

**CAPE Mentors Charitable Trust**  
**Report and Financial Statements**  
**Year ended**  
**30 June 2023**

**Charity number: 1194876**

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## **CAPE Mentors Charitable Trust**

### **Reference and administrative information**

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#### **Trustees**

Amy Louise De Zoysa (Chair)  
Oyebola Junior Adedimeji Bammeke  
Benjamin Scott Douglas  
Sarah Elisabeth Rhiannon Worth  
Franziska Wilk

#### **Charity registration number**

1194876

#### **Principal Office**

21 Rockcliffe Grange  
Mansfield  
Notts.  
NG18 4YW

#### **Bankers**

HSBC Bank Plc  
491 Brixton Road  
London  
SW9 8HE

## Report of the Trustees for the year ended 30 June 2023

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The Trustees present their annual report along with the unaudited financial statements of the Charity for the year ended 30 June 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: 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 published on 16 July 2014 (as amended by update bulletin 2 published on 5 October 2019).

### Structure, governance and management

#### *Governing Document*

CAPE Mentors Charitable Trust (the "Charity") was established as a Charitable Incorporated Organisation by a constitution dated 21 June 2021 and registered with the Charity Commission on 21 June 2021. CAPE Mentors Charitable Trust is based at 21 Rockcliffe Grange, Mansfield, NG18 4YW.

There are currently 5 Trustees and future Trustees shall be appointed by a resolution at a meeting of the Trustees in accordance with the Trust Deed.

The Trustees are responsible under the Charity's governing document for controlling the management and administration of the Charity.

The Trustees who served during the year are set out on the index page.

#### *Appointment of Trustees*

The chair of the Trustees is nominated by the Board of Trustees. Trustees are elected by the current Trustees as required.

#### *Trustee Induction and Training*

All Trustees are briefed on their legal obligations under charity law and the decision-making processes, the business plan and recent financial performance of the Charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

#### *Organisational Structure*

The Charity is principally UK based in London.

At the beginning and end of the period there was one full time staff member.

The Board of Trustees meet on a regular basis to discuss the strategic direction and policy of the organisation.

#### *Risk Management*

The Trustees are developing a risk management strategy which will comprise of:

- a review of the risks the Charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan;
- the implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise; and
- individual team trip risk assessments.

One element in the management of financial risk is the setting of a reserves policy and its regular review by Trustees.

**Public benefit statement**

The section of this report above, entitled Objectives and activities sets out the aims and priorities of the trust.

The Trustees have considered this matter, in conjunction with the guidance contained in the Charity Commission's general guidance on public benefit, and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

**Financial review**

The overall financial position of the Charity continues to be strong as the Trustees exercise tight financial control through regular meetings. Sound financial management has continued a positive outcome for the year with net funds of £54,708 (2022: £21,938) at the year end. Free (unrestricted) reserves amounted to £37,888 (2022: £21,938) and restricted reserves amounted to £16,820 (2022: £Nil).

*Principal Funding Sources*

The majority of the funding received by the Charity comes from the sale of services delivered to schools and local authorities in the UK.

The charity secured two grants during this financial year, being £31,000 from Mission 44 and £7,000 from Allen and Overy for which we are extremely grateful.

**Reserves policy**

The Trustees have established a policy whereby, given the Charity's present level and nature of activities, the unrestricted funds not committed or invested in intangible and tangible fixed assets ("the free reserves") held by the Charity should not be less than three months' unrestricted expenditure.

At this level the Trustees feel that they would be able to continue the current activities of the Charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced as activities changed.

**Investment policy**

The Trustees have the power to invest in such assets as they see fit.

The Charity has a policy of keeping any surplus liquid funds in short term deposits which can be accessed readily should the need arise.

**Tax status**

CAPE Mentors Charitable Trust is a registered charity and is exempt from corporation tax and income tax.

**Chair's report**

In 2022-23, CAPE Mentors Charitable Trust (CMCT) delivered tuition and mentoring to advance the education of children and young people, particularly those who had been permanently excluded or were at risk of permanent exclusion.

During this period, CMCT delivered approximately six hundred tuition and mentoring sessions. CMCT is thankful to the schools and local authorities who utilised our services. Also, CMCT is thankful to Allen & Overy who continued their support and granted us funding to work with a school in Tower Hamlets. Further to this, a new relationship with Mission 44 was developed and this enabled us to recruit a Lead Mentor and improve our internal infrastructure to allow us to grow our reach within London. Over seventy percent of the children referred to us at risk of exclusion managed to avoid permanent exclusion during the school year. All of our partner schools agreed that our support helped them to improve and manage behaviour within their school.

Our new Lead Mentor brings a wealth of experience to CMCT. They will deliver mentoring and tuition across London. They were recruited after a rigorous process involving a telephone interview, face to face interview and assessment activity (observed teaching a lesson to young person). This process was overseen by trustees Amy De Zoysa and Sarah Worth. CMCT's profile continued to grow with us being represented at leading educational conferences (The Festival of Education and IncludEd).

CMCT had another positive year and I look forward to seeing us develop a team that can sustain our standard of service at a greater scale.

Approved by the Board of Trustees on 16 August 2023 and signed on its behalf by:



AL De Zoysa  
**Trustee (Chair)**



**Independent Examiner's Report to**  
**The Trustees of CAPE Mentors Charitable Trust**  
**For the year ended 30 June 2023**

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I report on the accounts of CAPE Mentors Charitable Trust for the year ended 30 June 2023, which are set out on pages 5 to 10.

**Respective responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below:

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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



M Jeffs  
21 Rockcliffe Grange  
Mansfield  
Notts.  
NG18 4YW

16 August 2023

**CAPE Mentors Charitable Trust**
**Income and expenditure account for the year ended 30 June 2023**

	<b>Unrestricted Funds £</b>	<b>Restricted funds £</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Income</b>				
Services delivered	75,765	-	75,765	34,653
Grants received	7,000	31,000	38,000	7,983
Investment income	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>	<b>82,765</b>	<b>31,000</b>	<b>113,765</b>	<b>42,636</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>				
Direct costs of services delivered	7,199	3,210	10,409	1,178
Staff costs	52,467	10,000	62,467	15,000
Motor and travel expenses	1,557	-	1,557	560
Advertising and marketing	-	970	970	704
Office costs	894	-	894	386
Independent review fees	1,000	-	1,000	800
Legal and professional fees	2,015	-	2,015	1,554
Sundry expenses	268	-	268	234
Bank charges	278	-	278	10
Depreciation	1,137	-	1,137	272
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>	<b>66,815</b>	<b>14,180</b>	<b>80,995</b>	<b>20,698</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income</b>	<b>15,950</b>	<b>16,820</b>	<b>32,770</b>	<b>21,938</b>
<b>Reconciliation of funds:</b>				
<b>Total funds brought forward</b>	<b>21,938</b>	<b>-</b>	<b>21,938</b>	<b>-</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>	<b>37,888</b>	<b>16,820</b>	<b>54,708</b>	<b>21,938</b>
	<hr/>	<hr/>	<hr/>	<hr/>

The notes on pages 7 to 10 form part of these financial statements.



**CAPE Mentors Charitable Trust**

**Balance sheet at 30 June 2023**

	Notes	£	2023 £	£	2022 £
<b>Fixed assets</b>					
Tangible assets	4		4,277		1,088
<b>Current assets</b>					
Debtors	5	35,187		12,250	
Cash at bank and in hand		16,504		15,480	
		51,691		27,730	
<b>Creditors: amounts falling due within one year</b>	6	(1,260)		(6,880)	
<b>Net current assets</b>			50,431		20,850
<b>Net assets</b>			54,708		21,938
<b>Charity funds</b>					
Unrestricted funds			37,888		21,938
Restricted funds	7		16,820		-
<b>Total charity funds</b>			54,708		21,938

The financial statements on pages 5 to 10 were approved and authorised for issue by the Board of Trustees on 16 August 2023.

Signed on behalf of the Board of Trustees



AL De Zoysa  
**Trustee (Chair)**

The notes on pages 7 to 10 form part of these financial statements

## 1 Accounting policies

### *General information and basis of preparation*

CAPE Mentors Charitable Trust is a registered Charitable Incorporated Organisation governed by a constitution and registered with the Charity Commission. The nature of the charity's operations and principal activities are to deliver tuition and mentoring to children out of education and those at risk of exclusion.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014 (as updated through update bulletin 2 published on 5 October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied update bulletin 2 as published on 5 October 2019 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity has adopted SORP (FRS 102) in the current period and an explanation of how transition to SORP (FRS 102) has affected the reported financial position and performance is given in note 15.

### *Income recognition*

Income includes the total funds received during the period and comprises the sale of services delivered to schools and local authorities in the UK. Income is recognised in the period in which the Charity is entitled to receipt and the amount can be measured with reasonable certainty.

Grants are recorded as received and accounted for in accordance with their relevant conditions.

Income tax reclaimable under the Gift Aid Scheme is recognised on a receivable basis.

### *Volunteers and donated services and facilities*

The value of services provided by volunteers is not incorporated into these financial statements.

### *Expenditure recognition and basis of allocation*

Expenditure is included when incurred or committed for and has been shown in the Statement of Financial Activities inclusive of non-recoverable Value Added Tax.

Expenditure on operational programmes is recognised in the period in which it is incurred. Specific funds are established for expenditure, which has been allocated to projects, but remains unspent at the year end.

**1 Accounting policies (*continued*)**

*Expenditure recognition and basis of allocation (continued)*

The majority of costs are directly attributable to specific activities:

- Raising funds include all direct costs of fundraising activities.
- Charitable activities include expenditure associated with the running of the Charity's operations and include both the direct costs, support costs relating to those activities which also includes governance costs which are incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

*Irrecoverable VAT*

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

*Foreign currencies*

Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction.

*Funds structure*

Funds held by the charity are:

Unrestricted funds - These are funds, which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - These are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

*Tangible fixed assets and depreciation*

Fixed assets are initially recorded at cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value over their expected useful lives at the following rates:

Office equipment	-	20% straight line basis
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**2 Employees and Trustees**

The Charity had one employee during the year.

**3 Taxation**

The Charity is exempt from corporation tax and income tax as all income is charitable and is applied for charitable purposes.

**4 Tangible assets**

	Office equipment £	Total £
<b>Cost</b>		
At 1 July 2022	1,360	1,360
Additions	4,326	4,326
	<hr/>	<hr/>
At 30 June 2023	5,686	5,686
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 July 2022	272	272
Charge for the year	1,137	1,137
	<hr/>	<hr/>
At 30 June 2023	1,409	1,409
	<hr/>	<hr/>
<b>Net book value</b>		
At 30 June 2023	4,277	4,277
	<hr/>	<hr/>
At 30 June 2022	1,088	1,088
	<hr/>	<hr/>

**5 Debtors**

	2023 £	2022 £
Trade debtors	35,187	12,250
	<hr/>	<hr/>
	35,187	12,250
	<hr/>	<hr/>

**6 Creditors: amounts falling due within one year**

	2023 £	2022 £
Accruals	1,260	1,560
Other creditors	-	5,320
	<hr/>	<hr/>
	1,260	6,880
	<hr/>	<hr/>

**7 Restricted funds**

	Balance at 1 July 2022 £	Incoming resources £	Outgoing resources £	Balance at 30 June 2023 £
Mission 44	-	31,000	14,180	16,820
	<hr/>	<hr/>	<hr/>	<hr/>
	-	31,000	14,180	16,820
	<hr/>	<hr/>	<hr/>	<hr/>

All restricted funds are for specific projects.

**8 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	4,277	-	4,277
Current assets	34,871	16,820	51,691
Current liabilities	(1,260)	-	(1,260)
	<hr/>	<hr/>	<hr/>
	37,888	16,820	54,708
	<hr/>	<hr/>	<hr/>

**9 Related Party Transactions**

The charity had an outstanding loan of £5,320, with a limited company whose sole director is the charity's CEO at 1 July 2022 which was fully repaid during the year.

**10 Ultimate controlling party**

The Trustees are considered to be the ultimate controlling party.