



# Xplode

## Annual report

**For the year ended 6 April 2018**

“ To me, volunteering means having the opportunity to build on a myriad of new skills, make new friends, gain valuable industry connections and above all, have fun. I have been a volunteer with Xplode for almost three years and in that time have gone from studying media in college to gaining full-time employment in the sector, and I cannot thank Xplode enough for giving me that first seed of inspiration and belief that I can achieve my dream of working in media. ”

- Lydia G



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# Legal and administrative detail

## TRUSTEES

Chair  
Vice Chair  
Treasurer

Miss S Malji  
Mr E Jankowski  
Mr K A Malji  
Mr A Toorawa  
Miss L German (appointed 12/01/18)  
Mr M Kerai (terminated 07/04/17)

## REGISTERED OFFICE

Xplode Magazine,  
Bolton Hub,  
Bold Street,  
Bolton  
BL1 1LS

## INDEPENDENT EXAMINER

KM Accountants t/a KM Business  
Solutions Ltd,  
1st Floor, Block C, The Wharf,  
Manchester Road,  
Burnley  
BB11 1JG

## 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 2017/18 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 every two months 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 regular reports from the Executive. 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. 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 legal firms to ensure that Xplode's procedures and policies are watertight and to allow the organisation to move forward with its plans for expansion and growth. As a result, the Board of Trustees last year envisaged an increase legal and governance costs as various procedures, policies, contracts and agreements have been checked and written.

## ACHIEVEMENTS AND ACTIVITIES

Dedication and passion runs through all of Xplode's stakeholders – we're part of a family that's proud of what we do and we want to make a change, both in ourselves and to our communities. Xplode places a large emphasis on Youth Social Action, a great way to create a double benefit for those taking part to those being influenced by our activities. Xplode is split into two strands; 'Magazine' and 'Employ' and this report sets out our key achievements over the past twelve months.



## 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 whilst combatting negative press coverage and stereotypes of young people. 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, our young people not only write for the magazine, but 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 music, fashion and entertainment to more 'serious' pieces 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 printed and distributed to all of Bolton's high schools, Bolton and Bury colleges and ASDA Stores, youth centres, libraries 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 in-print and online stands at 44,000.

## EMPLOY



The issue is simple – far too many young people go to jobs for experience and get turned down for a lack of it.

Xplode's volunteers are trained in employability skills from digital recruitment to 'train-the-trainer' sessions and they act as 'employability champions' delivering sessions to other young people. The fact that they are volunteers, we are capacity building focusing on confidence, presentation skills, photography, data collation and impact measurement skills from the work they do at the training sessions.

Devised in partnership with business and the public sector, we are focusing on the key skills needed for employment as defined by the CBI. Young people are experiencing elements of job interviews, CV structuring and group interview in our sessions and they're even faced with challenges allowing them to apply learnt information in real-life situations.

The increased competition in the labour market means that the spotlight is on the skills and aptitudes beyond outstanding results. All our activities are set out in a way that young people find them fun and engaging whilst also making the link between their skills and what employers are looking for.



We are proud to be the principal employability delivery partner for the National Citizen Service (NCS) delivered by Bolton Lads and Girls Club. In the interests of developing pathways, we have committed to training NCS graduates as Employ training facilitators.

2,000 young people across Greater Manchester have already benefitted from our training garnishing impressive results.

- 95% of the young people say the workshop helped with their plans for the future
- Over half of participants now know where and how to look for jobs
- A large percentage (77%) feel more confident in writing job applications
- 82% of participants are now feeling better about writing their CVs
- 84% say they're better prepared for job interviews
- 86.9% feel more confident in themselves following the training.

## VOLUNTEERING



Volunteers are the bread and butter to our organisation. In the past 12 months, we have engaged with 45 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:



**88% say that  
they've had  
leadership  
opportunities**



**94% feel more  
employable from  
their volunteering**

**100% would recommend  
volunteering  
opportunities to friends**

**94% feel they've  
developed  
networking skills**



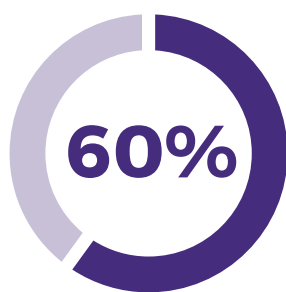
“ I’ve created new friends, found my creative passion in writing and now I want to be a journalist ”

– Chloe W

“ I feel a lot more confident and my highlight has been interviewing famous people! ”

– Mo J

Bolton is in the bottom 5% of the areas of multiple deprivation according to Bolton Council and 70% of our Bolton-based volunteers are from the less affluent areas of the town. We do not have a ‘typical’ volunteer as these statistics show:



**60% BAME  
Background**



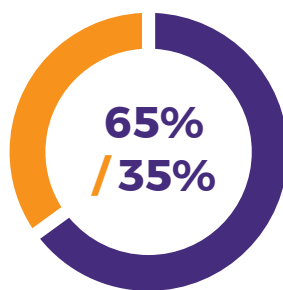
**85% aged  
14-19**



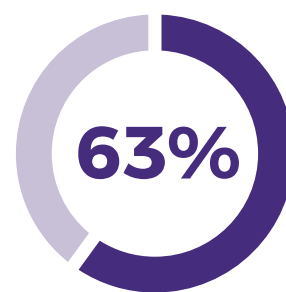
**95% based in  
Greater Manchester**



**75% have  
volunteered  
for over a year**



**65% Female  
and 35% Male**



**63% in  
employment  
as direct result**

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

- 100% say their motivation to do more in their communities has increased
- 100% are proud of the Xplode brand
- 100% say training is effective
- 100% would recommend Xplode to friends
- 100% feel they've developed their teambuilding skills

As a Queen's Award for Voluntary Service recipient, we are committed to upholding the very best management of our volunteers, promoting inclusivity, leadership and diversity.

## 2017-18 RECOGNITION

Xplode Magazine is no stranger to the local press. This year, our CEO was awarded 'Young Person of the Year' at The Bolton News and Bury Times Business Awards, which he rebranded 'Young People of the Year'. A number of volunteers had the opportunity to attend the prestigious event.





Other recognition this year came in the form of two letters; one from 10 Downing Street,

*I would like to congratulate you on the success of Xplode Magazine, which is a wonderful example of the positive impact a charity can have on its local community. It is heartening to hear of your efforts to improve young people's lives through youth volunteering. You should be proud of your charity's achievements and the training opportunities you are providing to so many. I encourage you to remain in contact with officials at the Department for Culture, Media and Sport to ensure that the right Government support is available to you.*

and one from Buckingham Palace.

*It was thoughtful of you to keep Her Majesty informed about the recent achievements of Xplode Magazine and, in return, I have been asked to send her warm good wishes to you all*





## EDINBURGH XCHANGE

In December 2017, 12 volunteers were taken on an exchange trip to Edinburgh with the following objectives:

- 1.** Participants will engage in informal activities to develop their skills.
  - a.** Participation will allow experiential learning alongside other volunteers.
  - b.** Participants will have the opportunity to speak informally with volunteers about their motivation, dedication, and experiences.
- 2.** Participants will learn about Edinburgh, Scotland's Capital City.
  - a.** Participants will experience Edinburgh's cultural uniqueness and how organisations have had to adapt to be successful in their city.
- 3.** Participants will gain an understanding of setting goals and targets as well as project planning and management.
  - a.** Participants will assist Xplode Magazine's Executive Officer's plan the three-year strategy.
  - b.** Participants will creatively assist with the planning of Xplode's Employ programme.
  - c.** Participants will set out their vision for Xplode's magazine and volunteering opportunities for presentation to the Board of Directors.
- 4.** Participants will develop a plan of action to be undertaken once returned to Bolton.
  - a.** Prior to leaving Edinburgh, participants will have completed a synthesis of their learnings and a plan of action for implementation.



“ I want to extend my personal thanks for your commitment to young people in the conurbation; we are lucky to have people so passionate about the city-region’s youth fulfilling its potential and I would like to invite Xplode to be the Youth Combined Authority’s Official Media Partner, attending its meetings and reporting on its activities. ”

**- Mayor of Greater Manchester, Andy Burnham**



## 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:



**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.



**The Light Cinema** – As the town centre's only cinema, The Light has partnered with Xplode Magazine to give young people the opportunity to be rewarded for their volunteering. Xplode volunteers are able to watch films for free, in return for a review as part of their article writing tasks.





**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.



**Bolton Wanderers Community Trust** - We give young Boltonians the opportunity to develop their media skills whilst helping the charitable arm of the football club. Xplode volunteers write articles, film events and work on the social media for the Trust for media opportunity rewards.



**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 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 Prince's 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 magnificent charity.



**Bolton Lads and Girls Club** – BLGC are instrumental to Xplode's Employ programme – they are the delivery partner for National Citizen Service and Xplode train approximately 1,000 of their participants annually.



**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.



**The Growth Company** – Working with The Growth Company, 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 assist their in-school employability programmes.



**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
- Zochonis Charitable Trust
- Paul Hamlyn Foundation
- Esmee Fairbairn Foundation
- The Tudor Trust
- Garfield Weston Foundation
- Bolton Council Community Empowerment Fund

## 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 3 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](http://xplodemag.co.uk)
  - b) Selling the employability training sessions outside of Greater Manchester
- The Trustees consider that funds of £6,500 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 [6th June 2018]



**Saimah Malji**  
Chair



**Edward Jankowski**  
Vice-Chair

# Independent examiner's report on the accounts

I report to the charity trustees on my examination of the accounts of the charity for the year ended 6th April 2018 which are set out on pages 18 and 19.

## RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Mark Heaton FCCA FCIE DChA**

KM Chartered Accountants  
1st Floor, Block C  
The Wharf  
Manchester Rd  
Burnley  
BB11 1JG  
3rd May 2018

# Receipts and payments accounts

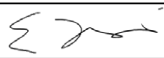
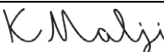
FOR THE PERIOD: 07 APRIL 2017 TO 06 APRIL 2018



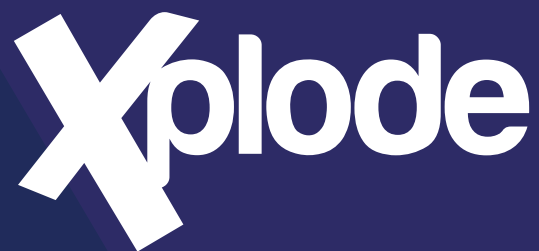
## Receipts and Payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>					
Grants	14,940.00	78,250.00	0.00	93,190.00	76,341.00
Advertisement	2,500.00	0.00	0.00	2,500.00	650.00
Donations	2,858.00	0.00	0.00	2,858.00	651.00
Sales	225.00	0.00	0.00	225.00	9,014.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>Sub total(Gross income for AR)</b>	<b>20,523.00</b>	<b>78,250.00</b>	<b>0.00</b>	<b>98,773.00</b>	<b>86,656.00</b>
<b>Asset and investment sales</b>					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>20,523.00</b>	<b>78,250.00</b>	<b>0.00</b>	<b>98,773.00</b>	<b>86,656.00</b>
<b>Payments</b>					
Accommodation & services	0.00	12,185.64	0.00	12,185.64	7,090.00
Volunteer Management	0.00	12,923.09	0.00	12,923.09	13,665.00
IT & Software	0.00	3,073.84	0.00	3,073.84	6,061.00
Communications & Marketing	4,000.00	4,839.07	0.00	8,839.07	5,003.00
Magazine Print & Distribution	0.00	2,762.00	0.00	2,762.00	3,058.00
Travel & Subsistence	0.00	5,891.78	0.00	5,891.78	
Legal & Governance	11,559.00	2,694.50	0.00	14,253.50	1,351.00
Stationery & Postage	0.00	363.46	0.00	363.46	520.00
Staff Salaries & Costs	15,000.00	33,947.99	0.00	48,947.99	1,532.00
<b>Sub total</b>	<b>30,559.00</b>	<b>78,681.37</b>	<b>0.00</b>	<b>109,240.37</b>	<b>38,280.00</b>
<b>Asset and investment purchases</b>					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total payments</b>	<b>30,559.00</b>	<b>78,681.37</b>	<b>0.00</b>	<b>109,240.37</b>	<b>38,280.00</b>
<b>Net of receipts/(payments)</b>	<b>-10,036.00</b>	<b>-431.37</b>	<b>0.00</b>	<b>-10,467.37</b>	<b>48,376.00</b>
Transfers between funds	0.00	0.00	0.00	0.00	0.00
Cash funds last year end	22,463.00	18,904.00	0.00	41,367.00	0.00
<b>Cash funds this year end</b>	<b>12,427.00</b>	<b>18,472.63</b>	<b>0.00</b>	<b>30,899.63</b>	<b>48,376.00</b>

## Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Bank	12,427	18,473	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>12,427</b>	<b>18,473</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
VICE CHAIR		ED JANKOWSKI	17/04/2018	
TREASURER		KHALIL MALJI	17/04/2018	





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**Bolton**  
**BL1 1LS**

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