

## ANNUAL REPORT FOR THE YEAR ENDED 6 APRIL 2017



XPLODE MAGAZINE (BOLTON)
REGISTERED CHARITY NUMBER 1155789

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#### **LEGAL AND ADMINISTRATIVE DETAIL**

**TRUSTEES** Chairman Miss S Malji (appointed 02/04/17)

Mr S Atcha (resigned 02/04/17)

Vice Chair Mr E Jankowski (appointed 10/04/2016)

Treasurer Mr K A Malji

Secretary Mr A Toorawa

Mr M K Kerai

Miss C Bennett (resigned 02/04/2017)

Mr N Byrne (resigned 02/04/2017)

**REGISTERED OFFICE** Xplode Magazine

**Bolton Hub** 

**Bold Street** 

Bolton

BL1 1LS

INDEPENDENT EXAMINER Shabih Syed

1 Harlesden Crescent

Bolton

BL3 5SQ

BANKERS HSBC Bank plc

Victoria Square

**Bolton** 

BL1 1RJ

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **GOVERNING DOCUMENT**

Xplode Magazine Bolton is a charitable incorporated organisation (CIO) and we are governed by a constitution that establishes the objectives and the powers of the organisation.

#### **OBJECTIVES**

As stated in our constitution, Xplode are 'to act as a resource for young people up to the age of 22 living in Bolton 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.'

We also aim to advance education through the promotion of non-formal educational programmes for and by young people, working with them to develop their full potential.

These objects were created with extensive consideration of the Charity Commission's guidance on public benefit.

Details of services and activities delivered during 2016/17 are set out further in this report.

#### APPOINTMENT OR RENEWAL OF TRUSTEES

New Trustees of the CIO are elected by existing board members at any point in the year and there are no restrictions on who can be nominated, however, the Trustees encourage young people (aged 17-22) to be on the board furthering our 'by young people, for young people' culture and ethos. New Trustees are supported through an individual induction process including details of their responsibilities, Charity Commission publications, our constitution and they are encouraged to meet Xplode's volunteers and young people.

All Trustees give their time freely and are reimbursed for 'out of pocket' expenses. Trustees are encouraged to disclose all relevant interests and register them with Xplode's Chief Executive and, withdraw from decisions where a conflict of interest may arise.

#### **ORGANISATIONAL STRUCTURE**

The Board of Trustees meet monthly and are responsible for the governance of the organisation as set out in, but not limited to, the constitution. Decisions on the day to day running of the organisation are taken by the Chief Executive and senior management team. The board receives reports from each manager monthly. Decisions and matters with significant implication on the organisation are brought to the board. These include

- Policy Development
- Organisational Priorities
- Service Development
- Risk Identification (management, mitigation and review)
- Brand and Public Relations Development

#### **RISK MANAGEMENT**

Xplode Magazine (Bolton) has conducted a review of major risks to which it is exposed and where appropriate, systems and procedures have been established to mitigate these risks.

A financial plan has been developed to mitigate the loss of external funding.

Procedures are in place to ensure compliance with health and safety regulations within premises occupied by the charity. These are periodically reviewed by our Health and Safety officer.

Staff are advised of compliance with media law and regulations to minimise any risk with copyright, libel and slander through regular training.

Disclosure and Barring Service (DBS) checks are made for all board members, managers and volunteers who regularly work with children and vulnerable people. Our policy is regularly reviewed with Bolton Council's Human Resources Department.

The board does not consider any activities that could be constructed as being harmful or detrimental to the public however if anyone has any cause for concern, they are to bring it to the attention of the Chief Executive via Xplode's Compliments and Complaints procedure.

The organisation has recently taken steps to work with various lawyers on ensuring that Xplode's procedures and policies are watertight and allow the organisation to move forward with its plans for expansion and growth. As a result, the Board of Trustees understand that legal costs will heighten over the next year as various procedures, policies, contracts and agreements need to be checked and written.

#### **ACHIEVEMENTS AND ACTIVITIES**

Until March 2017, everyone at Xplode Magazine was a volunteer. Dedication and passion towards the organisation is evident in our volunteers' DNA. They are proud of what they do and they want to make a change, both in themselves and to their communities. This youth social action is a great way to create a double benefit for those taking part to those being influenced by our activities. Xplode is split into four strands; Magazine, XTRA, Employ & Academy. In March 2017, with funding from The Tudor Trust, Xplode Magazine was able to create its first ever paid position. Later in this report, Xplode's Employabilty plans will be explored and due to this development, the Board agreed that a paid member of staff should oversee our new projects.

#### **MAGAZINE**



Xplode, as an organisation, was established as just a magazine; a way for young people to get in touch with their journalistic skills and express their opinions. That model evolved into the magazine being Xplode's tool for young people to gain skills and experience.

Combining what our volunteers learn at school with the training we offer, allows our young people to not only write for the magazine, but to manage it too - from the handling of finances to the conducting of meetings, young people are at the centre of Xplode's culture and ethos.

Four magazines are produced each year and these printed magazines include a wide range of articles, from those related to music, fashion and entertainment alongside more 'hard hitting' articles exploring issues such as mental health and domestic violence. The health articles are written by young people and looked over by Bolton Council's Public Health

Department, who financially support the organisation – The Public Health Department saw the huge benefit of peer-to-peer activity and approached Xplode to assist them with publishing information regarding youth health issues in an engaging way.

Once designed, the magazines are then printed and distributed to all of Bolton's high schools, colleges, youth centres, ASDA stores, Starbucks and other independent shops across Bolton, Bury and Manchester. Printing articles and having them distributed is a massive motivational booster for young people, it showcases their work, amplifies their voice and adds to their personal portfolio.

"Volunteering at Xplode has given me skills that I can take into the real world of work. Having Xplode on my CV has really helped me stand out from the crowd." – Kasey Smith, Volunteer

Not only does the magazine help those involved with creating it, it also benefits our readers, especially with health and wellbeing content. Combined readership of Xplode's articles inprint and online stands at 44,000.

#### **XTRA**



The Xplode XTRA strand aims to be that bit 'xtra' to the magazine – it's the video and audio content that adds to our print content. XTRA is formed of:

- Vlogging, a YouTube channel housing Music and Film reviews as well as 'How-To' and other videos.
- A radio stream, consisting of non-stop hit music. 536 people have listened despite the stream not being available on mobile yet.

The YouTube channel has received an impressive 258,734 views across content ranging from Music News to Political analysis. This is up by 8,000 on the previous year. The YouTube channel has allowed our volunteers to develop their communications, editing, digital and confidence skills. Volunteers have also had the chance to interview local MPs and international celebrities.

#### **EMPLOY**



The issue is simple – far too many young people are going to jobs for experience and getting turned down for a lack of it. We help teenagers be at the top of their game when it comes to job hunting, CV writing and the mammoth job interview stage and we do it in a youthful, professional and friendly way.

At Xplode Magazine's 5<sup>th</sup> birthday celebrations, the announcement was made that Xplode Magazine aims to train 10,000 Young Greater Mancunian's (14-21 year olds) in employability skills.

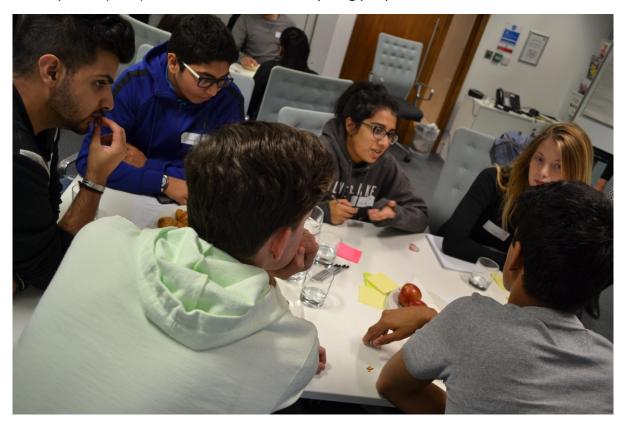
The announcement came as youth unemployment stood without any significant change across the region with over 12,000 18-25 year olds claiming benefits (ONS, 2016).

The plans will be spread over two years and funded by the Paul Hamlyn Foundation and backed by local and national senior Government and Business figures.

"I'm pleased to hear about Xplode's announcement to train 10,000 young Greater Mancunian's in employability skills. It's these skills coupled with voluntary experience that can really mould a young person's future for the better." –

Minister for Civil Society, Rob Wilson MP

Our volunteers have been trained by the Chartered Institute for Personnel and Development (CIPD) and those will train other young people.



"I think it's really interesting to see that the ONS figured are only for those young people claiming benefits. Imagine how many more young people are out of work and not claiming." – Saeed Atcha, CEO Xplode Magazine

At each session, each participant receives the 'Xplode Job Tools Booklet' which houses CV tips, Cover Letter advice and Interview tips. This booklet acts as guidance for young people wanting to enter the job market and gives them something tangible after the training. In the coming year, we plan to develop an 'employ' section on XplodeMag.co.uk in order for the 44,000+ young readers to gain this knowledge and also search for jobs and apply for them through our website.

As a way of generating income, there are plans to roll out this training beyond Greater Manchester.

# Magazine celebrating 5th birthday by helping people get back to work

#### **ACADEMY**

Young people want to learn, and from a young age. We enable this through 'The Xplode Academy', a primary school project allowing our volunteers to train 9 to 11 year olds in journalistic and media skills. The national curriculum is considered when planning and delivering sessions to the children in primary schools and it doesn't end there. Xplode are committed to adding value and therefore we include tasks to challenge the children, making them explore situations in more detail.

The Xplode Academy has been run as an after school club and also part of a school's 'Super Citizen Day' where they break from scheduled lessons to offer something different to the pupils. In all circumstances, pupils work with Xplode volunteers to write articles that appeal to them and put them all together to form one magazine. We have also created bespoke 'extension' sessions looking at film content where the pupils prepare and create their own 'TV show'.

For the Xplode volunteers, this gives the opportunity for them to experience working with children; this is particularly useful as there is a group of our volunteers who wish to go into teaching later in their lives.

#### Volunteering

Volunteers are the bread and butter to our organisation. In the past 12 months, we have engaged with 72 incredible volunteers who have given the time, skills and dedication to improve the lives of others as well as creating benefit for themselves through skills development. We know that our volunteers benefit massively from our work.

Feedback we've received includes:



"I've created new friends, found my creative passion in writing and now I want to be a journalist" – Chloe W

"I've been able to better my CV, produce articles and attend fashion shoots" –

Grace N

"My social skills have improved massively; I've met some amazing people and we're all like a family!" – Kajol P

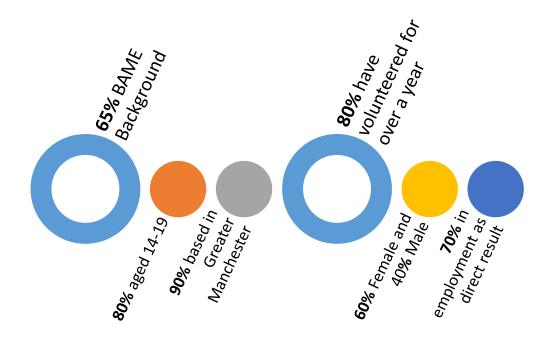
"My highlight has been seeing my articles printed and published online. I've gained confidence too" – Marcelin K

"I feel a lot more confident and my highlight has been interviewing famous people!" – Mo J

2,000 annual volunteering hours have been added in the past year equating to a total of 10,608 annual volunteering hours (Apr 16-Apr 17) and the value of these hours has increased by £10,000 on the previous period to £125,174.40 – a great investment to the areas in which we operate.

Bolton is in the bottom 5% of the areas of multiple deprivation according to Bolton Council and 80% of our volunteers are from the less affluent areas of the town.

We do not have a 'typical' volunteer as these statistics show:



Volunteers are surveyed regularly on a number of items from happiness to management expectations:

- 100% say expectations are realistic
- 88% are **satisfied with volunteer benefits** such as celebrity interviews, free refreshments at the office and access to the building
- 100% are proud of the Xplode brand
- 100% feel that they can approach any supervisor
- 100% say **training is effective** 75% very effective and 25% slightly effective
- 100% would recommend Xplode to friends
- 100% agree that **performance improves** after receiving feedback

Across the past year we have offered 20 training sessions ranging from Money Skills to Stress and Relationships. These training sessions are in place for young people to develop life skills that can be used in employment, education and in general day to day activity.

Xplode are committed to developing their volunteers and are in the process of obtaining the Ambition Quality Mark which allows us to publicly demonstrate our services are safe, well run, robust and sustainable.

We received the MBE for Community Groups, Her Majesty the Queen's Award for Voluntary Service which is a remarkable achievement. Through an Xplode-led press campaign, over 1,000,000 people saw the news through ITV, Social Media, Local News and all of our partners.



#### **CHARITY SUPPORT EXECUTIVE**



Xplode Magazine is going through a period of change and development. The Tudor Trust have kindly supported our first paid position, a Charity Support Executive.

Xplode's Charity Support executive was appointed in March 2017 and they will focus on working closely with our volunteers to ensure happiness and support as well as working in close collaboration with key partners to ensure the development and sustainability of our employability project and the upskilling of young people.

This role is fundamental in ensuring a lasting legacy for our young people and the communities in which they live. The post holder has the challenge of establishing long-term sustaining and user-led networks amongst Xplode Employ graduates, which have a value and purpose beyond keeping in touch. Particular emphasis will be on the strategic development and managing on-going implementations of the programme.

We are delighted to welcome Xplode Magazine to the Living Wage movement as an accredited employer.

"The best employers are voluntarily signing up to pay the Living Wage now. The Living Wage is a robust calculation that reflects the real cost of living, rewarding a hard day's work with a fair day's pay. It's great to see such a young organisation taking part." — Katherine Chapman, Living Wage Foundation Director

#### 2016-17 RECOGNITION



In June 2016, Xplode Magazine were made recipients of Her Majesty the Queen's Award for Voluntary Service.

In September 2016, our CEO became a trustee of HRH Prince Charles' Step up to Serve campaign cementing his position in championing youth social action.

October 2016 saw Xplode Magazine receive a nod in the local newspaper for our fifth birthday.

November saw our fifth birthday celebrations gathering governmental, business and third sector supporters and our team.

In 2017, there has been a number of press articles surrounding Xplode Magazine's decision to train young people in first-aid and lifesaving emergency skills, following the tragic terrorist attacks in our country.

## Manchester charity offers to teach young people life-saving skills for free

#### **LONDON XCHANGE**



In October 2016, 10 volunteers were taken on an exchange trip to London with the following objectives:

- 1. Participants will learn about a variety of opportunities in the working world with a focus on entry level jobs, as well as the skills required.
- 2. Participants will engage in informal activities to develop their skills.
  - a. Participation will allow experiential learning alongside other volunteers.
- 3. Participants will learn about the United Kingdom's Capital City.
- 4. Participants will gain an understanding of setting goals and targets as well as project planning and management.
  - a. Participants will plan the strategy behind Xplode's ambitious project of training 10,000 young Greater Manciunians in employability skills.
  - b. Participants will creatively plan the launch of the new Xplode app.
  - c. Participants will set out their vision for Xplode's magazine and XTRA programme for presentation to the Board of Directors.
- 5. Participants will develop a plan of action to be undertaken once returned to Bolton.
  - a. Prior to leaving London, participants will have completed a synthesis of their learnings and a plan of action for implementation.

The trip included a visit to City Hall, O2 Think Big and the CIPD

#### **Powerful Multi-Sector Partnerships**

Xplode is proud to support organisations and is proud to welcome support from organisations. We believe forming and maintaining partnerships across the three sectors is important. It is for this reason that the management team at Xplode have tirelessly worked to form these relations with organisations with the aim to benefit both parties. Here is a descriptive list of who we support and who supports us:

### The Bolton News

**Bolton News** – The Bolton News has been a long-standing supporter of Xplode Magazine regularly publishing news about the organisation from announcements, commentary on topical items and Xplode-led events.



**ASDA** – ASDA have kindly offered their Employability Training programme to our volunteers, where they train Xplode's beneficiaries in how to write CV's for retail positions whilst participants are given the opportunity to work on the shop floor.



Octagon Theatre Bolton – As a way of encouraging young people to take part in the arts, Octagon Theatre Bolton has been very kind and offered tickets to allow volunteers to view shows for free and enhance their literacy skills by reviewing articles for the magazine. We also take part in informal consultative dialogue on how to increase the amount of young people visiting the theatre.



Bolton Council's Public Health Department – This department has teamed up with Xplode to write articles about health issues affecting Bolton. Through our pieces, we aim to improve the health and wellbeing of readers as we encourage them to take positive actions to help themselves.



Mayor of London's Team London – Our CEO has supported Team London at a number of events from conducting speeches to mentoring groups on enterprise challenges. Team London were a kind and welcoming host to Xplode's London Xchange programme where volunteers could learn about volunteering in the Capital and visit City Hall, office of the Mayor of London.



**Bury College** – A number of our volunteers are current and previous pupils at Bury College. The principal at the college talks about Xplode being 'incredibly inspiring' and he'd 'love to help as much as he can'. Bury College support and promote our work whilst distributing the magazine.



**Bolton CVS** – Bolton CVS have commissioned Xplode to run Social Media training for local charities and businesses. We also use Bolton CVS for Information, Advice and Guidance on charity law and governance. Xplode's offices are based in Bolton CVS' building, The Bolton Hub.



**Nabarro LLP** – Nabarro Law Firm have been fantastic in supporting Xplode Magazine with Employment Contracts and various policies and procedures relating to employment and compliance. Nabarro offered their services pro-bono.



**HM Lord-Lieutenant of Greater Manchester** – Mr Warren Smith JP, Her Majesty's representative in Greater Manchester enjoys informal links with Xplode Magazine and offers his full support in any matters. Our CEO and Warren meet regularly to discuss performance and support options.



**Thomson Reuters Foundation** – The foundation acts to promote socio-economic progress and the rule of law worldwide. Through their TrustLaw programme, Thomson Reuters have been a fantastic partner in brokering pro bono legal support.



Chartered Institute for Personnel and Development – Xplode Magazine have worked with the CIPD to offer them a focus group for their Steps Ahead mentoring programme. In return, the CIPD have delivered employability training to our

return, the CIPD have delivered employability training to our volunteers enabling them to train other young people.



**Step up to Serve** – Xplode have a proud link with HRH The Prince of Wales' Step up to Serve programme. Our CEO is a Trustee of the organisation aiming to encourage one million more young people to get involved in youth social action by 2020. Xplode supports this aim by showcasing the #iwill ambassadors and a pledging to champion social action.



**Mosaic** – Xplode have been long-standing partners of The Princes Trust's Mosaic Network. Having provided the programme for their annual Enterprise Challenge and judging regional finals, Xplode are proud to be associated with such a a magnificent charity.



**Ladybridge High School** – A number of Xplode's founding members studied at Ladybridge High School where we now offer bespoke training and activities on the year 7 induction days, assemblies and, providing opportunities for students' work to be published in the magazine.



**HM Government** – Xplode has worked closely with the Office for Civil Society sitting under the Cabinet Office. The Minister for Civil Society, Rob Wilson MP has been a fantastic supporter of Xplode's work and issued a video message at our fifth birthday celebrations commending our plans to train 10,000 young Greater Mancunian's.



One Education – Working with One Education, Xplode has been able to secure work experience students from some of the most deprived areas in Greater Manchester as well as those from more affluent backgrounds. We also asssit their in-school employability programmes.

ANDY BURNHAM MAYOR OF GREATER MANCHESTER Mayor of Greater Manchester, Andy Burnham – Before becoming Mayor, Andy visited Xplode to be quizzed on his manifesto as part of our outreach work to make politics accessible to young people, and commended our work. Since becoming Mayor, Andy has said: "Xplode is brilliant in terms of the opportunities they are giving to young people. We want to see a lot more of that over Greater Manchester."



Members of Parliament – Xplode Magazine continually works with various Members of Parliament to ensure Youth Social Action and Volunteerism is given the push it needs locally and nationally.

#### **FINANCIAL REVIEW**

We have completed a Receipts and Payments Accounts as our governing document does not require accruals accounts. We have had our accounts examined independently as per Charity Commission CIO guidelines.

#### PRINCIPAL FUNDING SOURCES

Our principal funding sources derive from grant income. This year's income has been generously granted by:

- The Big Lottery Fund
- Bolton CVS Hate Crime
- The Duchy of Lancaster Benevolent Fund
- The Sage Fund (Forever Manchester)
- Zochonis Charitable Trust
- Paul Hamlyn Foundation
- Hill Dickinson Foundation
- The Tudor Trust
- Manchester Guardian Society Trust

#### **RESERVES POLICY**

The Board of Trustees' examination of the charity's need for reserves concludes that in order to allow the protection of current activities and the meeting of day-to-day responsibilities a sum is needed.

In view of the commitment made to service users, the optimum level of free reserves would be running costs for 4 months including magazine print. In the event of reserves needed to be used, Xplode can bow out gracefully with a final publication. Unrestricted funds are showing signs of declination and the charity is actively seeking new sources of income generation so that we can continue to provide a broad range of services to meet the needs of young people, therefore the Board of Trustees agree to start generating income by way of:

- a) Selling advertisement in the magazine and online at xplodemag.co.uk
- b) Selling the employability training sessions outside of Greater Manchester

The Trustees consider that funds of £4,000 should be set aside for reserves.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for the preparation of the financial statements for each financial year, which give a true and fair view of the state of affairs of the charity. In preparing these reports, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed;
- Prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are also responsible for ensuring that the charity has appropriate systems of internal control across the organisation. They are responsible for keeping proper accounting records, which disclose with reasonable accuracy, at the time, the financial position of the charity and enable them to ensure that the financial statements follow best practice. They are further responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The systems of internal control are designed to provide reasonable, but not absolute reassurance against material misstatement of loss. Internal control processes implemented by the Trustees include:

- Agreement of policy and service development;
- An annual budget approved by the Trustees;
- Regular consideration by the Trustees of financial results;
- Delegation of authority to appropriate levels of management;
- Identification and management of risk.

By order of the Trustees dated 7<sup>th</sup> June 2017

Saeed Atcha

S.Atcha

Edward Jankowski

#### INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of Xplode Magazine (Bolton) on accounts for the year ended 6 April 2017.

#### RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND 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 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; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.

Have not been met; or

Syed.S

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shabih Syed | 1 Harlesden Crescent, Bolton, BL3 5SQ

Tuesday June 6<sup>th</sup> 2017



#### Xplode Magazine (Bolton) - 1155789

#### Receipts and payments accounts

For the period: 07 April 2016 to 06 April 2017



| Descints and December           |                  |                  |                  |                  |                  |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| Receipts and Payments           | Unrestricted     |                  | Endowment        |                  |                  |
|                                 | funds            | Restricted funds | funds            | Total funds      | Last year        |
|                                 | to the nearest £ |
| Desciate                        | to the hearest   | to the nearest £ | to the nearest £ | to the nearest £ | to the hearest £ |
| Receipts                        | 20.420           | 50.044           |                  | 70 244           | 40.00            |
| Grants                          | 20,130           | 56,211           |                  | 76,341           | 12,064           |
| Advertisement                   | 650<br>651       | •                |                  | 650<br>651       | -                |
| Donations                       |                  | -                | -                |                  | 9,014            |
| Sales                           | -                |                  | -                | •                | 9,014            |
|                                 | -                |                  | <u> </u>         | - :              |                  |
|                                 | -                | -                | -                |                  |                  |
|                                 | -                | -                | -                |                  | -                |
| Sub total (Gross income for AR) | 21,431           | 56,211           |                  | 77,642           | 21,078           |
| Asset and investment sales      |                  |                  |                  |                  |                  |
|                                 | -                | -                | -                | -                |                  |
|                                 | -                |                  |                  |                  |                  |
| Sub total                       |                  | -                | -                |                  |                  |
|                                 | 24.424           |                  |                  |                  | 21.27            |
| Total receipts                  | 21,431           | 56,211           | •                | 77,642           | 21,078           |
|                                 |                  |                  |                  |                  |                  |
| Payments                        |                  |                  |                  |                  |                  |
| Rent & Room Hire                |                  | 7,090            | -                | 7,090            | 9,382            |
| Subsistance Expenses            |                  | 11,236           |                  | 11,236           | 16,003           |
| Technology                      |                  | 5,514            |                  | 5,514            | 4,944            |
| Communications & Marketing      |                  | 4,508            |                  | 4,508            | 4,589            |
| Magazine Print                  |                  | 2,540            |                  | 2,540            | 4,825            |
| Refreshments                    |                  | 1,529            |                  | 1,529            | 1,020            |
| Legal & Governance              | 1,351            |                  |                  | 1,351            | 558              |
| Training                        |                  | 900              |                  | 900              | 420              |
| Insurance                       |                  | 495              |                  | 495              | 505              |
| Postage                         |                  | 518              |                  | 518              | 877              |
| Stationary                      |                  | 520              |                  | 520              | 610              |
| Staff Salaries & Costs          |                  | 1,532            |                  | 1,532            |                  |
| Software                        | -                | 547              |                  | 547              |                  |
| Sub total                       | 1,351            | 36,929           |                  | 38,280           | 43,733           |
| Asset and investment purchases  | ſ                |                  |                  |                  |                  |
|                                 |                  |                  |                  |                  |                  |
|                                 |                  |                  |                  |                  |                  |
| Sub total                       | -                |                  | -                | -                |                  |
|                                 |                  |                  |                  |                  |                  |
| Total payments                  | 1,351            | 36,929           | -                | 38,280           | 43,733           |
| Net of receipts/(payments)      | 20,080           | 19,282           | -                | 39,362           | - 22,65          |
| Transfers between funds         | _                |                  | _                |                  | ,                |
| Cash funds last year end        | 2,383            |                  | -                | 2,383            |                  |
| •                               |                  |                  |                  |                  |                  |
| Cash funds this year end        | 22,463           | 19,282           | -                | 41,745           | - 22,65          |

| Categories  Cash funds  Other monetary assets               | Details  Bank  Total cash funds  (agree balances with receipts and payments account(s)) | Unrestricted funds to nearest £  22,463 | Restricted funds to nearest £ 19,282 | Endowment<br>funds<br>to nearest £ |
|---|---|---|--------------------------------------|------------------------------------|
| Cash funds  | Total cash funds (agree balances with receipts and payments                             | to nearest £ 22,463                     | 19,282                               | to nearest £                       |
|   | Total cash funds (agree balances with receipts and payments                             |   | •                                    |                                    |
| Other monetary assets                                       | (agree balances with receipts and payments  | 22,463                                  |                                      | -                                  |
| Other monetary assets                                       | (agree balances with receipts and payments  | 22,463                                  |                                      |                                    |
| Other monetary assets                                       | (agree balances with receipts and payments  | 22,463                                  |                                      | -                                  |
| Other monetary assets                                       |   |   | 19,282                               | -                                  |
| Other monetary assets                                       | account(s))   |   |                                      |                                    |
| Other monetary assets                                       |   | Unrestricted                            | OK<br>Restricted funds               | Endowment                          |
| Other monetary assets                                       |   | funds                                   | ricourious rundo                     | funds                              |
| Other monetary assets                                       | Details   | to nearest £                            | to nearest £                         | to nearest £                       |
|   |   |   | -                                    | -                                  |
|   |   | •                                       | •                                    | •                                  |
|   |   | •                                       | -                                    | -                                  |
|   |   | -                                       | -                                    | -                                  |
|   |   | •                                       |                                      | •                                  |
|   |   | -                                       | -                                    | -                                  |
|   | •   | Fund to which asset                     |                                      | Current value                      |
|   | Details   | belongs                                 | Cost (optional)                      | (optional)                         |
| Investment assets   |   |   | •                                    | -                                  |
|   |   |   | -                                    | -                                  |
|   |   |   | -                                    | -                                  |
|   |   |   | -                                    | -                                  |
|   |   |   | -                                    | -                                  |
|   |   | Fund to which asset                     | Cost (entional)                      | Current value                      |
| Access and in addition the about the                        | Details   | belongs                                 | Cost (optional)                      | (optional)                         |
| Assets retained for the charity's<br>own use                |   |   |                                      |                                    |
| own use   |   |   |                                      | -                                  |
|   |   |   | -                                    |                                    |
|   |   |   | -                                    | -                                  |
|   |   |   | -                                    | -                                  |
|   |   |   | -                                    |                                    |
|   | Details   | Fund to which liability relates         | Amount due (optional)                | When due<br>(optional)             |
| Liabilities   |   |   | -                                    | (opasiia)                          |
|   |   |   | -                                    |                                    |
|   |   |   | -                                    |                                    |
|   |   |   | -                                    |                                    |
|   |   |   |                                      |                                    |
| Signed by one or two trustees on behalf of all the trustees | Signature   | Print                                   | Name                                 | Date of approval                   |
| CHAIRMAN -  | S.Atcha<br>K. Malji   | SAEED                                   | ATCHA                                | 06/05/2017                         |
| TREASURER -   |   | KHALIL                                  |                                      |                                    |



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