445	445	(25)
Waste disposal & cleaning		188	188	114
Telephone and internet		803	803	1,049
Equipment	215	575	790	1,207
Insurance		3,130	3,130	3,358
Travel/parking expenses		631	631	312
Printing, postage & stationery		302	302	564
Advertising/publicity/events/recruitment		1,425	1,425	2,322
Refurbishment / Repairs & maintenance		1,096	1,096	407
Office expenses/general admin.		235	235	644
Satellite TV and licence		131	131	164
IT equipment costs		792	792	454
Professional Services/Accountancy		1,837	1,837	4,443
DBS charges		26	26	153
Bank charges		149	149	128
Subscriptions/licences		1,037	1,037	1,036
Sundry expenses			-	10
Training/Volunteer/Welfare expenses		1,001	1,001	194
Project costs/yp activities		1,437	1,437	1,129
	3,548	114,030	117,579	142,104

**NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2025**

5. Governance Costs

	2025	2024
	£	£
Legal fees	1,242	3,848
Accountancy fees	-	-
Independent Examiners fee	595	595
	<u>1,837</u>	<u>4,443</u>

6. Support Costs for grants and activities

Staff costs and numbers

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	70,527	94,275
Employer's National Insurance	302	427
Pension costs	462	1,038
	<u>71,291</u>	<u>95,740</u>

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

	2025	2024
Project Worker, Management and Administration	<u>6</u>	<u>7</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 2025, no trustee undertook paid work and only expenses incurred during the ordinary course of the charity's activities were reimbursed to trustees in the amounts of £290 to S. Manwaring and £405 to D. Kitson.

8. Previous period comparison

The financial year end of the charity is 31st March 2025. 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 2025.

10. Debtors and prepayments

	2025	2024
	£	£
Debtors	272	-
Prepayments	-	-
	<u>272</u>	<u>-</u>

**NOTES TO THE ACCOUNTS (Cont'd)
FOR THE YEAR ENDED 31ST MARCH 2025**

11. Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	170	97
HMRC PAYE Liabilities	1,089	852
NEST Pension Liabilities	104	65
Accruals	418	-
Deferred income	12,443	-
	<u>14,225</u>	<u>1,014</u>

12. Movement in funds

	At 1/4/24 £	Net Movement in funds £	At 31/3/25 £
Unrestricted funds			
General fund	41,942	(2,378)	39,564
Total Funds	<u>41,942</u>	<u>(2,378)</u>	<u>39,564</u>

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

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	111,653	(114,030)	(2,378)
Total Funds	<u>111,653</u>	<u>(114,030)</u>	<u>(2,378)</u>

13. Leasing Agreements

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

	2025	2024
	£	£
Within one year	13,750	13,750
Between one and five years	23,130	36,880
	<u>36,880</u>	<u>50,630</u>

The lease on 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 5th December 2027.