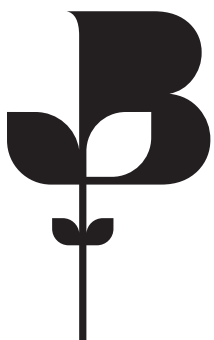


# JOHN SPEAK LANGUAGE TRUST

Financial Summary 2020/21



West & North  
Yorkshire Chamber  
of Commerce  
British Chambers of Commerce  
Accredited

**Registered Charity Number: 529115**

**The John Speak Foundation  
Foreign Languages Scholarship Trust Fund**

**Trustee's Annual Report and Financial Statements  
for the year ended 31 March 2021**

## Contents

	<b>Page</b>
General Information.....	1
Report of the Trustee .....	2
Trustee’s Responsibilities .....	5
Statement of Financial Activities .....	6
Balance Sheet .....	7
Notes to the Financial Statements.....	8

# **The John Speak Foundation Foreign Languages Scholarship Trust Fund**

## **General information**

### **Trustee**

West and North Yorkshire Chamber of Commerce and Industry

### **Directors of the Trustee Company**

L J Beardmore

A Beresford

M J Briffett

A M Caton – Resigned 9 September 2020

G P Cooper- Resigned 30 June 2020

A J Digwood

P M Dillon

N J Garthwaite

G R Jennings

N Karim – Appointed 25 September 2020

B L Meynell

S Needham

C Thomson – Appointed 25 September 2020

L R Underwood

V Wainwright

S R Watson

### **Chair of the committee**

M Green

### **Members of the subcommittee**

M Green

J Dawson

J Hart

C Russell

### **Registered charity number**

529115

### **Principal office**

West and North Yorkshire Chamber of Commerce and Industry

Devere House

Vicar Lane

Little Germany

Bradford

BD1 5AH

### **Bankers**

Royal Bank of Scotland

45-47 Bank Street

Bradford

BD1 1TS

### **Investment Managers**

Torevell and Partners

5 Oxford Court

Manchester

M2 3WQ

# **The John Speak Foundation Foreign Languages Scholarship Trust Fund**

## **Report of the Trustee for the year ended 31 March 2021**

The Trustee presents its annual report together with the financial statements of the Trust for the year ended 31 March 2021.

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 (FRS102) (effective 1 January 2019) as detailed in the accounting policies.

### **Structure, Governance and Management**

The trust was constituted by a trust deed dated 23 December 1924 and is registered with the Charities Commission, reference number 529115. The charity received a large donation in 1924 from Mr John Speak to be kept in perpetuity.

The trust is governed by the directors of the company trustee – the West & North Yorkshire Chamber of Commerce & Industry. The Directors are set out on page 1. The induction training and information supplied to new directors of the company trustee includes an introduction to the trust deed governing the operation of the trust and the financial accounts and budget for the trust fund.

The Finance, Audit and Risk sub-committee of the West & North Yorkshire Chamber Board reviews the administration of the Fund at least twice a year and reviews its performance and that of the Investment Managers handling the investments. The Committee then makes recommendations to the Chamber's Board of Directors.

The Board is grateful to the Grant Sub-committee members Mark Green (Chair), Jo Dawson, Jim Hart and Colin Russell for the time and expertise they give to the Fund.

### **Risk Management**

The trustee has examined the major strength, business and operational risks which the charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

### **Objectives and activities for the public benefit**

The trustee had given due regard to the Charity Commission guidance on public benefit when reviewing its aims and objectives and in planning future activities. The objectives of the charity are to assist students to improve their language skills in order to support the export trade of UK goods and services through making grants to appropriate students. The trustee considers that supporting the UK export trade is to the general benefit of the public within in the UK.

### **Grant Making Policy**

The Fund promotes its work through a dedicated website, [www.johnspeaktrust.co.uk](http://www.johnspeaktrust.co.uk), through the Chamber International website and social media to raise awareness of bursaries and outcomes. Information sheets are also sent to educational bodies running foreign languages courses. Applications are received from around the UK and case studies of those who receive bursaries are shown on the John Speak Trust website.

Awards are made to applicants who meet the criteria of the trust following interview with the Grant Sub Committee, chaired by Mark Green, are paid monthly and usually cover some living and travel expenses. The committee also receives progress reports from recipients.

### **Level of Awards in 2020/21**

The allocation of awards was undertaken in the normal way for the financial year, allocating the income generated by the investments held by the Trust. In early 2020 many countries, including the United Kingdom were affected by the Covid pandemic. Some students who had been allocated bursaries were unable to complete their period of study and returned to the UK. Others, who were due to begin their overseas stay later in 2020, deferred their plans because of the health and travel issues. As a result some bursaries allocated were cancelled in part, others were not paid at all. The unspent monies will be added to the bursary fund for 2021/22.

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Report of the Trustee for the year ended 31 March 2021 (cont..)

### Achievements and Performance

During the year bursaries totalling £13,600 (2020 - £17,700) were awarded to students visiting the following countries:

	2021	2020
	£	£
1 student to France (6 months)	-	500
1 student to Peru (6 months)	-	750
1 student to Portugal (6 months)	-	500
1 student to Reunion Island (6 months)	-	750
2 students to Spain (6 months)	-	800
1 student to Chile (6 months)	-	750
1 student to Columbia (6 months)	-	750
5 students to Spain (12 months)	-	5,500
1 student to France (12 months)	-	1,000
2 students to China (12 months)	-	2,500
1 student to Lebanon (6 months)	-	800
1 student to Russia (6 months)	-	500
1 student to Cuba (6 months)	-	1,000
1 student to Tajikistan (12 months)	-	1,000
1 student to Morocco (6 months)	-	600
1 student to Japan (12 months)	2,200	-
1 student to France (12 months)	1,500	-
1 student to Germany (10 months)	1,500	-
1 student to Spain (12 months)	2,200	-
1 student to Costa Rica (6 months)	2,500	-
1 student to Germany (8 months)	1,500	-
1 student to Russia (12 months)	2,200	-
	13,600	17,700

### Financial Review

The capital of the trust now stands at £440,735 (2020 - £348,398). This fund generates income which is used to assist students to improve their language skills and to further the export trade. The fund generated income of £12,817 (2020 - £15,672) to fund grants and related costs, which totalled £13,097 (2020 - £22,161). Surplus funds are reinvested in order to preserve the capital of the trust for the future.

### Investment Policy

There are no restrictions on the charity's power to invest. The investment strategy is set by the trustee and takes account of the recent demands for funds and the quality of the funding applications. The trustee considers the income requirement, the risk profile and the investment managers' view of the market prospects in the medium term. This strategy is set within an overall policy of only considering low and medium risk investments with a view to ensuring there is reasonable capital appreciation of the fund. The fund is managed by Torevell & Partners.

### Reserves Policy

The Trustee has reviewed the reserves of the charity, in particular the nature of the income and expenditure streams. The Trustee is confident that future income and retained reserves will enable the charity to meet its foreseeable needs on the basis of planned activity and consequently are satisfied with the current level of reserves.

At 31 March 2021 the charity had total reserves amounting to £440,735 (2020 - £348,398).

# **The John Speak Foundation Foreign Languages Scholarship Trust Fund**

## **Report of the Trustee for the year ended 31 March 2021 (cont..)**

### **Plans for the Future**

The charity, in accordance with the trust deed, will continue to assist students who wish to reside in foreign countries in order to obtain knowledge of foreign languages for business purposes. Assistance will be given in the form of grants with the Trustees hoping to award grants totalling during the coming year. Funds available for distribution will arise from realised income generated by the capital fund investments.

The Trustee will regularly review the operation of the trust to ensure compliance with the trust deed and apply to the Charity Commission should an amendment to the trust deed be considered necessary.

In order to increase the capital funds which generate income available for future grant distribution the Trustee may approach previous grant recipients.

In addition, to ensure the knowledge bank and continuation of the grants sub-committee the Trustee continued to liaise with the chairman of Grants Sub Committee to consider the desirability of recruiting new committee members to sit on the Grants Sub Committee.

### **Approval**

This report was approved by the West and North Yorkshire Chamber and Industry as Corporate Trustee on 16<sup>th</sup> July 2021 and signed on its behalf by:



S Needham

**Director**

(West and North Yorkshire Chamber of Commerce and Industry)

# **The John Speak Foundation Foreign Languages Scholarship Trust Fund**

## **Statement of Trustee's accounting and reporting responsibilities**

The Trustee is responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principals in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustee is responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Statement of Financial Activities for the year ended 31 March 2021

		<b>Restricted endowment fund</b>	
	<b>Notes</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Income from:</b>			
Donations	<b>2</b>	200	680
Investment income			
- Listed securities	<b>3</b>	12,613	14,974
- Bank interest	<b>3</b>	4	18
<b>Total income</b>		12,817	15,672
<b>Expenditure on:</b>			
Raising funds:			
- Clerical and sundry costs		1,800	1,800
- Broker's charge		2,652	3,007
- Bank charges		75	74
		4,527	4,881
Expenditure on charitable activity	<b>4</b>	8,570	17,280
<b>Total expenditure</b>		13,097	22,161
<b>Net expenditure before other recognised gains/(losses)</b>		(280)	(6,489)
<b>Other recognised gains/(losses)</b>			
Realised and unrealised gains/(losses) on investments	<b>5</b>	92,617	(81,267)
<b>Net movement in funds for the year</b>		92,337	(87,756)
Funds brought forward at 1 April 2020		348,398	436,154
<b>Funds carried forward at 31 March 2021</b>		440,735	348,398

All income and expenditure in the comparative Statement of Financial Activities was unrestricted.

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 8 to 12 from part of these financial statements.

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Balance sheet as at 31 March 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Investments	5		428,259		338,293
<b>Current assets</b>					
Cash at bank balances		19,655		20,646	
<b>Creditors:</b> Amounts falling due within one year:					
Grants payable	6	7,163		10,525	
Accruals		16		16	
<b>Current liabilities</b>		7,179		10,541	
<b>Net current assets</b>			12,476		10,105
<b>Net assets</b>	7		440,735		348,398
<b>Funds</b>					
<b>Restricted endowment fund</b>			440,735		348,398

The financial statements were approved by the West and North Yorkshire Chamber and Industry as Corporate Trustee on 16<sup>th</sup> July 2021 and signed on its behalf by:



S Needham  
**Director**  
(West and North Yorkshire Chamber of Commerce and Industry)

The notes on pages 8 to 12 from part of these financial statements.

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Notes to the financial statements for the year ended 31 March 2021

### 1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### 1.1 Charitable Trust information

The John Speak Foundation Foreign Languages Scholarship Trust Fund is a charity established by Trust Deed dated 23 December 1924 and registered with the Charity Commission under charity number 529115. The charity's principal office address is Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH.

#### 1.2 Accounting convention

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ("Charities SORP (FRS102)"), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Charities SORP (FRS 102) rather than Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The John Speak Foundation Foreign Languages Scholarship Trust Fund meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### 1.3 Going concern

The charity is a grant making charity with grants awarded from income and gains generated. Grants can be varied according to income levels, which might be affected by the current Covid-19 pandemic. Given this ability to vary grants awarded, the Trustee has at the time of approving the financial statements has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.4 Income

Income is recognised in full in the Statement of Financial Activities ("SoFA") in the year in which it is receivable.

#### 1.5 Income from investments

Dividend and interest income from investment funds is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of dividends and interest paid or payable by the Fund Manager.

Interest income from cash deposits and listed investments is recognised in the accounts gross, when receivable.

#### 1.6 Expenditure

Expenditure (excluding grants) is included in the SOFA on an accruals basis.

Charitable activities include support expenditure associated with the administration and issuing of grants.

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Notes to the financial statements for the year ended 31 March 2021 (cont..)

### 1.7 Grants

Grants payable are commitments (including payments) made to third parties in the furtherance of the charitable objectives of the charity. Single or multi-year grants are accounted for as grants payable when either the recipient has a reasonable expectation that they will receive a grant and the Trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation that they will receive a grant and any condition attaching to the grant is outside the control of the charity.

### 1.8 Fixed asset investments

Listed investments are stated at market value at the balance sheet date. The listed investment portfolio is held to generate returns and gains for the charity and accordingly is designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is revalued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SoFA.

### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments in accordance with section 11 of FRS 102. Basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value.

The Trust does not acquire put options, derivatives or other complex financial instruments.

### 1.10 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital.

### 1.11 Debtors

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

### 1.12 Creditors, loans and provisions

Creditors, loans and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial liabilities are derecognised when, and only when, obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

### 1.13 Fund accounting

All funds received in the year relate to the accumulated endowment fund, the Trustees having full discretion over their use which must be in accordance with the objects of the charitable trust.

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Notes to the financial statements for the year ended 31 March 2021 (cont.)

### 1.14 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees have judged that there are no estimates or assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

### 2. Donations

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Audit and Accountancy fees donated by West and North Yorkshire Chamber of Commerce & Industry	200	680

### 3. Investment Income

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Listed securities	12,613	14,974
Bank interest	4	18
	<u>12,617</u>	<u>14,992</u>

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Notes to the financial statements for the year ended 31 March 2021 (cont..)

### 4. Charitable activities expenditure

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Grants and donations to charitable organisations	13,600	17,700
Cancelled prior year grants	(5,230)	(1,100)
Accountancy	200	-
Auditor's remuneration for the statutory audit	-	680
<b>Total expenditure</b>	<b>8,570</b>	<b>17,280</b>

During the year bursaries totalling £13,600 (2020 - £17,700) were awarded to the students visiting the following countries:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
1 student to France (6 months)	-	500
1 student to Peru (6 months)	-	750
1 student to Portugal (6 months)	-	500
1 student to Reunion Island (6 months)	-	750
2 students to Spain (6 months)	-	800
1 student to Chile (6 months)	-	750
1 student to Columbia (6 months)	-	750
5 students to Spain (12 months)	-	5,500
1 student to France (12 months)	-	1,000
2 students to China (12 months)	-	2,500
1 student to Lebanon (6 months)	-	800
1 student to Russia (6 months)	-	500
1 student to Cuba (6 months)	-	1,000
1 student to Tajikistan (12 months)	-	1,000
1 student to Morocco (6 months)	-	600
1 student to Japan (12 months)	2,200	-
1 student to France (12 months)	1,500	-
1 student to Germany (10 months)	1,500	-
1 student to Spain (12 months)	2,200	-
1 student to Costa Rica (6 months)	2,500	-
1 student to Germany (8 months)	1,500	-
1 student to Russia (12 months)	2,200	-
	<b>13,600</b>	<b>17,700</b>

There were no staff employed by the charity (2020: no staff employed).

# The John Speak Foundation Foreign Languages Scholarship Trust Fund

## Notes to the financial statements for the year ended 31 March 2021 (cont..)

### 5. Investments

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Valuation of 1 April 2020	338,293	422,566
Purchases	137,584	75,947
Disposals	(140,235)	(78,953)
	<u>335,642</u>	<u>419,560</u>
Realised and unrealised profit/(loss) on investments	92,617	(81,267)
<b>Valuation at 31 March 2021</b>	<b><u>428,259</u></b>	<b><u>338,293</u></b>

The investments are all listed on a recognised stock exchange and are shown at their market value.

The historical cost of the investments is £370,373 (2020: £339,762). The investments are held primarily to receive a return and not for capital growth.

There are no programme related investments.

### 6. Grants Payable

<b>Reconciliation of grants payable</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Commitments at 1 April 2020	10,525	5,802
Grants committed in the year	13,600	17,700
Grants paid during the year	(11,732)	(11,877)
Grant commitments reduced	(5,230)	(1,100)
<b>Commitments at 31 March 2021</b>	<b><u>7,163</u></b>	<b><u>10,525</u></b>

### 7. Analysis of Funds

<b>Restricted funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Accumulated Endowment Fund:</b>		
At 1 April 2020	348,398	436,154
Net income/(expenditure)	92,337	(87,756)
<b>As at 31 March 2021</b>	<b><u>440,735</u></b>	<b><u>348,398</u></b>

### 8. Related Party Transactions

During the year the following transaction took place with the Corporate Trustee

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Management fee charged by Corporate Trustee	<u>1,800</u>	<u>1,800</u>

As disclosed in note 2, the audit and accountancy fee of £200 (2020: £680) was donated by the Corporate Trustee.

### 9. Trustee Remuneration and Expenses

The Trustee received no remuneration or reimbursement of expenses in the year other than those disclosed in note 8 above.