



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
The MaxEm Trust

On accounts for the year
ended

31 Dec 2024

Charity no
(if any)

1172867

Set out on pages

1-14

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2024**.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Mark Taylor

Date:

03 Jul 2025

Name:

Mark Taylor

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

HW Fisher Professional Services Limited, Acre House

11-15 William Rd, London

NW1 3ER



CHARITY COMMISSION
FOR ENGLAND AND WALES

THE MAXEM TRUST

1172867

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2024	To	Period end date 31/12/2024
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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 £
A1 Receipts					
Donations	29,000	-	-	29,000	15,000
Gift Aid	35,017	-	-	35,017	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	64,017	-	-	64,017	15,000
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	64,017	-	-	64,017	15,000
A3 Payments					
Legal fees	1,302	-	-	1,302	1,122
Accountancy fees	1,978	-	-	1,978	1,845
Insurance	363	-	-	363	341
Donations	33,862	-	-	33,862	14,431
Processing fees	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	37,505	-	-	37,505	17,739
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,505	-	-	37,505	17,739
Net of receipts/(payments)	26,512	-	-	26,512	- 2,739
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,734	-	-	1,734	4,473
Cash funds this year end	28,246	-	-	28,246	1,734

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 £
B1 Cash funds	Current account	28,246	-	-
	Deposit account	-	-	-
		-	-	-
	Total cash funds	28,246	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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	3 july 2025	03 Jul 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/01/2024** Period start date To **31/12/2024**
Period end date

Charity name: The 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">1. to advance education; and2. 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.
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"><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;<input type="checkbox"/> Financial assistance if relevant to help remove practical barriers to studying at higher education institutions. <p>The benefits of the organisation, which are closely linked, are:</p> <ol style="list-style-type: none">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 from more advantaged backgrounds.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.
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>This year awareness of the programme has been increased through a variety of events and marketing campaigns listed below:</p> <ol style="list-style-type: none"> <u>1. Information Evening November 2023:</u> The Careers Service and Internship Office hosted an in-person Programme Information Evening in November 2023. 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 Programme Administrator gave an outline of what being part of the programme involved. The evening ended with a talk from a current mentor and then a Q&A session. <u>2. LinkedIn Group:</u> The Promentor Programme LinkedIn Group has been created to encourage 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. The group currently has 82 members. Due to the sensitive nature of the programme's qualifying criteria, several administrative processes were implemented to maintain a level of confidentiality. The group is closed and not searchable on LinkedIn; it is by invitation only; and all prospective members need to sign an Ethical Agreement form before being accepted. Every Promentor mentee is encouraged to join the group, and all mentors and interested alumni are also invited.

3. Mentee and Mentor Profile Pieces:

This year, the Programme Administrator has promoted the programme more widely. This included collecting written and video testimonials from mentees, which give an insight into their experiences on the programme, and which will be published on the Careers Service Website and in the Promentor Programme LinkedIn Group. The testimonials will also be used to promote the programme in the next application round. Additional content is planned for Michaelmas Term 2024, and it is hoped that this will feature on the alumni social media channels as well as on the Careers Service website.

4. Update to the programme:

In 2023-24, promentor programme piloted offering the new cohort of students two mentors each, rather than three mentors as in the past. Previous students had felt that two mentors would be enough to give a broad range of exposure within their sectors of interest, without demanding too much time. A third mentor was available to anyone who requested one, but there were no requests. In parallel, the Programme Administrator remains open to working closely with the Alumni Office and Advancing Oxford to improve awareness of the programme's initiatives within the University and our alumni community.

Promenter programme highlights:

- **8 first year undergraduates and 2 Foundation Year students recruited onto the programme each matched with 2 mentors.**
- **27 applications were received, 16 students shortlisted.**
- **25+ new mentors were recruited to the programme.**
- **80+ participants in the Promentor LinkedIn Group.**

		<ul style="list-style-type: none"> • 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 94% agreed that the programme 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 agreed that the programme opened networking opportunities. 97% agreed that the programme met their expectations, 94% agreed that mentoring partnerships were a good match and would consider being a mentor in the future. <p>In Michaelmas Term 2023, the Promentor scheme broadened its reach to recruit mentees from the new cohort of Foundation Year students. These students, all from under-represented backgrounds, follow the University of Oxford's Astrophoria Programme. Up to five places on the Promentor Programme are now reserved for Foundation Year students, with the remaining places to be filled by 1st year Oxford undergraduates.</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	The charity had approximately GBP 28,246 on account at the end of December 2024.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity currently operates a surplus, and is expected to continue to do so in perpetuity.
Amount of reserves held	Para 1.22	The charity had approximately GBP 28,246 on account at the end of December 2024.
Reasons for holding zero reserves	Para 1.22	Reserves are not required
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
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	Appointed by the Board of Trustees

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	During the year charity received donations of £29,000 (2023: £15,000) from trustee Rayhan Davis without any conditions.
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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5				
6				
7				
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9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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	03 Jul 2025	