Charity Registration No. 1112339

Company Registration No. 5609241 (England and Wales)

# MENTOR FOUNDATION UK (A COMPANY LIMITED BY GUARANTEE) TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

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### MENTOR FOUNDATION UK (A COMPANY LIMITED BY GUARANTEE) LEGAL AND ADMINISTRATIVE INFORMATION

**Patrons** 

Professor Baroness Greenfield

Mrs Eva Rausing

Trustees

Ms Sim Scavazza (Chairman)

Mr Martin Paisner

The Rt. Hon. The Lord Mancroft

Ms Louise O'Connor The Hon. Sir David Sieff Sir Jack Stewart Clark Mrs Helen Watson

Chief Executive and Company Secretary

Mr Eric Carlin

Charity number

1112339

Company number

5609241

Principal address

4th Floor

74 Great Eastern Street

London EC2A 3JG

Auditors

H W Fisher & Company

Acre House

11-15 William Road

London NW1 3ER

**Bankers** 

**HSBC** 

90 Baker Street London

W1M 2AX

Solicitors

Berwin Leighton Paisner

Adelaide House London Bridge London

EC4R 9HA

	Page
Trustees' report	1 - 5
Statement of Trustees' responsibilities	6
Independent auditors' report	7 - 8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 - 18

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2009

The Board of Trustees of Mentor Foundation UK presents its annual report and accounts for the year ended 31 March 2009.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

### Objects of the Charity

The charity's objects are:-

- To advance education and particularly, but without prejudice to the generality of the foregoing, the education of children, young persons, parents and other Carers in the home and community in the harmful effects of substance and drug abuse;
- To promote health and prevention of sickness, in particular but without prejudice to the generality of the foregoing, sickness caused by substance and drug abuse;

To achieve any other charitable purpose which the Directors in their absolute discretion from time to time think fit.

### Structure, governance and management

Mentor Foundation UK is a registered charity and company limited by guarantee, governed by its Memorandum and Articles, dated 1 November 2005.

The Trustees (and Directors for the purposes of law), who served during the year were:

Sim Scavazza (Chairman) (appointed 1 November 2005)

The Rt. Hon. The Lord Mancroft (appointed 1 November 2005)

Ellen O'Donoghue (appointed 6 December 2006; Resigned 15 August 2008)

Louise O'Connor (appointed 28 March 2007)

Martin Paisner (appointed 1 November 2005)

The Hon. Sir David Sieff (appointed 1 November 2005)

Sir Jack Stewart Clark (appointed 1 November 2005)

Helen Watson (appointed 1 November 2005)

Richard Pertwee (appointed September 2008; Resigned March 2009)

Each Trustee is provided with a job description and an induction plan, which includes Charity Commission guidance on the roles and responsibilities of charity Trustees. The Board endeavours to ensure that it maintains an appropriate mix of skills and experience to enable it to fulfil its mission, and also to ensure that it adequately represents the communities it serves.

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2009

### Staffing

The Chief Executive, Mr Eric Carlin, is accountable to the Board of Trustees, chaired by Sim Scavazza, and manages other Mentor UK staff (8 in 2008-2009). Some tasks, including some elements of fundraising, and marketing and media relations were undertaken by external contractors.

### Review of Activities

### Mentor UK's Current Situation

Mentor UK's Strategic Plan 2008-13 has 6 objectives

Objective 1: Influencing drug and alcohol misuse prevention policy

Objective 2: Supporting good practice in drug and alcohol misuse prevention

Objective 3: Supporting drug and alcohol misuse prevention research

Objective 4: Increasing the profile of drug and alcohol misuse prevention and Mentor's work

Objective 5: To achieve a stable and expanded financial basis

Objective 6: To ensure good management and governance

The plan lays out the intention to increase the impact of Mentor UK's work by continuing to deliver core projects meeting the key aims of Mentor UK as follows:

- Improving the quality of prevention initiatives at a national level through Quality Counts
- Ensuring that substance misuse policy and practice is informed by the voices and experiences of young people through Youth Involvement
- · Raising standards in drug education Drug Education Forum

We have also planned to deliver additional projects which have the potential to either develop into core work or to significantly expand the evidence base for drug prevention. This should include:

- A project that rewards good practice e.g. the CHAMP award scheme
- An international project e.g. the EU Kinship Carers project
- A project which delivers direct services to young people and their parents / Carers e.g. an extended schools
  project
- A project that develops our partnership with Black and Minority Ethnic communities and service providers in this area

### **Quality Standards**

With funding from l'uturebuilders England, we began work to develop quality standards for drug prevention which we want to establish as the "industry norm", along with income-generating consultancy and support services, including a toolkit.

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2009

### **Drug Education Forum**

We continued to host the Forum and the Chief Executive was re-elected as Chair for a third term.

The Forum provided the secretariat for the DCSF's review of drugs education which contributed to the Government's decision to make PSHE a statutory subject in England. This should lead to raised standards of provision. The Forum continues its collaboration with DCSF, including participating in the re-writing of the Government's guidance on drug education for schools.

### EU Kinship Carers project

The EU Kinship Carers project is operating across 7 European countries – UK, Belgium, Sweden, Lithuania, Spain, Italy and Romania. A literature review has been completed by the University of Navarra and needs assessment research in each country was due to be to be completed by end of April 2009. A project web-site has been set up. Pilot projects begin in July 2009.

#### Scotland - 3 projects

We have established an office in Edinburgh where we currently have 3 staff and 3 projects as follows:

- UK part of EU Kinship Carers project
- Youth-led Alcohol training
- Alcohol prevention for 6 migrant communities

We are now planning to set up a strategic stakeholder group for Scotland and to fundraise for sustainability.

### **CHAMP Awards**

We held a very successful awards ceremony in November 2008, recognising frontline achievements in alcohol misuse projects for children and young people. Three agencies each were awarded £10,000 and current priorities are:

- · Provision of evaluation for winners
- Consultancy provision for winners
- New website to be launched September 2009

### EU Russia project

We have worked in collaboration with UNODC Russia and Belarus office to provide drug prevention training and evaluation training for Russian NGOs.

### Other activities

The Chief Executive continued to serve on the Advisory Council on the Misuse of Drugs. He was also re-elected as Vice Chair of the Vienna NGO Committee on Narcotic Drugs and the Drug Education Forum.

### Fundraising

The priority continues to be to secure unrestricted income.

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2009

#### Mentor Foundation International

Mentor International continued its support to the work and development of Mentor Nationals and Mentor's work internationally. In 2008-2009, this included further development of the roles and work programmes of Mentor Arabia and Mentor USA.

The Mentor website, which includes a section hosted for Mentor UK was further developed and improved. Mentor International continued to develop "Prevention On Line", an interactive web-based resource for parents, as well as its advocacy work, conference inputs and collaboration with other major agencies including United Nations agencies, the International Olympic Committee and FIFA.

### Review of the Financial Position

In 2008-2009 monies were gratefully received from the following:

Arabella Duffield Trust, Dorset Foundation, Department for Children, Schools and Families, Diageo Great Britain, Robertson Trust, the Dundas Foundation, Comic Relief, European Union and Futurebuilders England.

Thanks to all other donors including those who elected to remain anonymous and to individuals who have supported Mentor UK's work.

### Reserves Policy

The Board of Trustees has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be between 3 and 6 months' of core costs, which for 2009 would equate to a minimum of £45,376 in general funds. At 31 March 2009, there was a deficit to £33,223 falling below the minimum set out in this policy, owing to a reduction in unrestricted income during the year. The organisation will receive adequate core funding during 2009-10 that will be used to offset £32,000 of this deficit. Trustees have recognised the need to prioritise fundraising for unrestricted grants and donations so as to reinstate reserves to at least 3 months' running costs as soon as possible. In light of this deficit, the Board of Trustees still feels confident of the charity operating as a going concern business.

### **Investment Policy**

The charity currently retains surplus funds in low risk, easy access accounts in order to accommodate variable cash-flow. It will review its investment policy at least annually.

### Risk Management

The Board of Trustees is required to assess the major risks to which the charity is exposed and establish systems to mitigate these risks. The Board is also required to ensure that the charity complies fully with the law and eliminates all risk of breaching the law. Mentor Foundation UK has a Risk Management and Legal Compliance Strategy that comprises identification of risks, evaluation of their potential impact, design of risk management and legal compliance programmes followed by implementation and review points.

### Asset cover for funds

Note 14 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2009

#### Public benefit statement

The sections of this report above entitled "Review of Activities" sets out Mentor Foundation UK objectives and reports on the activity and successes in the year to 31 March 2009 as well as explaining the plans for the current financial year. Mentor UK's work benefits health professionals, Kinship Carers, EU Nationals in Spain, Italy, Sweden, Belgium, community based projects in Lithuania, Romania, Scotland, North England and Wales.

The Directors have considered this matter and concluded:

- 1. That the aims of the organisation continue to be charitable;
- That the aims and the 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
- 4. That there is no detriment or harm arising from the aims or activities.

### Disclosure of information to auditors

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

### Auditors

H W Fisher & Company were appointed auditors to the company and in accordance with section 385 of the Companies Act 1985, a resolution proposing that they be re-appointed will be put to the Annual General Meeting.

On behalf of the Board of Trustees

Sim Scavazza

Chair

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### MENTOR FOUNDATION UK (A COMPANY LIMITED BY GUARANTEE) STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Foundation and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Foundation will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Foundation and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Foundation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## MENTOR FOUNDATION UK (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF MENTOR FOUNDATION UK

We have audited the accounts of Mentor Foundation UK for the year ended 31 March 2009 set out on pages 9 to 18. These accounts have been prepared under the accounting policies set out on page 11.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Trustees and auditors

As described on page 6, the Trustees, who are also the directors of Mentor Foundation UK for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accounting Practice). Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the Foundation is not disclosed.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

### Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the Foundation's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

## MENTOR FOUNDATION UK (A COMPANY LIMITED BY GUARANTEE) INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE MEMBERS OF MENTOR FOUNDATION UK

### Opinion

### In our opinion:

- the accounts give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the Foundation's affairs as at 31 March 2009 and of its incoming resources and application of resources in the year then ended;
- the accounts have been properly prepared in accordance with the Companies Act 1985; and

- the information given in the Trustees' Report is consistent with the accounts.

HW Rignor &

H W Fisher & Company

Chartered Accountants

Registered Auditor

Acre House

11-15 William Road

London

NW1 3ER

Dated: 7 Saptomber 2009

## MENTOR FOUNDATION UK (A COMPANY LIMITED BY GUARANTEE) STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2009

	Unrestricted	Restricted	Total	Total
<b>3.</b> 7 .				2008
Notes	£	£	£	£
•	425 540	24 /8/	400 407	200 204
3	135,510	54,676 -	190,186	289,284 139
	135 606	54 676	190 282	289,423
4	155,000	•		207,423
5	522	-	522	4,464
	136,128	507,724	643,852	293,887
6	<del></del>			
	58,739		58,739	24,832
	111,142	479,269	590,411	441,024
7	6,639	<del>"</del>	6,639	12,886
	176,520	479,269	655,789	478,742
	(40,392)	28,455	(11,937)	(184,855)
	(4,104)	4,104	-	-
	(44,496)	32,559	(11,937)	(184,855)
	11,273	54,296	65,569	250,424
	(33,223)	86,855	53,632	65,569
	4 5	Funds Notes £  2	Notes       £       £         2       135,510       54,676         3       96       -         135,606       54,676         4       -       453,048         5       522       -         136,128       507,724         6       58,739       -         111,142       479,269         7       6,639       -         176,520       479,269         (40,392)       28,455         (4,104)       4,104         (44,496)       32,559         11,273       54,296	Notes  funds  funds  funds  funds  £  £  £   2  135,510  54,676  190,186  3  96  - 96  135,606  54,676  190,282  4  - 453,048  453,048  5  522  - 522  136,128  507,724  643,852  6   111,142  479,269  590,411  7  6,639  - 6,639  176,520  479,269  655,789  (40,392)  28,455  (11,937)  (4,104)  4,104  -  (44,496)  32,559  (11,937)  11,273  54,296  65,569

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

BALANCE SHEET
AS AT 31 MARCH 2009

		200	9	2008	3
	Notes	£	£	£	£
Fixed assets					
Tangible assets	10		1,515		3,278
Current assets					
Debtors	11	67,631		9,753	
Cash at bank and in hand		110,232		67,990	
		177,863		77,743	
Creditors: amounts falling due within one year	12	(35,296)		(15,452)	
Net current assets			142,567		62,291
Total assets less current liabilities			144,082		65,569
Creditors: amounts falling due after more	12		(00.450)		
than one year	13		(90,450)		
Net assets			53,632		65,569
Income funds					
Restricted funds	14		86,855		54,296
Unrestricted funds			(33,223)		11,273
			53,632		65,569

The accounts were approved by the Board on 02.09.09.

Ms Sim Scavazza (Chairman)

Trustee

### 1 Accounting policies

### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985.

### 1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Investment income is accounted for on a receivable basis.

### 1.3 Resources expended

Expenditure is included on an accruals basis.

Governance costs represent cost incurred by the Charity in respect of management of the Charity's assets, organisational administration and compliance with constitutional and statutory requirements.

Expenditure is classified under the Charity's principal categories of activity. Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment

25% straight line

### 1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

### 1.6 Pensions

Mentor UK operates a group personal pension plan and contributes 6% of employees gross salary to a personal pension plan for each employee. Contributions are charged to the profit and loss account in the year in which they become payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 1.7 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose, and are available as general funds.

2	Voluntary income				
		Unrestricted funds £	Restricted funds	Total 2009 £	Total 2008 £
	Donations and gifts Grants receivable for core activities	85,510 50,000	54,676	140,186 50,000	289,284
		135,510	54,676	190,186	289,284
3	Investment income				
				2009 £	2008 £
	Interest receivable			96	139
4	Incoming resources from charitable activities				
				2009 £	2008 £
	Drug related projects			453,048	<u>-</u>
5	Other income				
				2009 £	2008 £
	Other income			522	4,464

Total resources expended					
	Staff	Depreciation	Other	Total	Total
	costs		costs	2009	2008
	£	£	£	£	£
Costs of generating funds					
Fundraising and publicity costs	29,711	-	29,028	58,739	24,832
Charitable activities					
Drug related projects					
Activities undertaken directly	263,187	3,634	323,590	590,411	441,024
Governance costs	-	-	6,639	6,639	12,886
	292,898	3,634	359,257	655,789	478,742

Governance costs includes payments to the auditors of £3,584 (2008: £3,995) for audit fees and £nil (2008: £nil) for other services.

### 7 Governance costs

	2009	2008
	£	£
Other governance costs comprise:		
Auditors remuneration	3,584	3,995
Trustee insurance and expenses	719	1,451
Annual General Meeting and Annual Report	2,336	7,440
	6,639	12,886

### 8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year.

9

Employees		
Number of employees		
The average monthly number of employees during the year was:		
	2009	2008
	Number	Number
Fundraising	1	_
Drug related project	6	7
	7	7
Employment costs	2009	2008
	£	£
Wages and salaries	254,941	205,156
Social security costs	28,166	22,142
Other pension costs	9,791	9,877
	292,898	237,175
The number of employees whose annual emoluments were £60,000 or more were:		
The name of the project with the minute of the man of the project	2009	2008
	Number	Number
£60,000 to £69,999	1	-

10	Tangible fixed assets		
			Fixtures,
			fittings & equipment
			£
	Cost		
	At 1 April 2008		19,406
	Additions		1,871
	At 31 March 2009		21,277
	Depreciation		
	At 1 April 2008		16,128
	Charge for the year		3,634
	At 31 March 2009		19,762
	Net book value		
	At 31 March 2009		1,515
	At 31 March 2008		3,278
11	Debtors	2009	2008
		£	£
	Prepayments and accrued income	67,631	9,753
12	Creditors: amounts falling due within one year	2009	2008
		£	£
	Taxes and social security costs	14,116	6,537
	Accruals	21,180	8,915
		35,296	15,452
		<del></del>	

13	Creditors: amounts falling due after more than one year	2009 £	2008 £
	Future builders development loan	90,450	-
	Analysis of loans		
	Wholly repayable within five years	90,450	-
		00.450	
		90,450	
	Loan maturity analysis		
	In more than one year but not more than two years	13,260	-
	In more than two years but not more than five years	53,603	-
	In more than five years	23,587	-
		90,450	
		<del></del>	

### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at	Incoming	Expenditure	Transfers	Balance at
	1 April 2008	resources		3:	1 March 2009
	£	£	£	£	£
Comic Relief	_	11,627	(6,941)	-	4,686
Scottish Development	-	30,000	(25,073)	-	4,927
European Kinship Carers Project	-	164,202	(153,452)	-	10,750
Alcohol Misuse Prevention Awards Scheme	9,485	162,249	(143,856)	-	27,878
Drug Education Forum	34,042	55,920	(61,066)	-	28,896
Quality Counts	-	59,550	(63,654)	4,104	_
Muslim Youth Project	8,204	-	(8,071)	-	133
EU/UNODC Russia Project	2,565	24,176	(17,156)	-	9,585
	54,296	507,724	(479,269)	4,104	86,855

Funding was received in 2008-09 from the Department for Children, Schools and Families for Drug Education Forum. Funding for the Alcohol Misuse Prevention Award Scheme was received from Diageo Great Britain. Scottish Development was funded by Robertson Trust and the Dundas Foundation. Comic Relief funded a project on Alcohol misuse. Mentor UK, a lead partner of six other countries for European Kinship Carers project was funded by the European Union. Quality Counts was funded by Futurebuilders England. The exchange project in Russia was funded by the European Union via the UNODC Office for Russia and Belarus.

Further details of these projects are available on the charity's website at www.mentorfoundation.org/uk.

### 15 Analysis of net assets between funds

	Unrestricted	Restricted	Total
	funds	funds	
	£	£	£
Fund balances at 31 March 2009 are represented by:			
Tangible fixed assets	1,515	_	1,515
Current assets	91,008	86,855	177,863
Creditors: amounts falling due within one year	(35,296)	-	(35,296)
Creditors: amounts falling due after more than one year	(90,450)	-	(90,450)
	(33,223)	86,855	53,632

### 16 Commitments under operating leases

At 31 March 2009 the company had annual commitments under non-cancellable operating leases as follows:

	Land and bu	Land and buildings		
	2009	2008		
	£	£		
Expiry date:				
Between two and five years	23,000	23,000		