



CHARITY COMMISSION  
FOR ENGLAND AND WALES

THE MAXEM TRUST

1172867

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	15,000	-	-	15,000	71,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	15,000	-	-	15,000	71,000
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	15,000	-	-	15,000	71,000
<b>A3 Payments</b>					
Legal fees	1,122	-	-	1,122	1,020
Accountancy fees	1,845	-	-	1,845	1,722
Insurance	341	-	-	341	314
Donations to University of Oxford	14,431	-	-	14,431	67,956
Processing fees	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	17,739	-	-	17,739	71,012
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	17,739	-	-	17,739	71,012
<b>Net of receipts/(payments)</b>	- 2,739	-	-	- 2,739	- 12
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	4,473	-	-	4,473	4,485
<b>Cash funds this year end</b>	1,734	-	-	1,734	4,473

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	1,734	-	-
	Deposit account	-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>1,734</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Rayhan Davis	Rayhan Davis	25 Jul 2024	



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/01/2023** Period start date To **31/12/2023**  
Period end date

Charity name: **MaxEm Trust**

Charity registration number: **1172867**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the charity are for the public benefit:</p> <ol style="list-style-type: none"><li>1. to advance education; and</li><li>2. to help young people advance in life through providing support to develop their skills, capacities and capabilities to enable them to meet their needs and participate fully in society; in particular, but without limitation, among those who by virtue of any kind of social disadvantage may have reduced prospects of entering and flourishing in higher education and beyond.</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The charity assists young people who are socially disadvantaged by providing them with :-</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Mentoring and guidance from a select group of individuals (volunteers), primarily from the business sector, to help equip them with the skills, competence and confidence to thrive at university, and eventually to enter and thrive in their chosen field after graduating;</li><li><input type="checkbox"/> Financial assistance if relevant to help remove practical barriers to studying at higher education institutions. The benefits of the organisation, which are closely linked, are:</li></ul> <ol style="list-style-type: none"><li>1. Giving individuals from disadvantaged backgrounds the chance to access higher education, so that lack of social confidence, or lack of resources or support do not form barriers to effectively completing higher study and pursuing successful careers, and so that these individuals are not at a relative disadvantage to those</li></ol>

		<p>from more advantaged backgrounds.</p> <p>2. By virtue of (1) above, bringing about greater equality, diversity and social mobility in higher education – and, ultimately, in the professional and business sectors which the beneficiaries will enter after their education. The benefits of diversity to educational institutions, workplaces and society as a whole are widely acknowledged.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Since the inception of the Promentor Programme, the University's Careers Service has played an integral part helping students from low income backgrounds access alumni mentoring opportunities and internships, as well as careers support more generally.</p> <p><b>In the year 2022-23,</b></p> <p><b>This year awareness of the programme has been increased through a variety of events and marketing campaigns listed below:</b></p> <ol style="list-style-type: none"> <li><b><u>1. Information Evening November 2022:</u></b> The Careers Service and Internship Office hosted for prospective mentees who were given an opportunity to hear from a former mentee and mentor in a relaxed yet informative in person session ahead of the application window. The Director of the Careers Service introduced the programme and the Promentor Programme Administrator gave an outline of what being part of the programme involved. The session ended with a talk from a current mentor and then a Q&amp;A session.</li> <li><b><u>2. Celebration Evening February 2023:</u></b> The event was used to launch the Promentor Programme LinkedIn Group, and discussing the benefits of networking and encouraging mentors and mentees to sign up. The evening was featured on the Careers Service and LinkedIn Page which currently has 2768 followers.</li> <li><b><u>3. LinkedIn Group:</u></b> Group has been formed to encourage and foster a sense of community amongst our current mentors and mentees. It is also open to alumni who are interested in mentoring but are not yet matched with a mentee. Due to the sensitivity around the students involved several administration processes were implemented to maintain a level of confidentiality.</li> </ol>

		<p><b>4. <u>Mentee and Mentor Profile Pieces:</u></b> This year, ideas around digital content have been developed to promote the Programme more widely.</p> <p><b>5. <u>Foundation Team:</u></b> The Programme Administrator has begun to work with the Oxford Foundation team to expand the Programme to include Foundation Year students. Promotion to this group of students will start in earnest in the Michaelmas Term 2023.</p> <p><b>6. <u>Alumni Relations:</u></b> This year stronger links have been forged with the Alumni office and in particular the Acting Director, Claire Grainger, with a view to encouraging more Alumni to become mentors. The Programme Administrator was invited to present at an Alumni event and the Programme has featured in the Alumni office social media feeds.</p> <p><b>Promenter programme highlights:</b></p> <ul style="list-style-type: none"> <li>• 10 first year students recruited onto the programme each matched with 3 mentors</li> <li>• 22 applications were received, 14 students interviewed</li> <li>• 27 new mentors were recruited to the Programme</li> <li>• 67 mentees and mentors joined the Promentor LinkedIn Group.</li> <li>• 23 mentees and mentors attended our first celebration evening event.</li> </ul> <p>• Feedback from the programme has been excellent from both the mentors and mentees, with 100% of mentors agreed that the programme met their expectations. For the mentees 100% agreed that the programme helped them think about helped them think about employability and fueled their motivation to pursue their desired career path with confidence and offered expert insight into their chosen industry, increasing their understanding of a particular sector/organisation/or job role. 97% agreed that the programme allowed them to reflect on and cultivate their employability skills and 91% agreed that the programme opened networking</p>
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		<p>opportunities. 100% agreed that the programme met their expectations, mentoring partnership was a good And consider being a mentor in the future.</p> <p>From Michaelmas 2023, the Programme will broaden its reach to also welcome students from under-represented backgrounds on their Foundation Year. The mentees will be recruited from the centralised Astropharia Foundation Year Programme at the University of Oxford which will be up and running with approximately 30 students.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charity had approximately GBP 1,734 on account at the end of December 2023.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The charity has a small amount of deficit in current year, however expected to continue with surplus in perpetuity.</b>
Amount of reserves held	Para 1.22	<b>The charity had approximately GBP 1,734 on account at the end of December 2023.</b>
Reasons for holding zero reserves	Para 1.22	<b>Reserves are not required</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation (CIO)</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Appointed by the Board of Trustees</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<b>During the year charity received donations of £15,000 (2022: £71,000) from trustee Rayhan Davis without any conditions.</b>
Other		

## Reference and Administrative details

Charity name	The MaxEm Trust
Other name the charity uses	
Registered charity number	1172867
Charity's principal address	10 Queen Street Place, London EC4R 1BE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rayhan Davis	10 Queen Street Place, London EC4R 1BE	Acted for the whole year	
2	Katrien Gunst	10 Queen Street Place, London EC4R 1BE	Acted for the whole year	
3	Frewyeni Kidane	University of Oxford Development Office, University Offices, Wellington Square, Oxford, OX1 2JD	Acted for the whole year	
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17				
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20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Rayhan Davis	
Full name(s)	Rayhan Davis	
Position (eg Secretary, Chair, etc)	Chair	
Date	25 Jul 2024	