

# MENTOR LINK

England & Wales · Charity number 1169026

## Details

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**Status** Registered

**Legal form** CIO

**Company number** [CE008705](#)

**Registered** 2016-09-02

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Mentor Link  
The Forum  
Anchor Drive  
Worcester Road  
Stourport-On-Severn  
DY13 9BZ

**Phone** 01299822336

**Email** [Andrea.Maddocks@mentorlink.org.uk](mailto:Andrea.Maddocks@mentorlink.org.uk)

**Website** [www.mentorlink.org.uk](http://www.mentorlink.org.uk)

## Activities

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**Objects:** To advance the education of those young people in the West Midlands (Region) who are disengaged or at risk of disengaging themselves from the community and mainstream education. In particular but not exclusively by provision of a mentoring, training and development and talking therapies services for the young people and their families with the aim of re-engaging young people back into their learning so that they are better able to identify and meet their needs, participate more fully in society and make a successful transition to adulthood.

**Activities:** The provision of a one to one mentoring service to young adults who are at risk of disengaging from their learning. Our aim is to improve their engagement in learning and the service is delivered mainly but not exclusively delivered in schools and can include support to the families of these young people. Mentor link operates in the Midlands and South Midlands area.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Other Defined Groups

## Geography

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- Birmingham City
- Dudley
- Gloucestershire
- Herefordshire
- Leicestershire
- Shropshire
- Telford & Wrekin
- Warwickshire
- Wolverhampton
- Worcestershire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-11-30	£206,511	£211,250	-	-
2024-11-30	£209,731	£169,693	-	-
2023-11-30	£187,356	£184,280	-	-
2022-11-30	£156,584	£147,359	-	-
2021-11-30	£167,000	£154,241	-	-

## Trustees

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Name	Role	Appointed
David Henderson		2024-10-16
Dr Helen Chaplin		2024-01-17
Hayley Trenfield		2025-04-23
Jayne Tullett		2025-07-10
Peter Grieve		2024-05-01

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**MENTOR LINK**

England & Wales - Charity number 1169026

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# Accounts

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COMPANY REGISTRATION NUMBER: CE008705  
CHARITY REGISTRATION NUMBER: 1169026

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 NOVEMBER 2025**

**LANGARD LIFFORD HALL LIMITED**

Accountants and Registered Auditors

Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2025**

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**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT)**  
**YEAR ENDED 30 NOVEMBER 2025**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 November 2025.

**Reference and administrative details**

**Registered charity name** Mentor Link

**Charity registration number** 1169026

**Company registration number** CE008705

**Principal office and registered office** First Floor  
Forum House  
Anchor Drive  
Stourport on Severn  
Worcestershire  
DY13 9BZ

**The trustees**

K Rogers	(Resigned 20 March 2025)
D Henderson	
Dr H Chaplin	
H Trenfield	(Appointed 23 April 2025)
J Tullett	(Appointed 10 July 2025)
M Hart	(Resigned 13 June 2025)
P Grieve	

**Independent examiner** D J Hanby (Senior Statutory Auditor) Independent Examiner  
Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2025**

**Structure, governance and management**

The charitable incorporated organisation was incorporated on 2 September 2016, under Articles of Association dated 2 September 2016.

On 1 December 2016, the activities, assets and liabilities of Mentor Link, charity number 1106171, were transferred to the charitable incorporated organisation.

**Constitution, Policies and Objectives**

Mentor Link is constituted as a charitable incorporated organisation under its Articles of Association dated 2 September 2016. Its objectives are as follows:

- To advance the education of those young people in the West Midlands (Region) who are disengaged or at risk of disengaging themselves from the community and mainstream education. In particular but not exclusively by provision of a mentoring, training and development and talking therapies services for the young people and their families with the aim of re-engaging young people back into their learning so that they are better able to identify and meet their needs, participate more fully in society and make a successful transition to adulthood.

**Method and Appointment or Election to the Executive Committee**

Mentor Link shall elect a President, such Vice Presidents as shall be approved by the Executive Committee, a Chairperson who will preside at the meetings of the Executive Committee and an Honorary Treasurer.

**Policies Adopted for the Induction and Training of Members of the Executive Committee**

- Members of the Executive Committee are generally professional or business people. However, appropriate training will be offered to any member who would benefit from this kind of support in helping them play a full part as a member of the Executive Committee.

**Objectives and activities**

**Strategies for Achieving Objectives**

The Executive Committee and its Steering Group meet on a regular basis to ensure the objectives are being met. The day to day running of Mentor Link is in the hands of the CEO.

**Activities for Achieving Objectives**

Fund raising events are ongoing. Existing and potential new sources of donations are contacted regularly with the assistance of members appointed by the Executive Committee.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) (continued)**  
**YEAR ENDED 30 NOVEMBER 2025**

**Achievements and performance**

**Review of Activities**

Mentor link's goal throughout 2025 has been to bring in therapeutic techniques to mentoring sessions using the training and supervision of our Educational Psychologist for our EBSA Project and expansion into the Staffordshire region.

**A. Key highlights for the year**

- Securing funding from Severn Trent Water Community Fund to extend and develop our mentoring and EBSA service across Staffordshire and the surrounding regions
- Setting up of a satellite office in Stafford at The Shire Hall Business Centre
- Working in partnership with Herefordshire County Council to deliver an EBSA mentoring service to pupils in high schools
- Appointment of a Digital Marketing Administrator to develop our online profile and raise awareness
- Expansion of our services into the Gloucestershire and Cheltenham areas
- We now have two Educational Psychologists working with the Charity to deliver training and supervision to our staff and volunteers
- We have appointed two new Trustees – Hayley Trenfield and Jayne Tullett
- Two of our volunteers were invited to the Kings Garden Party at Buckingham Palace in May 2025

**B. Major achievements and challenges**

- We have opened a new office at The Shire Hall Business Centre in Stafford which is being staffed part time. This has been possible due to support from Severn Trent Water Community Fund
- Expanding and developing our service into Staffordshire
- Volunteer representation at the Kings Garden Party at Buckingham Palace
- Developing and expanding our EBSA project into Gloucestershire and Herefordshire

**C. Growth YoY**

The charity has seen growth across 4 key deliverables in 2025

- 11% increase in children mentored from 329 to 364
- 23% increase in schools using our services from 75 to 82
- 146 mentors delivering our mentoring services
- 78 new volunteers trained during the year

This is testament to the hard work and dedication of the staff and volunteers and a very positive indicator that our service is meeting the needs of local children. This year the charity has been kindly supported by Severn Trent Water Community Foundation, Garfield Weston, Children in Need, Swire Charitable Trust, E Cadbury, Awards for All, Worcestershire Community Foundation, Eveson Trust, E Bulmer Trust, Julia Rausing Charitable Trust, Sir John Middlemore, John Martin Charity, Hedley Charitable Trust, Turner Trust, Woodward Charitable Trust, Harry Payne Charitable Trust, MFG Solicitors, Worcester Crematorium, Gould Estates, David Wilson Homes, Monday Night Group, Baron Davenport, Stephen Clark Charitable Trust and Mentor Link Services CIC.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) (continued)**  
**YEAR ENDED 30 NOVEMBER 2025**

**Investment and Performance**

The constitution authorises the Executive Committee to make and hold investments at their discretion.

**Factors Relevant to Achieve Objectives**

It is important to maintain relationships with sources of funding and donors as well as maintaining Mentor Link's good reputation and standing in the wider community.

**Financial review**

The charity had a small deficit of £4,739. The charity funds stand at £178,948.

Tight controls have been kept on expenditure to keep the losses as low as possible and to allow the trustees to direct as much income as possible to our one to one mentoring service.

**Reserves Policy**

The Executive Committee decided to set aside a minimum of £88,583 in reserves which is held in our Nationwide account.

**Principal Funding**

Principal funding comes from grants, donations and funding bids.

**Plans for the future**

The trustees plan to continue the services into next year.

**Future Developments**

Since the end of the financial year, the Executive Committee has continued to raise funds through applications to grant funders and obtain support from local businesses.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 19 March 2026 and signed on behalf of the board of trustees by:



D Henderson  
Trustee

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MENTOR**  
**LINK**  
**YEAR ENDED 30 NOVEMBER 2025**

I report to the trustees on my examination of the financial statements of Mentor Link ('the charity') for the year ended 30 November 2025.

**Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

  
D J Hanby (Senior Statutory Auditor)  
Independent Examiner

Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham, B30 3JN

19 March 2026

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 30 NOVEMBER 2025**

		<b>2025</b>		<b>2024</b>	
	Unrestricted	Restricted	Total funds	Total funds	
Note	funds	funds	£	£	£
	£	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	32,393	80,194	112,587	128,228
Incoming Resources from Charitable activities	6	87,528	-	87,528	75,522
Fundraising Income	7	2,618	-	2,618	1,830
Investment income	8	3,778	-	3,778	4,151
<b>Total income</b>		<u>126,317</u>	<u>80,194</u>	<u>206,511</u>	<u>209,731</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Fundraising Costs	9	783	-	783	470
Expenditure on charitable activities	10,11	196,915	13,553	210,467	169,223
<b>Total expenditure</b>		<u>197,698</u>	<u>13,553</u>	<u>211,250</u>	<u>169,693</u>
<b>Net (expenditure)/income and net movement in funds</b>					
		<u>(71,381)</u>	<u>66,641</u>	<u>(4,739)</u>	<u>40,038</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		63,327	120,361	183,688	143,650
<b>Total funds carried forward</b>		<u>(8,054)</u>	<u>187,002</u>	<u>178,948</u>	<u>183,688</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 8 to 15 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL POSITION**

**30 NOVEMBER 2025**

	Note	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible fixed assets	16		1,452		1,936
<b>Current assets</b>					
Debtors	17	18,960		23,005	
Cash at bank and in hand		254,804		200,036	
		<u>273,764</u>		<u>223,041</u>	
<b>Creditors: amounts falling due within one year</b>	18	96,267		41,289	
<b>Net current assets</b>			<u>177,497</u>		<u>181,752</u>
<b>Total assets less current liabilities</b>			<u>178,949</u>		<u>183,688</u>
<b>Net assets</b>			<u>178,949</u>		<u>183,688</u>
<b>Funds of the charity</b>					
Restricted funds			187,002		120,361
Unrestricted funds			(8,054)		63,327
<b>Total charity funds</b>	20		<u>178,948</u>		<u>183,688</u>

For the year ending 30 November 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 19 March 2026, and are signed on behalf of the board by:

*D. S. Henderson*

D Henderson  
Trustee

The notes on pages 8 to 15 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2025**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is First Floor, Forum House, Anchor Drive, Stourport on Severn, Worcestershire, DY13 9BZ.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment - 25% reducing balance

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**3. Accounting policies** *(continued)*

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

**4. Charitable incorporated organisation**

The Company is a Limited Liability Charitable Incorporated Organisation and is registered as a Charity (Registered Number 1169026). The members of the company are the Directors.

**5. Donations and legacies**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
<b>Donations</b>			
Donations	32,393	-	32,393
ASDA Foundation	-	-	-
<b>Grants</b>			
Hopmarket Charitable Trust	-	-	-
Comic Relief	-	-	-
Eveson Charitable Trust	-	3,644	3,644
Awards For All	-	6,663	6,663
Swire Charitable Trust	-	10,000	10,000
Edward Cadbury Trust	-	2,250	2,250
St James Place	-	-	-
Garfield Weston	-	12,500	12,500
Charitable Trusts and Donations	-	45,137	45,137
	<u>32,393</u>	<u>80,194</u>	<u>112,587</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**5. Donations and legacies** *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
<b>Donations</b>			
Donations	26,388	-	26,388
ASDA Foundation	1,177	-	1,177
<b>Grants</b>			
Hopmarket Charitable Trust	-	1,500	1,500
Comic Relief	-	5,398	5,398
Eveson Charitable Trust	-	6,000	6,000
Awards For All	-	19,502	19,502
Swire Charitable Trust	-	10,000	10,000
Edward Cadbury Trust	-	-	-
St James Place	-	9,000	9,000
Garfield Weston	-	12,500	12,500
Charitable Trusts and Donations	780	35,983	36,763
	<u>28,345</u>	<u>99,883</u>	<u>128,228</u>

**6. Incoming resources from charitable activities**

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Income from schools	<u>87,528</u>	<u>87,528</u>	<u>75,522</u>	<u>75,522</u>

**7. Fundraising income**

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Fundraising	1,428	1,428	422	422
Fundraising: 100 Club	1,190	1,190	1,408	1,408
	<u>2,618</u>	<u>2,618</u>	<u>1,830</u>	<u>1,830</u>

**8. Investment income**

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	<u>3,778</u>	<u>3,778</u>	<u>4,151</u>	<u>4,151</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**9. Fundraising costs**

Unrestricted Funds £	<b>Total Funds 2025 £</b>	Unrestricted Funds £	Total Funds 2024 £
783	783	470	470

**10. Expenditure on charitable activities by fund type**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2025 £</b>
Mentoring	131,548	12,120	143,667
Support costs	65,367	1,433	66,800
	<u>196,915</u>	<u>13,553</u>	<u>210,467</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Mentoring	55,728	56,560	112,287
Support costs	12,541	44,394	56,936
	<u>68,269</u>	<u>100,954</u>	<u>169,223</u>

**11. Expenditure on charitable activities by activity type**

	Activities undertaken directly £	Support costs £	<b>Total funds 2025 £</b>	Total fund 2024 £
Mentoring	143,667	66,800	210,467	169,223

**12. Net (expenditure)/income**

Net (expenditure)/income is stated after charging/(crediting):

	<b>2025 £</b>	2024 £
Depreciation of tangible fixed assets	484	645

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**13. Independent examination fees**

	2025	2024
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	600	600
	<u>600</u>	<u>600</u>

**14. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and salaries	154,479	136,044
Social security costs	5,895	5,311
Employer contributions to pension plans	2,967	2,587
	<u>163,341</u>	<u>143,942</u>

The average head count of employees during the year was 16 (2024: 16). The average number of full-time equivalent employees during the year is analysed as follows:

	2025	2024
	No.	No.
Administration	4	6
Management	1	1
	<u>5</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

**15. Trustee remuneration and expenses**

During the year no trustees received remuneration in respect of their trustees duties.

During the year a salary was paid to A Maddocks of £59,692 (2024: £51,366) in respect of her managerial role of running Mentor Link.

During the year travel expenses of £Nil (2024: £Nil) were reimbursed to trustees.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**16. Tangible fixed assets**

	<b>Fixtures and fittings</b> £
<b>Cost</b>	
At 1 December 2024 and 30 November 2025	11,779
<b>Depreciation</b>	
At 1 December 2024	9,843
Charge for the year	484
<b>At 30 November 2025</b>	<u>10,327</u>
<b>Carrying amount</b>	
At 30 November 2025	<u>1,452</u>
At 30 November 2024	<u>1,936</u>

**17. Debtors**

	<b>2025</b> £	<b>2024</b> £
Trade debtors	18,288	20,840
Prepayments and accrued income	672	2,165
	<u>18,960</u>	<u>23,005</u>

**18. Creditors: amounts falling due within one year**

	<b>2025</b> £	<b>2024</b> £
Accruals and deferred income	89,408	35,960
Other creditors	6,859	5,329
	<u>96,267</u>	<u>41,289</u>

**19. Pensions and other post retirement benefits****Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,967 (2024: £2,587).

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2025**

**20. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Dec 2024	Income £	Expenditure £	At 30 Nov 2025 £
General funds	63,327	126,317	(197,698)	(8,054)

	At 1 Dec 2023	Income £	Expenditure £	At 30 Nov 2024 £
General funds	22,218	109,848	(68,739)	63,327

**Restricted funds**

	At 1 Dec 2024	Income £	Expenditure £	At 30 Nov 2025 £
Salaries, volunteer expenses and running costs	120,361	80,194	(13,553)	187,002

	At 1 Dec 2023	Income £	Expenditure £	At 30 Nov 2024 £
Salaries, volunteer expenses and running costs	121,432	99,883	(100,954)	120,361

**21. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Tangible fixed assets	1,452	-	1,452
Current assets	270,763	3,000	273,763
Creditors less than 1 year	(12,449)	(83,817)	(96,266)
<b>Net assets</b>	<b>259,766</b>	<b>(80,817)</b>	<b>178,949</b>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible fixed assets	1,936	-	1,936
Current assets	223,265	-	223,265
Creditors less than 1 year	(6,290)	(28,710)	(35,000)
<b>Net assets</b>	<b>218,911</b>	<b>(28,710)</b>	<b>190,201</b>

**MENTOR LINK**

England & Wales - Charity number 1169026

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# Accounts

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COMPANY REGISTRATION NUMBER: CE008705  
CHARITY REGISTRATION NUMBER: 1169026

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 NOVEMBER 2024**

**LANGARD LIFFORD HALL LIMITED**

Accountants and Registered Auditors

Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2024**

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Detailed statement of financial activities	<b>17</b>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT)**  
**YEAR ENDED 30 NOVEMBER 2024**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 November 2024.

**Reference and administrative details**

**Registered charity name** Mentor Link

**Charity registration number** 1169026

**Company registration number** CE008705

**Principal office and registered office** First Floor  
Forum House  
Anchor Drive  
Stourport on Severn  
Worcestershire  
DY13 9BZ

**The trustees**

A Pollock	(Resigned 12 March 2024)
K Rogers	
J Brown	(Resigned 14 March 2024)
D Henderson	(Appointed 16 October 2024)
D Seddon OBE	(Resigned 14 March 2024)
Dr H Chaplin	(Appointed 17 January 2024)
M Hart	(Appointed 17 January 2024)
P Grieve	(Appointed 1 May 2024)

**Independent examiner**

D J Hanby (Senior Statutory Auditor)  
Independent Examiner  
Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2024**

**Structure, governance and management**

The charitable incorporated organisation was incorporated on 2 September 2016, under Articles of Association dated 2 September 2016.

On 1 December 2016, the activities, assets and liabilities of Mentor Link, charity number 1106171, were transferred to the charitable incorporated organisation.

**Constitution, Policies and Objectives**

Mentor Link is constituted as a charitable incorporated organisation under its Articles of Association dated 2 September 2016. Its objectives are as follows:

- To advance the education of those young people in the West Midlands (Region) who are disengaged or at risk of disengaging themselves from the community and mainstream education. In particular but not exclusively by provision of a mentoring, training and development and talking therapies services for the young people and their families with the aim of re-engaging young people back into their learning so that they are better able to identify and meet their needs, participate more fully in society and make a successful transition to adulthood.

**Method and Appointment or Election to the Executive Committee**

Mentor Link shall elect a President, such Vice Presidents as shall be approved by the Executive Committee, a Chairperson who will preside at the meetings of the Executive Committee and an Honorary Treasurer.

**Policies Adopted for the Induction and Training of Members of the Executive Committee**

- Members of the Executive Committee are generally professional or business people. However, appropriate training will be offered to any member who would benefit from this kind of support in helping them play a full part as a member of the Executive Committee.

**Objectives and activities**

**Strategies for Achieving Objectives**

The Executive Committee and its Steering Group meet on a regular basis to ensure the objectives are being met. The day to day running of Mentor Link is in the hands of the CEO.

**Activities for Achieving Objectives**

Fund raising events are ongoing. Existing and potential new sources of donations are contacted regularly with the assistance of members appointed by the Executive Committee.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) (continued)**  
**YEAR ENDED 30 NOVEMBER 2024**

**Achievements and performance**

**Review of Activities**

Mentor link's goal throughout 2024 has been to bring in therapeutic techniques to mentoring sessions using the training and supervision of our Educational Psychologist.

**A. Key highlights for the year**

- Working in partnership with Mulberry Foster Care in Herefordshire and other care agencies/virtual schools.
- Training on social media and increased activity on Facebook and social media platforms to promote volunteering.
- We are now expanding our services to new areas of Herefordshire and Gloucestershire.
- The charity is now working in partnership with an Educational Psychologist who provides regular training on therapeutic techniques to our staff and volunteers.
- We now have recruited two new Trustees Dr Helen Chaplin who is an Educational Psychologist and Treasurer David Henderson.
- Two of our volunteers were nominated for the High Sheriff of Worcestershire Award.

**B. Major achievements and challenges**

- Setting up our new EBSA project on school avoidance and helping children re engage with their learning.
- This project has been led by our Educational Psychologist De Helen Chaplin.
- Regular supervision and training on EBSA for our staff and volunteers
- The charity requires more substantial funding for this project going forward due to the high demand across the West Midlands.

**C. Growth YoY**

The charity has seen growth across 2 key deliverables in 2024

- 73% increase in Volunteers
- 31% increase in schools partnered with

This is testament to the hard work and dedication of the staff and volunteers and a very positive indicator that our service is meeting the needs of local children. This year the charity has been kindly supported by Garfield Weston, Children in Need, Swire Charitable Trust, William Addlington Cadbury, Awards for All, Worcestershire Community Foundation, Eveson Trust, Magdalen Hospital, Asda Foundation, Sir John Middlemore, Bransford Trust and Specsavers.

**Investment and Performance**

The constitution authorises the Executive Committee to make and hold investments at their discretion.

**Factors Relevant to Achieve Objectives**

It is important to maintain relationships with sources of funding and donors as well as maintaining Mentor Link's good reputation and standing in the wider community.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2024**

**Financial review**

The charity has had a positive year with a surplus of £40,038.

Tight controls have been kept on expenditure to keep the losses as low as possible and to allow the trustees to direct as much income as possible to our one to one mentoring service.

**Reserves Policy**

The Executive Committee decided to set aside a minimum of £82,700 in reserves which is held in our Nationwide account. The Trustees have updated their reserves policy.

**Principal Funding**

Principal funding comes from grants, donations and funding bids.

**Plans for the future**

The trustees plan to continue the services into next year.

**Future Developments**

Since the end of the financial year, the Executive Committee has continued to raise funds through applications to grant funders and obtain support from local businesses.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 24 February 2025 and signed on behalf of the board of trustees by:



D Henderson  
Trustee

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MENTOR**  
**LINK**  
**YEAR ENDED 30 NOVEMBER 2024**

I report to the trustees on my examination of the financial statements of Mentor Link ('the charity') for the year ended 30 November 2024.

**Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

  
D J Hanby (Senior Statutory Auditor)  
Independent Examiner

Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

24 February 2025

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 30 NOVEMBER 2024**

		<b>2024</b>		2023	
	Unrestricted	Restricted	Total funds	Total funds	
Note	funds	funds	£	£	
	£	£	£	£	
<b>Income and endowments</b>					
Donations and legacies	5	28,345	99,883	128,228	117,432
Incoming Resources from Charitable activities	6	75,522	-	75,522	64,989
Fundraising Income	7	1,830	-	1,830	2,069
Investment income	8	4,151	-	4,151	2,868
<b>Total income</b>		<u>109,848</u>	<u>99,883</u>	<u>209,731</u>	<u>187,358</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Fundraising Costs	9	470	-	470	498
Expenditure on charitable activities	10,11	68,269	100,954	169,223	183,784
<b>Total expenditure</b>		<u>68,739</u>	<u>100,954</u>	<u>169,693</u>	<u>184,282</u>
<b>Net income and net movement in funds</b>		<u>41,109</u>	<u>(1,071)</u>	<u>40,038</u>	<u>3,076</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		22,218	121,432	143,650	140,574
<b>Total funds carried forward</b>		<u>63,327</u>	<u>120,361</u>	<u>183,688</u>	<u>143,650</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 8 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL POSITION**

**30 NOVEMBER 2024**

	Note	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	16		1,936		2,186
<b>Current assets</b>					
Debtors	17	23,005		12,274	
Cash at bank and in hand		200,036		202,245	
		<u>223,041</u>		<u>214,519</u>	
<b>Creditors: amounts falling due within one year</b>	18	<u>41,289</u>		<u>73,055</u>	
<b>Net current assets</b>			<u>181,752</u>		<u>141,464</u>
<b>Total assets less current liabilities</b>			<u>183,688</u>		<u>143,650</u>
<b>Net assets</b>			<u>183,688</u>		<u>143,650</u>
<b>Funds of the charity</b>					
Restricted funds			120,361		121,432
Unrestricted funds			63,327		22,218
<b>Total charity funds</b>	20		<u>183,688</u>		<u>143,650</u>

For the year ending 30 November 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 24 February 2025, and are signed on behalf of the board by:

*D. Henderson*

D Henderson  
Trustee

The notes on pages 8 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2024**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is First Floor, Forum House, Anchor Drive, Stourport on Severn, Worcestershire, DY13 9BZ.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**3. Accounting policies** *(continued)*

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment - 25% reducing balance

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

**4. Charitable incorporated organisation**

The Company is a Limited Liability Charitable Incorporated Organisation and is registered as a Charity (Registered Number 1169026). The members of the company are the Directors.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**5. Donations and legacies**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
<b>Donations</b>			
Donations	26,388	-	26,388
ASDA Foundation	1,177	-	1,177
<b>Grants</b>			
Hopmarket Charitable Trust	-	1,500	1,500
High Sheriff	-	-	-
Comic Relief	-	5,398	5,398
Eveson Charitable Trust	-	6,000	6,000
Baron Davenport	-	-	-
Awards For All	-	19,502	19,502
Swire Charitable Trust	-	10,000	10,000
St James Place	-	9,000	9,000
Albert Hunt Charitable Trust	-	-	-
Norton Foundation	-	-	-
Garfield Weston	-	12,500	12,500
Charitable Trusts and Donations	780	35,983	36,763
	<u>28,345</u>	<u>99,883</u>	<u>128,228</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Donations	43,497	-	43,497
ASDA Foundation	-	-	-
<b>Grants</b>			
Hopmarket Charitable Trust	-	5,850	5,850
High Sheriff	-	833	833
Comic Relief	-	4,580	4,580
Eveson Charitable Trust	-	500	500
Baron Davenport	-	1,000	1,000
Awards For All	-	7,947	7,947
Swire Charitable Trust	-	10,000	10,000
St James Place	-	905	905
Albert Hunt Charitable Trust	-	1,000	1,000
Norton Foundation	-	3,333	3,333
Garfield Weston	-	17,500	17,500
Charitable Trusts and Donations	-	20,487	20,487
	<u>43,497</u>	<u>73,935</u>	<u>117,432</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**6. Incoming resources from charitable activities**

	Unrestricted Funds	<b>Total Funds 2024</b>	Unrestricted Funds	Total Funds 2023
	£	£	£	£
Income from schools	75,522	75,522	64,989	64,989

**7. Fundraising income**

	Unrestricted Funds	<b>Total Funds 2024</b>	Unrestricted Funds	Total Funds 2023
	£	£	£	£
Fundraising	422	422	557	557
Fundraising: 100 Club	1,408	1,408	1,512	1,512
	<u>1,830</u>	<u>1,830</u>	<u>2,069</u>	<u>2,069</u>

**8. Investment income**

	Unrestricted Funds	<b>Total Funds 2024</b>	Unrestricted Funds	Total Funds 2023
	£	£	£	£
Bank interest receivable	4,151	4,151	2,868	2,868

**9. Fundraising costs**

	Unrestricted Funds	<b>Total Funds 2024</b>	Unrestricted Funds	Total Funds 2023
	£	£	£	£
	<u>470</u>	<u>470</u>	<u>498</u>	<u>498</u>

**10. Expenditure on charitable activities by fund type**

	Unrestricted Funds	Restricted Funds	<b>Total Funds 2024</b>
	£	£	£
Mentoring	55,728	56,560	112,287
Support costs	12,541	44,394	56,936
	<u>68,269</u>	<u>100,954</u>	<u>169,223</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Mentoring	125,735	10,023	135,758
Support costs	45,704	2,322	48,026
	<u>171,439</u>	<u>12,345</u>	<u>183,784</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**11. Expenditure on charitable activities by activity type**

	Activities undertaken directly £	Support costs £	<b>Total funds 2024 £</b>	Total fund 2023 £
Mentoring	112,287	56,936	169,223	183,784

**12. Net income**

Net income is stated after charging/(crediting):

	<b>2024</b> £	2023 £
Depreciation of tangible fixed assets	645	728

**13. Independent examination fees**

	<b>2024</b> £	2023 £
Fees payable to the independent examiner for: Independent examination of the financial statements	600	600

**14. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2024</b> £	2023 £
Wages and salaries	136,044	125,476
Social security costs	5,311	3,346
Employer contributions to pension plans	2,587	2,282
	<u>143,942</u>	<u>131,104</u>

The average head count of employees during the year was 16 (2023: 15). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2024</b> No.	2023 No.
Administration	6	6
Management	1	1
	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**15. Trustee remuneration and expenses**

During the year no trustees received remuneration in respect of their trustees duties.

During the year a salary was paid to A Maddocks of £51,366 (2023: £42,457) in respect of her managerial role of running Mentor Link.

During the year travel expenses of £Nil (2023: £Nil) were reimbursed to trustees.

**16. Tangible fixed assets**

	<b>Fixtures and fittings</b> £
<b>Cost</b>	
At 1 December 2023	13,159
Additions	780
Disposals	(2,160)
<b>At 30 November 2024</b>	<b>11,779</b>
<b>Depreciation</b>	
At 1 December 2023	10,973
Charge for the year	645
Disposals	(1,775)
<b>At 30 November 2024</b>	<b>9,843</b>
<b>Carrying amount</b>	
<b>At 30 November 2024</b>	<b>1,936</b>
At 30 November 2023	2,186

**17. Debtors**

	<b>2024</b> £	2023 £
Trade debtors	20,840	11,597
Prepayments and accrued income	2,165	677
	<b>23,005</b>	<b>12,274</b>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**18. Creditors: amounts falling due within one year**

	<b>2024</b>	2023
	£	£
Accruals and deferred income	35,960	68,653
Other creditors	5,329	4,402
	<u>41,289</u>	<u>73,055</u>

**19. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,587 (2023: £2,282).

**20. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Dec 2023	Income £	Expenditure £	At 30 Nov 2024 £
General funds	<u>22,218</u>	<u>109,848</u>	<u>(68,739)</u>	<u>63,327</u>

	At 1 Dec 2022	Income £	Expenditure £	At 30 Nov 2023 £
General funds	<u>80,732</u>	<u>113,423</u>	<u>(171,937)</u>	<u>22,218</u>

**Restricted funds**

	At 1 Dec 2023	Income £	Expenditure £	At 30 Nov 2024 £
Salaries, volunteer expenses and running costs	<u>121,432</u>	<u>99,883</u>	<u>(100,954)</u>	<u>120,361</u>

	At 1 Dec 2022	Income £	Expenditure £	At 30 Nov 2023 £
Salaries, volunteer expenses and running costs	<u>59,842</u>	<u>73,935</u>	<u>(12,345)</u>	<u>121,432</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

**21. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible fixed assets	1,936	-	1,936
Current assets	223,265	-	223,265
Creditors less than 1 year	(6,290)	(28,710)	(35,000)
<b>Net assets</b>	<u>218,911</u>	<u>(28,710)</u>	<u>190,201</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	2,185	-	2,185
Current assets	288,927	-	288,927
Creditors less than 1 year	(5,352)	(18,795)	(24,147)
<b>Net assets</b>	<u>285,760</u>	<u>(18,795)</u>	<u>266,965</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 30 NOVEMBER 2024**

	2024	2023
	£	£
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	26,388	43,497
ASDA Foundation	1,177	-
Hopmarket Charitable Trust	1,500	5,850
High Sheriff	-	833
Comic Relief	5,398	4,580
Eveson Charitable Trust	6,000	500
Baron Davenport	-	1,000
Awards For All	19,502	7,947
Swire Charitable Trust	10,000	10,000
St James Place	9,000	905
Albert Hunt Charitable Trust	-	1,000
Norton Foundation	-	3,333
Garfield Weston	12,500	17,500
Joanies Fund	3,000	1,070
William A Cadbury Trust	16,500	1,500
Worcester Community Fund	4,000	3,000
Heart of England	750	2,000
Austin Hope Pilkington	750	250
Tewkesbury Borough Council	250	750
Turner Trust	1,333	667
Children in Need	7,500	11,250
Sir John Middlemore	200	-
Monday Night Group	600	-
KFC	100	-
Magdalen Hospital	1,000	-
ACT Photocopier Donation	780	-
	<u>128,228</u>	<u>117,432</u>

**Incoming Resources from Charitable activities**

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2024**

	2024	2023
	£	£
Income from schools	75,522	64,989
<b>Fundraising Income</b>		
Fundraising	422	557
Fundraising: 100 Club	1,408	1,512
	<u>1,830</u>	<u>2,069</u>
<b>Investment income</b>		
Bank interest receivable	4,151	2,868
	<u>4,151</u>	<u>2,868</u>
<b>Total income</b>	<u>209,731</u>	<u>187,358</u>
<b>Expenditure</b>		
<b>Fundraising Costs</b>		
100 Club	470	498
	<u>470</u>	<u>498</u>
<b>Expenditure on charitable activities</b>		
Wages and salaries	136,044	125,476
Employer's NIC	5,311	3,346
Pension costs	2,587	2,282
Rent	1,638	27,921
Light and heat	3,963	2,908
Repairs and maintenance	-	151
Insurance	806	940
Motor vehicle expenses	4,681	5,090
Legal and professional fees	2,929	5,304
Telephone	2,299	2,468
Other office costs	1,177	1,124
Depreciation	645	728
Recruitment and training	3,959	932
Printing and advertising	1,864	40
Miscellaneous	1,270	5,074
Room hire	50	-
	<u>169,223</u>	<u>183,784</u>
<b>Total expenditure</b>	<u>169,693</u>	<u>184,282</u>
<b>Net income</b>	<u>40,038</u>	<u>3,076</u>

**MENTOR LINK**

England & Wales - Charity number 1169026

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# Accounts

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COMPANY REGISTRATION NUMBER: CE008705  
CHARITY REGISTRATION NUMBER: 1169026

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 NOVEMBER 2023**

**LANGARD LIFFORD HALL LIMITED**

Accountants and Registered Auditors

Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2023**

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Trustees' annual report (incorporating the director's report)	<b>1</b>
Independent examiner's report to the trustees	<b>5</b>
Statement of financial activities (including income and expenditure account)	<b>6</b>
Statement of financial position	<b>7</b>
Notes to the financial statements	<b>8</b>
 <b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	<b>17</b>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT)**  
**YEAR ENDED 30 NOVEMBER 2023**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 November 2023.

**Reference and administrative details**

**Registered charity name** Mentor Link

**Charity registration number** 1169026

**Company registration number** CE008705

**Principal office and registered office** First Floor  
Forum House  
Anchor Drive  
Stourport on Severn  
Worcestershire  
DY13 9BZ

**The trustees**

A Pollock	(Appointed 16 March 2023)
K Rogers	
S Conway	(Resigned 10 November 2023)
J Brown	
D Seddon OBE	
M Stebbings	(Resigned 31 March 2023)

**Independent examiner**

D J Hanby (Senior Statutory Auditor)  
Independent Examiner  
Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2023**

**Structure, governance and management**

The charitable incorporated organisation was incorporated on 2 September 2016, under its Articles of Association dated 2 September 2016.

On 1 December 2016, the activities, assets and liabilities of Mentor Link, charity number 1106171, were transferred to the charitable incorporated organisation.

**Constitution, Policies and Objectives**

Mentor Link is constituted as a charitable incorporated organisation under its Articles of Association dated 2 September 2016. Its objectives are as follows:

- To advance the education of those young people in the West Midlands (Region) who are disengaged or at risk of disengaging themselves from the community and mainstream education. In particular but not exclusively by provision of a mentoring, training and development and talking therapies services for the young people and their families with the aim of re-engaging young people back into their learning so that they are better able to identify and meet their needs, participate more fully in society and make a successful transition to adulthood.

**Method and Appointment or Election to the Executive Committee**

Mentor Link shall elect a President, such Vice Presidents as shall be approved by the Executive Committee, a Chairperson who will preside at the meetings of the Executive Committee and an Honorary Treasurer.

**Policies Adopted for the Induction and Training of Members of the Executive Committee**

- Members of the Executive Committee are generally professional or business people. However, appropriate training will be offered to any member who would benefit from this kind of support in helping them play a full part as a member of the Executive Committee.

**Objectives and activities**

**Strategies for Achieving Objectives**

The Executive Committee and its Steering Group meet on a regular basis to ensure the objectives are being met. The day to day running of Mentor Link is in the hands of the CEO.

**Activities for Achieving Objectives**

Fund raising events are ongoing. Existing and potential new sources of donations are contacted regularly with the assistance of members appointed by the Executive Committee.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) (continued)**  
**YEAR ENDED 30 NOVEMBER 2023**

**Achievements and performance**

**Review of Activities**

Mentor link's goal throughout 2023 has been to increase our services to children and young people back to pre-pandemic levels.

**A. Key highlights for the year**

- Securing the new more professional offices and placing advertising banners so being more visible to the passing traffic on Worcester Road.
- We have increased our activity on Facebook and social media by posting regular articles asking for volunteers and support
- We are now expanding our services to new areas of Herefordshire and working with a care agency in Ross on Wye supporting a number of Looked After Children.
- The charity is now working in partnership with the Educational Psychology team who provide regular training on therapeutic techniques to our staff and volunteers.
- We now have recruited two new Trustees Dr Helen Chaplin who is EP for Worcestershire Children First WCC and Marcus Hart Deputy Leader of Worcester County Council who will come on board following our AGM in March 2024.

**B. Major achievements and challenges**

- Securing new accommodation for the charity and the move from our old offices in Lombard Street to our new ones in Anchor Drive.
- Our volunteer Recruiters and staff have faced significant challenges in recruiting dedicated volunteer mentors in new areas of Herefordshire and we are now paying for local advertising.
- In addition, some volunteers are not coming on board once they are trained which presents challenges for the supply and demand of our service.

**C. Growth YoY**

The charity has seen growth across 3 key deliverables in 2021 to 2023

- 56% increase in Volunteers
- 91% increase in Children supported
- 46% increase in schools partnered with

This is testament to the hard work and dedication of the staff and volunteers and a very positive indicator that we are on track to deliver pre covid levels of service.

This year the charity has been kindly supported by Garfield Weston, Children in Need, Swire Charitable Trust, William Addlington Cadbury, St James Place, Awards for All, Worcestershire Community Foundation, Eveson Trust, Norton Foundation, Herefordshire Community Foundation, Hopmarket, Spectris and Field Family Trust.

**Investment and Performance**

The constitution authorises the Executive Committee to make and hold investments at their discretion.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) (continued)**  
**YEAR ENDED 30 NOVEMBER 2023**

**Factors Relevant to Achieve Objectives**

It is important to maintain relationships with sources of funding and donors as well as maintaining Mentor Link's good reputation and standing in the wider community.

**Financial review**

The charity has had a positive year with a surplus of £3,076.

Tight controls have been kept on expenditure to keep the losses as low as possible and to allow the trustees to direct as much income as possible to our one to one mentoring service.

**Reserves Policy**

The Executive Committee decided to set aside £82,700 in reserves which is held in our Nationwide account. The Trustees have updated their reserves policy.

**Principal Funding**

Principal funding comes from our charitable activities.

**Plans for the future**

The trustees plan to continue the services into next year.

**Future Developments**

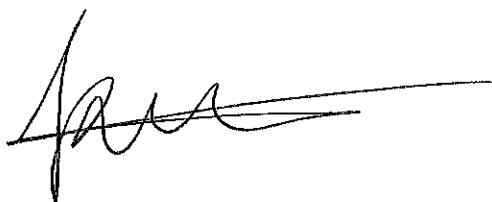
Since the end of the financial year, the Executive Committee has continued to raise funds through applications to grant funders and obtain support from local businesses.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 14 March 2024 and signed on behalf of the board of Trustees by:

J Brown  
Trustee



**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MENTOR**  
**LINK**  
**YEAR ENDED 30 NOVEMBER 2023**

I report to the trustees on my examination of the financial statements of Mentor Link ('the charity') for the year ended 30 November 2023.

**Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



D J Hanby (Senior Statutory Auditor)  
Independent Examiner

Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

14 March 2024

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 30 NOVEMBER 2023**

		2023		2022	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	43,497	73,934	117,432	93,242
Incoming Resources from Charitable activities	6	64,988	-	64,987	60,823
Fundraising Income	7	2,069	-	2,069	1,998
Investment income	8	2,868	-	2,868	521
<b>Total income</b>		<u>113,422</u>	<u>73,934</u>	<u>187,356</u>	<u>156,584</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Fundraising Costs	9	498	-	498	522
Expenditure on charitable activities	10,11	157,718	12,344	183,782	146,837
<b>Total expenditure</b>		<u>158,216</u>	<u>12,344</u>	<u>184,280</u>	<u>147,359</u>
<b>Net income and net movement in funds</b>		<u>(44,794)</u>	<u>61,590</u>	<u>3,076</u>	<u>9,225</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		80,732	59,842	140,574	131,349
<b>Total funds carried forward</b>		<u>35,938</u>	<u>121,432</u>	<u>157,370</u>	<u>140,574</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 8 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL POSITION**

**30 NOVEMBER 2023**

	Note	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible fixed assets	16		2,186		2,914
<b>Current assets</b>					
Debtors	17	12,275		4,178	
Cash at bank and in hand		202,245		169,192	
		<u>214,520</u>		<u>173,370</u>	
<b>Creditors: amounts falling due within one year</b>	18	<u>73,056</u>		<u>35,710</u>	
<b>Net current assets</b>			<u>141,464</u>		<u>137,660</u>
<b>Total assets less current liabilities</b>			<u>143,650</u>		<u>140,574</u>
<b>Net assets</b>			<u>143,650</u>		<u>140,574</u>
<b>Funds of the charity</b>					
Restricted funds			121,432		59,842
Unrestricted funds			35,938		80,732
<b>Total charity funds</b>	20		<u>157,370</u>		<u>140,574</u>

For the year ending 30 November 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

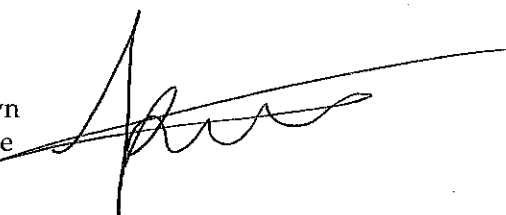
Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of Trustees and authorised for issue on 14 March 2024, and are signed on behalf of the board by:

J Brown  
Trustee



The notes on pages 8 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2023**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is First Floor, Forum House, Anchor Drive, Stourport on Severn, Worcestershire, DY13 9BZ.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**3. Accounting policies** *(continued)*

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment        -        25% reducing balance

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

**4. Charitable incorporated organisation**

The Company is a Limited Liability Charitable Incorporated Organisation and is registered as a Charity (Registered Number 1169026). The members of the company are the Directors.

# MENTOR LINK

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 30 NOVEMBER 2023

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Donations	43,497	-	43,497
<b>Grants</b>			
Hopmarket Charitable Trust	-	5,850	5,850
The Pixel Fund	-	-	-
Field Family Trust	-	-	-
Anton Jurgens Charitable Trust	-	-	-
Little Lives Grants	-	-	-
High Sheriff	-	833	833
Comic Relief	-	4,580	4,580
Eveson Charitable Trust	-	500	500
Baron Davenport	-	1,000	1,000
Awards For All	-	7,947	7,947
Swire Charitable Trust	-	10,000	10,000
St James Place	-	905	905
Albert Hunt Charitable Trust	-	1,000	1,000
Norton Foundation	-	3,333	3,333
Garfield Weston	-	17,500	17,500
Masonic Charitable Foundation	-	20,486	20,487
	43,497	73,934	117,432
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Donations	34,620	-	34,620
<b>Grants</b>			
Hopmarket Charitable Trust	-	3,650	3,650
The Pixel Fund	-	3,300	3,300
Field Family Trust	-	3,000	3,000
Anton Jurgens Charitable Trust	-	4,800	4,800
Little Lives Grants	-	1,500	1,500
High Sheriff	-	1,667	1,667
Comic Relief	-	398	398
Eveson Charitable Trust	-	5,500	5,500
Baron Davenport	-	-	-
Awards For All	-	8,890	8,890
Swire Charitable Trust	-	6,500	6,500
St James Place	-	9,200	9,200
Albert Hunt Charitable Trust	-	1,000	1,000
Norton Foundation	-	1,667	1,667
Garfield Weston	-	2,500	2,500
Masonic Charitable Foundation	-	5,049	5,050
	34,620	58,621	93,242

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**6. Incoming resources from charitable activities**

	Unrestricted Funds	<b>Total Funds 2023</b>	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Income from schools	64,988	64,987	60,826	60,823

**7. Fundraising income**

	Unrestricted Funds	<b>Total Funds 2023</b>	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Fundraising	557	557	589	589
Fundraising: 100 Club	1,512	1,512	1,409	1,409
	<u>2,069</u>	<u>2,069</u>	<u>1,998</u>	<u>1,998</u>

**8. Investment income**

	Unrestricted Funds	<b>Total Funds 2023</b>	Unrestricted Funds	Total Funds 2022
	£	£	£	£
Bank interest receivable	2,868	2,868	521	521

**9. Fundraising costs**

	Unrestricted Funds	<b>Total Funds 2023</b>	Unrestricted Funds	Total Funds 2022
	£	£	£	£
	<u>498</u>	<u>498</u>	<u>522</u>	<u>522</u>

**10. Expenditure on charitable activities by fund type**

	Unrestricted Funds	Restricted Funds	<b>Total Funds 2023</b>
	£	£	£
Mentoring	112,015	10,023	135,758
Support costs	45,703	2,321	48,024
	<u>157,718</u>	<u>12,344</u>	<u>183,782</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Mentoring	44,131	56,798	100,928
Support costs	42,389	3,521	45,909
	<u>86,520</u>	<u>60,319</u>	<u>146,837</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**11. Expenditure on charitable activities by activity type**

	Activities undertaken directly £	Support costs £	<b>Total funds</b> <b>2023</b> £	Total fund 2022 £
Mentoring	135,758	48,024	183,782	146,837

**12. Net income**

Net income is stated after charging/(crediting):

	<b>2023</b> £	2022 £
Depreciation of tangible fixed assets	728	971

**13. Independent examination fees**

	<b>2023</b> £	2022 £
Fees payable to the independent examiner for: Independent examination of the financial statements	600	600

**14. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2023</b> £	2022 £
Wages and salaries	125,476	113,020
Social security costs	3,346	2,841
Employer contributions to pension plans	2,282	1,638
	<u>131,104</u>	<u>117,499</u>

The average head count of employees during the year was 15 (2022: 14). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2023</b> No.	2022 No.
Administration	6	6
Management	1	1
	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**15. Trustee remuneration and expenses**

During the year no trustees received remuneration in respect of their trustees duties.

During the year a salary was paid to A Maddocks of £42,357 (2022: £40,167) in respect of her managerial role of running Mentor Link.

During the year travel expenses of £Nil (2022: £Nil) were reimbursed to trustees.

**16. Tangible fixed assets**

	<b>Fixtures and fittings</b> £
<b>Cost</b>	
At 1 December 2022 and 30 November 2023	13,159
<b>Depreciation</b>	
At 1 December 2022	10,245
Charge for the year	728
<b>At 30 November 2023</b>	<u>10,973</u>
<b>Carrying amount</b>	
At 30 November 2023	<u>2,186</u>
At 30 November 2022	<u>2,914</u>

**17. Debtors**

	<b>2023</b> £	<b>2022</b> £
Trade debtors	11,598	3,562
Prepayments and accrued income	677	616
	<u>12,275</u>	<u>4,178</u>

**18. Creditors: amounts falling due within one year**

	<b>2023</b> £	<b>2022</b> £
Accruals and deferred income	68,653	31,213
Other creditors	4,403	4,497
	<u>73,056</u>	<u>35,710</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**19. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,282 (2022: £1,638).

**20. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Dec 2022	Income	Expenditure	At 30 Nov 2023
	£	£	£	£
General funds	<u>80,732</u>	<u>113,422</u>	<u>(158,216)</u>	<u>35,938</u>

	At 1 Dec 2021	Income	Expenditure	At 30 Nov 2022
	£	£	£	£
General funds	<u>69,809</u>	<u>97,965</u>	<u>(87,042)</u>	<u>80,732</u>

**Restricted funds**

	At 1 Dec 2022	Income	Expenditure	At 30 Nov 2023
	£	£	£	£
Salaries, volunteer expenses and running costs	<u>59,842</u>	<u>73,934</u>	<u>(12,344)</u>	<u>121,432</u>

	At 1 Dec 2021	Income	Expenditure	At 30 Nov 2022
	£	£	£	£
Salaries, volunteer expenses and running costs	<u>61,540</u>	<u>58,621</u>	<u>(60,319)</u>	<u>59,842</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

**21. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	2,185	-	2,185
Current assets	288,927	-	288,927
Creditors less than 1 year	(5,352)	(18,795)	(24,147)
<b>Net assets</b>	<u>285,760</u>	<u>(18,795)</u>	<u>266,965</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	2,914	-	2,914
Current assets	173,370	-	173,370
Creditors less than 1 year	(21,430)	(1,000)	(22,430)
<b>Net assets</b>	<u>154,854</u>	<u>(1,000)</u>	<u>153,854</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 30 NOVEMBER 2023**

	2023	2022
	£	£
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	43,497	34,620
Hopmarket Charitable Trust	5,850	3,650
The Pixel Fund	-	3,300
Field Family Trust	-	3,000
Anton Jurgens Charitable Trust	-	4,800
Little Lives Grants	-	1,500
High Sheriff	833	1,667
Comic Relief	4,580	398
Eveson Charitable Trust	500	5,500
Baron Davenport	1,000	-
Awards For All	7,947	8,890
Swire Charitable Trust	10,000	6,500
St James Place	905	9,200
Albert Hunt Charitable Trust	1,000	1,000
Norton Foundation	3,333	1,667
Garfield Weston	17,500	2,500
Masonic Charitable Foundation	-	2,500
Woodward Charitable Trust	-	1,250
Worcester Round Table	-	1,300
Joanies Fund	1,070	-
William Addlington Cadbury	1,500	-
Worcestershire Community Foundation	3,000	-
Heart of England	2,000	-
Austin Hope Pilkington	250	-
Tewkesbury Borough Council	750	-
Turner Trust	667	-
Children in Need	11,250	-
	<u>117,432</u>	<u>93,242</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2023**

	2023	2022
	£	£
<b>Incoming Resources from Charitable activities</b>		
Income from schools	64,987	60,823
	<hr/>	<hr/>
<b>Fundraising Income</b>		
Fundraising	557	589
Fundraising: 100 Club	1,512	1,409
	<hr/>	<hr/>
	2,069	1,998
	<hr/>	<hr/>
<b>Investment income</b>		
Bank interest receivable	2,868	521
	<hr/>	<hr/>
<b>Total income</b>	<u>187,356</u>	<u>156,584</u>
<b>Expenditure</b>		
<b>Fundraising Costs</b>		
100 Club	498	522
	<hr/>	<hr/>
<b>Expenditure on charitable activities</b>		
Wages and salaries	125,476	113,020
Employer's NIC	3,346	2,841
Pension costs	2,282	1,638
Rent	27,921	7,631
Rates and water	-	206
Light and heat	2,908	2,243
Repairs and maintenance	151	789
Insurance	940	1,265
Motor vehicle expenses	5,090	4,844
Legal and professional fees	5,304	1,680
Telephone	2,468	2,019
Other office costs	1,124	2,905
Depreciation	728	971
Recruitment and training	932	961
Printing and advertising	40	149
Miscellaneous	5,072	3,620
Room hire	-	55
	<hr/>	<hr/>
	183,782	146,837
	<hr/>	<hr/>
<b>Total expenditure</b>	<u>184,280</u>	<u>147,359</u>
	<hr/>	<hr/>
<b>Net income</b>	<u>3,076</u>	<u>9,225</u>

**MENTOR LINK**

England & Wales - Charity number 1169026

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# Accounts

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**COMPANY REGISTRATION NUMBER: CE008705**

**CHARITY REGISTRATION NUMBER: 1169026**

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 NOVEMBER 2022**

**LANGARD LIFFORD HALL LIMITED**

Accountants and Registered Auditors

Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2022**

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Statement of financial activities (including income and expenditure account)	<b>5</b>
Statement of financial position	<b>6</b>
Notes to the financial statements	<b>7</b>
 <b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	<b>17</b>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT)**  
**YEAR ENDED 30 NOVEMBER 2022**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 November 2022.

**Reference and administrative details**

**Registered charity name** Mentor Link

**Charity registration number** 1169026

**Company registration number** CE008705

**Principal office and registered office** First Floor  
Forum House  
Anchor Drive  
Stourport on Severn  
Worcestershire  
DY13 9BZ

**The trustees**

K Rogers	(Appointed 17 March 2022)
R Hart	(Resigned 30 November 2022)
S Conway	
J Brown	
D Seddon OBE	
M Stebbings	(Resigned 31 March 2023)

All trustees (with the exception of J Brown and K Rogers) were appointed on 2 September 2016.

**Independent examiner** D J Hanby (Senior Statutory Auditor)  
Independent Examiner  
Langard Lifford Hall Limited  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) (continued)**  
**YEAR ENDED 30 NOVEMBER 2022**

**Structure, governance and management**

The charitable incorporated organisation was incorporated on 2 September 2016, under its Articles of Association dated 2 September 2016.

On 1 December 2016, the activities, assets and liabilities of Mentor Link, charity number 1106171, were transferred to the charitable incorporated organisation.

**Constitution, Policies and Objectives**

Mentor Link is constituted as a charitable incorporated organisation under its Articles of Association dated 2 September 2016. Its objectives are as follows:

- To advance the education of those young people in the West Midlands (Region), who are disadvantaged or are at risk of disengaging themselves from main stream education in particular but without limitation to the foregoing by the provision of a mentoring service with the aim of re-engaging them, in such a way that they are better able to identify, and help meet their needs and to participate more fully in society.

**Method and Appointment or Election to the Executive Committee**

Mentor Link shall elect a President, such Vice Presidents as shall be approved by the Executive Committee, a Chairperson who will preside at the meetings of the Executive Committee and an Honorary Treasurer.

**Policies Adopted for the Induction and Training of Members of the Executive Committee**

- Members of the Executive Committee are generally professional or business people. However, appropriate training will be offered to any member who would benefit from this kind of support in helping them play a full part as a member of the Executive Committee.

**Objectives and activities**

**Strategies for Achieving Objectives**

The Executive Committee and its Steering Group meet on a regular basis to ensure the objectives are being met. The day to day running of Mentor Link is in the hands of the CEO.

**Activities for Achieving Objectives**

Fund raising events are ongoing. Existing and potential new sources of donations are contacted regularly with the assistance of members appointed by the Executive Committee.

**Achievements and performance**

**Review of Activities**

During the period Mentor Link has been building up our charitable services again to pre pandemic levels, however, we have experienced some disruption with schools contemplating strike action.

This year the charity has been kindly supported with grant funding from The Pixel Fund, Field Family Trust, Tablers Den, Little Lives, Albert Hunt Trust, Garfield Weston Foundation, Norton Foundation, Woodward Charitable Trust, Awards for All, Swire Charitable Trust and Baron Davenport.

Due to the pandemic, our main focus during this year has been to increase our services to children and young people to pre pandemic levels. To implement a change to our constitution to include mentoring for parents and families who may contact the charity directly. The charity is also looking to work directly with the Educational Psychology Team at Children's First, Worcester County Council to deliver all of our ongoing training to our mentors and staff. Finally, we are seeking new premises for the charity.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2022**

**Investment and Performance**

The constitution authorises the Executive Committee to make and hold investments at their discretion.

**Factors Relevant to Achieve Objectives**

It is important to maintain relationships with sources of funding and donors as well as maintaining Mentor Link's good reputation and standing in the wider community.

**Financial review**

The charity has had a positive year with a surplus of £9,225. The charity funds have increased by £9,225.

Tight controls have been kept on expenditure to keep the losses as low as possible and to allow the trustees to direct as much income as possible to our one to one mentoring service.

**Reserves Policy**

The Executive Committee maintains a deposit account with HSBC and Nationwide. During a review of our reserves alongside new bank charges from HSBC the decision was made to transfer all our reserves into the Nationwide Building Society over the next year to obtain a better rate of interest. The Executive Committee decided to set aside £80,000 in reserves. At 20 November 2022 £68,681 was held on deposit with the Nationwide and then with a further £11,300 in HSBC.

**Principal Funding**

Principal funding comes from our charitable activities.

**Plans for the future**

The trustees plan to continue the services into next year.

**Future Developments**

Since the end of the financial year, the Executive Committee has continued to raise funds through applications to grant funders and obtain support from local businesses.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 16 March 2023 and signed on behalf of the board of trustees by:

J Brown  
Trustee

DocuSigned by:  
  
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**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 30 NOVEMBER 2022**

		<b>2022</b>		2021	
	Unrestricted	Restricted	Total funds	Total funds	
Note	funds	funds	£	£	
	£	£	£	£	
<b>Income and endowments</b>					
Donations and legacies	5	34,622	58,621	93,241	111,913
Incoming Resources from Charitable activities	6	60,824	-	60,824	49,476
Fundraising Income	7	1,998	-	1,998	5,520
Investment income	8	521	-	521	91
<b>Total income</b>		<u>97,965</u>	<u>58,621</u>	<u>156,584</u>	<u>167,000</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Fundraising Costs	9	522	-	522	550
Expenditure on charitable activities	10,11	86,520	60,319	146,837	153,691
<b>Total expenditure</b>		<u>87,042</u>	<u>60,319</u>	<u>147,359</u>	<u>154,241</u>
<b>Net income and net movement in funds</b>		<u>10,923</u>	<u>(1,698)</u>	<u>9,225</u>	<u>12,759</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		69,809	61,540	131,349	118,590
<b>Total funds carried forward</b>		<u>80,732</u>	<u>59,842</u>	<u>140,574</u>	<u>131,349</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 7 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL POSITION**

**30 NOVEMBER 2022**

	Note	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible fixed assets	16		2,914		3,705
<b>Current assets</b>					
Debtors	17	4,178		2,813	
Cash at bank and in hand		169,192		160,243	
		<u>173,370</u>		<u>163,056</u>	
<b>Creditors: amounts falling due within one year</b>	18	<u>35,710</u>		<u>35,412</u>	
<b>Net current assets</b>			<u>137,660</u>		<u>127,644</u>
<b>Total assets less current liabilities</b>			<u>140,574</u>		<u>131,349</u>
<b>Net assets</b>			<u>140,574</u>		<u>131,349</u>
<b>Funds of the charity</b>					
Restricted funds			59,842		61,540
Unrestricted funds			80,732		69,809
<b>Total charity funds</b>	21		<u>140,574</u>		<u>131,349</u>

For the year ending 30 November 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 March 2023, and are signed on behalf of the board by:

J Brown  
Trustee

DocuSigned by:  
  
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**The notes on pages 7 to 16 form part of these financial statements.**

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2022**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is First Floor, Forum House, Anchor Drive, Stourport on Severn, Worcestershire, DY13 9BZ.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**3. Accounting policies** *(continued)*

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment                      -    25% reducing balance

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Government grants**

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**4. Charitable incorporated organisation**

The Company is a Limited Liability Charitable Incorporated Organisation and is registered as a Charity (Registered Number 1169026). The members of the company are the Directors.

**5. Donations and legacies**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2022 £</b>
<b>Donations</b>			
Donations	34,622	-	34,619
<b>Grants</b>			
Big Lottery Fund	-	-	-
Hopmarket Charitable Trust	-	3,650	3,650
The Pixel Fund	-	3,300	3,300
Field Family Trust	-	3,000	3,000
Anton Jurgens Charitable Trust	-	4,800	4,800
Little Lives Grants	-	1,500	1,500
High Sheriff	-	1,667	1,667
Comic Relief	-	398	398
Eveson Charitable Trust	-	5,500	5,500
Awards For All	-	8,889	8,890
Swire Charitable Trust	-	6,500	6,500
Donald Forrester Trust	-	-	-
Edward Cadbury Trust	-	-	-
St James Place	-	9,200	9,200
Albert Hunt Charitable Trust	-	1,000	1,000
Norton Foundation	-	1,667	1,667
Garfield Weston	-	2,500	2,500
Masonic Charitable Foundation	-	5,050	5,050
Government grant income	-	-	-
	<u>34,622</u>	<u>58,621</u>	<u>93,241</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**5. Donations and legacies** *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	(1,143)	20,791	19,648
<b>Grants</b>			
Big Lottery Fund	-	6,623	6,623
Hopmarket Charitable Trust	-	-	-
The Pixel Fund	-	-	-
Field Family Trust	-	-	-
Anton Jurgens Charitable Trust	-	-	-
Little Lives Grants	-	-	-
High Sheriff	-	-	-
Comic Relief	-	1,592	1,592
Eveson Charitable Trust	-	1,100	1,100
Awards For All	-	7,418	7,418
Swire Charitable Trust	-	8,500	8,500
Donald Forrester Trust	-	4,550	4,550
Edward Cadbury Trust	-	2,500	2,500
St James Place	-	740	740
Albert Hunt Charitable Trust	-	-	-
Norton Foundation	-	-	-
Garfield Weston	-	-	-
Masonic Charitable Foundation	-	-	-
Government grant income	59,242	-	59,242
	<u>58,099</u>	<u>53,814</u>	<u>111,913</u>

**6. Incoming resources from charitable activities**

	Unrestricted Funds £	<b>Total Funds</b> <b>2022</b> £	Unrestricted Funds £	Total Funds 2021 £
Income from schools	60,824	60,824	49,051	49,051
Miscellaneous	-	-	425	425
	<u>60,824</u>	<u>60,824</u>	<u>49,476</u>	<u>49,476</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**7. Fundraising income**

	Unrestricted Funds	<b>Total Funds 2022</b>	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Fundraising	589	589	2,052	2,052
Fundraising: 100 Club	1,409	1,409	3,468	3,468
	<u>1,998</u>	<u>1,998</u>	<u>5,520</u>	<u>5,520</u>

**8. Investment income**

	Unrestricted Funds	<b>Total Funds 2022</b>	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Bank interest receivable	<u>521</u>	<u>521</u>	<u>91</u>	<u>91</u>

**9. Fundraising costs**

	Unrestricted Funds	<b>Total Funds 2022</b>	Unrestricted Funds	Total Funds 2021
	£	£	£	£
	<u>522</u>	<u>522</u>	<u>550</u>	<u>550</u>

**10. Expenditure on charitable activities by fund type**

	Unrestricted Funds	Restricted Funds	<b>Total Funds 2022</b>
	£	£	£
Mentoring	44,131	56,798	100,928
Support costs	42,389	3,521	45,909
	<u>86,520</u>	<u>60,319</u>	<u>146,837</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Mentoring	47,529	57,315	104,844
Support costs	42,830	6,017	48,847
	<u>90,359</u>	<u>63,332</u>	<u>153,691</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**11. Expenditure on charitable activities by activity type**

	Activities undertaken directly £	Support costs £	<b>Total funds</b> <b>2022</b> £	Total fund 2021 £
Mentoring	100,928	45,909	146,837	153,691

**12. Net income**

Net income is stated after charging/(crediting):

	<b>2022</b> £	2021 £
Depreciation of tangible fixed assets	971	1,235

**13. Independent examination fees**

	<b>2022</b> £	2021 £
Fees payable to the independent examiner for: Independent examination of the financial statements	600	600

**14. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2022</b> £	2021 £
Wages and salaries	113,020	121,701
Social security costs	2,841	4,964
Employer contributions to pension plans	1,638	2,040
	<u>117,499</u>	<u>128,705</u>

The average head count of employees during the year was 14 (2021: 16). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2022</b> No.	2021 No.
Administration	6	6
Management	1	1
	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**15. Trustee remuneration and expenses**

During the year no trustees received remuneration in respect of their trustees duties.

During the year a salary was paid to A Maddocks of £40,167 (2021: £37,927) in respect of her managerial role of running Mentor Link.

During the year travel expenses of £Nil (2021: £Nil) were reimbursed to trustees.

**16. Tangible fixed assets**

	<b>Fixtures and fittings</b> £
<b>Cost</b>	
At 1 December 2021	12,979
Additions	180
<b>At 30 November 2022</b>	<u>13,159</u>
<b>Depreciation</b>	
At 1 December 2021	9,274
Charge for the year	971
<b>At 30 November 2022</b>	<u>10,245</u>
<b>Carrying amount</b>	
<b>At 30 November 2022</b>	<u>2,914</u>
At 30 November 2021	<u>3,705</u>

**17. Debtors**

	<b>2022</b> £	2021 £
Trade debtors	3,562	2,139
Prepayments and accrued income	616	674
	<u>4,178</u>	<u>2,813</u>

**18. Creditors: amounts falling due within one year**

	<b>2022</b> £	2021 £
Accruals and deferred income	31,213	32,000
Other creditors	4,497	3,412
	<u>35,710</u>	<u>35,412</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**19. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,638 (2021: £2,040).

**20. Government grants**

The amounts recognised in the financial statements for government grants are as follows:

	<b>2022</b>	2021
	£	£
Recognised in income from donations and legacies:		
Government grants income	-	59,242

**21. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Dec 2021	Income £	Expenditure £	At 30 Nov 2022
General funds	69,809	97,965	(87,042)	80,732

	At 1 Dec 2020	Income £	Expenditure £	At 30 Nov 2021
General funds	47,532	113,186	(90,909)	69,809

**Restricted funds**

	At 1 Dec 2021	Income £	Expenditure £	At 30 Nov 2022
Salaries, volunteer expenses and running costs	61,540	58,621	(60,319)	59,842

	At 1 Dec 2020	Income £	Expenditure £	At 30 Nov 2021
Salaries, volunteer expenses and running costs	71,058	53,814	(63,332)	61,540

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

**22. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	2,914	-	2,914
Current assets	173,370	-	173,370
Creditors less than 1 year	(21,430)	(1,000)	(22,430)
<b>Net assets</b>	<u>154,854</u>	<u>(1,000)</u>	<u>153,854</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	3,705	-	3,705
Current assets	163,056	-	163,056
Creditors less than 1 year	(34,412)	(1,000)	(35,412)
<b>Net assets</b>	<u>132,349</u>	<u>(1,000)</u>	<u>131,349</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 30 NOVEMBER 2022**

	2022	2021
	£	£
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	34,619	19,648
Big Lottery Fund	-	6,623
Hopmarket Charitable Trust	3,650	-
The Pixel Fund	3,300	-
Field Family Trust	3,000	-
Anton Jurgens Charitable Trust	4,800	-
Little Lives Grants	1,500	-
High Sheriff	1,667	-
Comic Relief	398	1,592
Eveson Charitable Trust	5,500	1,100
Awards For All	8,890	7,418
Swire Charitable Trust	6,500	8,500
Donald Forrester Trust	-	4,550
Edward Cadbury Trust	-	2,500
St James Place	9,200	740
Albert Hunt Charitable Trust	1,000	-
Norton Foundation	1,667	-
Garfield Weston	2,500	-
Masonic Charitable Foundation	2,500	-
Woodward Charitable Trust	1,250	-
Worcester Round Table	1,300	-
Government grant income	-	59,242
	<u>93,241</u>	<u>111,913</u>
<b>Incoming Resources from Charitable activities</b>		
Income from schools	60,824	49,051
Miscellaneous	-	425
	<u>60,824</u>	<u>49,476</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2022**

	2022	2021
	£	£
<b>Fundraising Income</b>		
Fundraising	589	2,052
Fundraising: 100 Club	1,409	3,468
	<u>1,998</u>	<u>5,520</u>
<b>Investment income</b>		
Bank interest receivable	521	91
	<u>521</u>	<u>91</u>
<b>Total income</b>	<u>156,584</u>	<u>167,000</u>
<b>Expenditure</b>		
<b>Fundraising Costs</b>		
100 Club	522	550
	<u>522</u>	<u>550</u>
<b>Expenditure on charitable activities</b>		
Wages and salaries	113,020	121,701
Employer's NIC	2,841	4,964
Pension costs	1,638	2,040
Rent	7,631	4,155
Rates and water	206	163
Light and heat	2,243	1,929
Repairs and maintenance	789	70
Insurance	1,265	1,069
Motor vehicle expenses	4,844	2,127
Legal and professional fees	1,680	4,497
Telephone	2,019	2,162
Other office costs	2,905	4,989
Depreciation	971	1,235
Recruitment and training	961	724
Printing and advertising	149	70
Miscellaneous	3,620	1,713
Room hire	55	83
	<u>146,837</u>	<u>153,691</u>
<b>Total expenditure</b>	<u>147,359</u>	<u>154,241</u>
<b>Net income</b>	<u>9,225</u>	<u>12,759</u>

**MENTOR LINK**

England & Wales - Charity number 1169026

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# Accounts

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COMPANY REGISTRATION NUMBER: CE008705  
CHARITY REGISTRATION NUMBER: 1169026

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 NOVEMBER 2021**

**LANGARD LIFFORD HALL LIMITED**

Accountants and Registered Auditors

Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2021**

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Detailed Statement of Financial Activities	<b>17</b>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT)**  
**YEAR ENDED 30 NOVEMBER 2021**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 November 2021.

**Reference and Administrative Details**

**Registered charity name** Mentor Link  
**Charity registration number** 1169026  
**Company registration number** CE008705  
**Principal office and registered office** The Office Suite  
18 Lombard Street  
Stourport-on-Severn  
Worcestershire  
DY13 8DT

**The Trustees**

R Hart  
S Conway  
J Brown  
A Maddocks MBE (Resigned 10 March 2021)  
D Seddon OBE  
M Stebbings

All trustees (with the exception of J Brown) were appointed on 2 September 2016.

**Independent Examiner** D J Hanby (Senior Statutory Auditor)  
Independent Examiner  
Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2021**

**Structure, Governance and Management**

The charitable incorporated organisation was incorporated on 2 September 2016, under its Articles of Association dated 2 September 2016.

On 1 December 2016, the activities, assets and liabilities of Mentor Link, charity number 1106171, were transferred to the charitable incorporated organisation.

**Constitution, Policies and Objectives**

Mentor Link is constituted as a charitable incorporated organisation under its Articles of Association dated 2 September 2016. Its objectives are as follows:

- To advance the education of those young people in the West Midlands (Region), who are disadvantaged or are at risk of disengaging themselves from main stream education in particular but without limitation to the foregoing by the provision of a mentoring service with the aim of re-engaging them, in such a way that they are better able to identify, and help meet their needs and to participate more fully in society.

**Method and Appointment or Election to the Executive Committee**

Mentor Link shall elect a President, such Vice Presidents as shall be approved by the Executive Committee, a Chairperson who will preside at the meetings of the Executive Committee and an Honorary Treasurer.

**Policies Adopted for the Induction and Training of Members of the Executive Committee**

- Members of the Executive Committee are generally professional or business people. However, appropriate training will be offered to any member who would benefit from this kind of support in helping them play a full part as a member of the Executive Committee.

**Objectives and Activities**

**Strategies for Achieving Objectives**

The Executive Committee and its Steering Group meet on a regular basis to ensure the objectives are being met. The day to day running of Mentor Link is in the hands of the CEO.

**Activities for Achieving Objectives**

Fund raising events are ongoing. Existing and potential new sources of donations are contacted regularly with the assistance of members appointed by the Executive Committee.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2021**

**Achievements and Performance**

**Review of Activities**

During the period Mentor Link has faced some challenges in delivering the service during the pandemic due to the face-to-face nature of the mentoring. However, at the end of this financial year the charities services was returning to near normal with more face to face mentoring sessions being delivered although covid 19 was still very disruptive to the mentoring service.

This year the charity has been kindly supported with grant funding from Worcestershire and Herefordshire Community Foundation, Baron Davenport, Harry Payne, Masonic Charitable Trust, The Gosling Trust, The Donald Forrester Trust, The Swire Charitable Trust, Awards for All, Geoff Hill Charitable Trust, Eveson Charitable Trust and St James Place.

To provide a safe working environment for staff and volunteers, the following changes have been implemented. An online database so staff can work from home; interviews for new mentors have been conducted on the telephone; the number of new mentors attending induction training has been cut to reduce the risks of possible infection transmission.

Due to the pandemic the Trustees decided to postpone the AGM for our previous year end to be held in October (normally the meeting is held in March) to follow the Government guidance at the time.

**Investment and Performance**

The constitution authorises the Executive Committee to make and hold investments at their discretion.

**Factors Relevant to Achieve Objectives**

It is important to maintain relationships with sources of funding and donors as well as maintaining Mentor Link's good reputation and standing in the wider community.

**Financial Review**

The charity has had a positive year with a surplus of £12,760. Despite the negative impact of Coronavirus, with a concerted effort to raise funds, the trustees have been actively asking for support with income being generated of £5,520, with donations and grants increasing resulting in income to £111,913.

Tight controls have been kept on expenditure to keep the losses as low as possible and to allow the trustees to direct as much income as possible to our one to one mentoring service.

**Reserves Policy**

The Executive Committee maintains a deposit account with HSBC and Nationwide, in order to cover any unforeseen expenditure and part of the expenditure anticipated for the forthcoming year. At 30 November 2021, £70,472 (2020: £70,917) was held on deposit. The Executive Committee has introduced a policy of holding reserves that equate to a minimum of three months overheads.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S**  
**REPORT) *(continued)***  
**YEAR ENDED 30 NOVEMBER 2021**

**Principal Funding**

Principal funding comes from our charitable activities.

**Plans for the Future**

The trustees plan to continue the services into next year.


**Future Developments**

Since the end of the financial year, the Executive Committee has continued to raise funds through applications to grant funders and obtain support from local businesses.

**Small Company Provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 4 March 2022 and signed on behalf of the board of trustees by:



Trustee

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MENTOR**  
**LINK**  
**YEAR ENDED 30 NOVEMBER 2021**

I report to the trustees on my examination of the financial statements of Mentor Link ('the charity') for the year ended 30 November 2021.

**Responsibilities and Basis of Report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



D J Hanby (Senior Statutory Auditor)  
Independent Examiner

Lifford Hall  
Lifford Lane  
Kings Norton  
Birmingham  
B30 3JN

4 March 2022

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**YEAR ENDED 30 NOVEMBER 2021**

		2021		2020
	Unrestricted	Restricted	Total funds	Total funds
	funds	funds	£	£
Note	£	£	£	£
<b>Income and endowments</b>				
Donations and legacies	5	58,099	53,814	111,913
Incoming Resources from Charitable activities	6	49,476	-	49,476
Fundraising Income	7	5,520	-	5,520
Investment income	8	91	-	91
<b>Total income</b>		<u>113,186</u>	<u>53,814</u>	<u>167,000</u>
<b>Expenditure</b>				
Expenditure on raising funds:				
Fundraising Costs	9	550	-	550
Expenditure on charitable activities	10,11	90,359	63,332	153,691
<b>Total expenditure</b>		<u>90,909</u>	<u>63,332</u>	<u>154,241</u>
<b>Net income and net movement in funds</b>		<u>22,277</u>	<u>(9,518)</u>	<u>12,759</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		47,532	71,058	118,590
<b>Total funds carried forward</b>		<u>69,809</u>	<u>61,540</u>	<u>131,349</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 8 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL POSITION**

**30 NOVEMBER 2021**

	Note	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible fixed assets	16		3,705		4,940
<b>Current assets</b>					
Debtors	17	2,813		2,528	
Cash at bank and in hand		160,243		135,367	
		<u>163,056</u>		<u>137,895</u>	
<b>Creditors: amounts falling due within one year</b>	18	<u>35,412</u>		<u>24,245</u>	
<b>Net current assets</b>			<u>127,644</u>		<u>113,650</u>
<b>Total assets less current liabilities</b>			<u>131,349</u>		<u>118,590</u>
<b>Net assets</b>			<u>131,349</u>		<u>118,590</u>
<b>Funds of the charity</b>					
Restricted funds			61,540		74,857
Unrestricted funds			69,809		43,733
<b>Total charity funds</b>	21		<u>131,349</u>		<u>118,590</u>

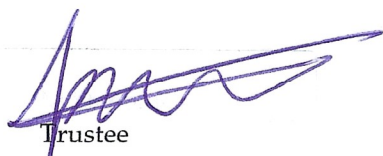
For the year ending 30 November 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 4 March 2022, and are signed on behalf of the board by:

  
Trustee

The notes on pages 8 to 16 form part of these financial statements.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 NOVEMBER 2021**

**1. General Information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Office Suite, 18 Lombard Street, Stourport-on-Severn, Worcestershire, DY13 8DT.

**2. Statement of Compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting Policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

**3. Accounting Policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment      -      25% reducing balance

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

**3. Accounting Policies** *(continued)*

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

**Government grants**

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

**Financial instruments**

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

**4. Charitable Incorporated Organisation**

The Company is a Limited Liability Charitable Incorporated Organisation and is registered as a Charity (Registered Number 1169026). The members of the company are the Directors.

# MENTOR LINK

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 30 NOVEMBER 2021

#### 5. Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	(1,143)	20,791	19,648
<b>Grants</b>			
Big Lottery Fund	-	6,623	6,623
Tesco	-	-	-
Misses Berrie	-	-	-
William A Cadbury Trust	-	-	-
Worcester Community Fund	-	-	-
Comic Relief	-	1,592	1,592
Eveson Charitable Trust	-	1,100	1,100
Henry Smith	-	-	-
Awards For All	-	7,418	7,418
Swire Charitable Trust	-	8,500	8,500
Donald Forrester Trust	-	4,550	4,550
Edward Cadbury Trust	-	2,500	2,500
St James Place	-	740	740
John Martin Charity	-	-	-
Government grant income	59,242	-	59,242
	58,099	53,814	111,913
	58,099	53,814	111,913
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	18,398	18,819	37,217
<b>Grants</b>			
Big Lottery Fund	-	3,312	3,312
Tesco	-	2,000	2,000
Misses Berrie	-	1,666	1,666
William A Cadbury Trust	-	19,615	19,615
Worcester Community Fund	-	3,700	3,700
Comic Relief	-	4,460	4,460
Eveson Charitable Trust	-	-	-
Henry Smith	-	15,867	15,867
Awards For All	-	4,990	4,990
Swire Charitable Trust	-	-	-
Donald Forrester Trust	-	-	-
Edward Cadbury Trust	-	-	-
St James Place	-	9,167	9,167
John Martin Charity	-	1,200	1,200
Government grant income	58,407	-	58,407
	76,805	84,796	161,601
	76,805	84,796	161,601

# MENTOR LINK

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

#### YEAR ENDED 30 NOVEMBER 2021

#### 6. Incoming Resources from Charitable Activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Income from schools	49,051	49,051	40,583	40,583
Miscellaneous	425	425	267	267
	49,476	49,476	40,850	40,850

#### 7. Fundraising Income

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Fundraising	2,052	2,052	1,335	1,335
Fundraising: 100 Club	3,468	3,468	1,448	1,448
Fundraising: Events	-	-	15	15
	5,520	5,520	2,798	2,798

#### 8. Investment Income

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Bank interest receivable	91	91	347	347

#### 9. Fundraising Costs

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
	550	550	420	420

#### 10. Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Mentoring	47,529	57,315	104,844
Support costs	42,830	6,017	48,847
	90,359	63,332	153,691

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

**10. Expenditure on Charitable Activities by Fund Type** *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Mentoring	47,299	79,531	126,830
Support costs	59,983	1,466	61,449
	<u>107,282</u>	<u>80,997</u>	<u>188,279</u>

**11. Expenditure on Charitable Activities by Activity Type**

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Mentoring	<u>104,844</u>	<u>48,847</u>	<u>153,691</u>	<u>188,279</u>

**12. Net Income**

Net income is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>1,235</u>	<u>1,647</u>

**13. Independent Examination Fees**

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>600</u>	<u>600</u>

**14. Staff Costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	121,701	159,836
Social security costs	4,964	4,833
Employer contributions to pension plans	2,040	2,436
	<u>128,705</u>	<u>167,105</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

**14. Staff Costs** *(continued)*

The average head count of employees during the year was 16 (2020: 17). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2021</b>	2020
	<b>No.</b>	No.
Administration	6	7
Management	1	1
Finance	-	1
	<u>7</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

**15. Trustee Remuneration and Expenses**

During the year no trustees received remuneration in respect of their trustees duties.

During the year a salary was paid to A Maddocks of £37,927 (2020: £38,789) in respect of her managerial role of running Mentor Link.

During the year travel expenses of £nil (2020: £nil) were reimbursed to trustees.

**16. Tangible Fixed Assets**

	<b>Fixtures and fittings</b>
	<b>£</b>
<b>Cost</b>	
<b>At 1 December 2020 and 30 November 2021</b>	<u>12,979</u>
<b>Depreciation</b>	
At 1 December 2020	8,039
Charge for the year	1,235
<b>At 30 November 2021</b>	<u>9,274</u>
<b>Carrying amount</b>	
<b>At 30 November 2021</b>	<u>3,705</u>
At 30 November 2020	<u>4,940</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

**17. Debtors**

	<b>2021</b>	2020
	£	£
Trade debtors	2,139	1,354
Prepayments and accrued income	674	1,174
	<u>2,813</u>	<u>2,528</u>

**18. Creditors: amounts falling due within one year**

	<b>2021</b>	2020
	£	£
Trade creditors	-	69
Accruals and deferred income	32,000	16,789
Other creditors	3,412	7,387
	<u>35,412</u>	<u>24,245</u>

**19. Pensions and Other Post Retirement Benefits****Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,040 (2020: £2,436).

**20. Government Grants**

The amounts recognised in the financial statements for government grants are as follows:

	<b>2021</b>	2020
	£	£
Recognised in income from donations and legacies:		
Government grants income	<u>59,242</u>	<u>58,407</u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

**21. Analysis of Charitable Funds**

**Unrestricted funds**

	At 1 Dec 2020	Income	Expenditure	At 30 Nov 2021
	£	£	£	£
General funds	47,532	113,186	(90,909)	69,809

	At 1 Dec 2019	Income	Expenditure	At 30 Nov 2020
	£	£	£	£
General funds	30,635	120,800	(107,702)	43,733

**Restricted funds**

	At 1 Dec 2020	Income	Expenditure	At 30 Nov 2021
	£	£	£	£
Salaries, volunteer expenses and running costs	71,058	53,814	(63,332)	61,540

	At 1 Dec 2019	Income	Expenditure	At 30 Nov 2020
	£	£	£	£
Salaries, volunteer expenses and running costs	71,058	84,796	(80,997)	74,857

**22. Analysis of Net Assets Between Funds**

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	3,705	-	3,705
Current assets	163,056	-	163,056
Creditors less than 1 year	(35,412)	(1,000)	(36,412)
<b>Net assets</b>	<b>131,349</b>	<b>(1,000)</b>	<b>130,349</b>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	4,940	-	4,940
Current assets	137,895	-	137,895
Creditors less than 1 year	(23,245)	(1,000)	(24,245)
<b>Net assets</b>	<b>119,590</b>	<b>(1,000)</b>	<b>118,590</b>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 30 NOVEMBER 2021**

	2021	2020
	£	£
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	19,648	37,217
Big Lottery Fund	6,623	3,312
Tesco	-	2,000
Misses Berrie	-	1,666
William A Cadbury Trust	-	19,615
Worcester Community Fund	-	3,700
Comic Relief	1,592	4,460
Eveson Charitable Trust	1,100	-
Henry Smith	-	15,867
Awards For All	7,418	4,990
Swire Charitable Trust	8,500	-
Donald Forrester Trust	4,550	-
Edward Cadbury Trust	2,500	-
St James Place	740	9,167
John Martin Charity	-	1,200
Government grant income	59,242	58,407
	<u>111,913</u>	<u>161,601</u>
<b>Incoming Resources from Charitable activities</b>		
Income from schools	49,051	40,583
Miscellaneous	425	267
	<u>49,476</u>	<u>40,850</u>
<b>Fundraising Income</b>		
Fundraising	2,052	1,335
Fundraising: 100 Club	3,468	1,448
Fundraising: Events	-	15
	<u>5,520</u>	<u>2,798</u>
<b>Investment income</b>		
Bank interest receivable	91	347
	<u>91</u>	<u>347</u>
<b>Total income</b>	<u><u>167,000</u></u>	<u><u>205,596</u></u>

**MENTOR LINK**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES** *(continued)*  
**YEAR ENDED 30 NOVEMBER 2021**

	2021	2020
	£	£
<b>Expenditure</b>		
<b>Fundraising Costs</b>		
100 Club	550	420
	<hr/>	<hr/>
<b>Expenditure on charitable activities</b>		
Wages and salaries	121,701	159,836
Employer's NIC	4,964	4,833
Pension costs	2,040	2,436
Rent	4,155	2,526
Rates and water	163	187
Light and heat	1,929	2,465
Repairs and maintenance	70	136
Insurance	1,069	727
Motor vehicle expenses	2,127	4,611
Legal and professional fees	4,497	3,076
Telephone	2,162	2,775
Other office costs	4,989	1,072
Depreciation	1,235	1,647
Recruitment and training	724	506
Printing and advertising	70	266
Miscellaneous	1,713	642
Room hire	83	538
	<hr/>	<hr/>
	153,691	188,279
	<hr/>	<hr/>
<b>Total expenditure</b>	154,241	188,699
	<hr/>	<hr/>
<b>Net income</b>	12,759	16,897
	<hr/>	<hr/>