

Registered Charity Number: 529115

**The John Speak Foundation
Foreign Languages Scholarship Trust Fund
Trustees' Report and Financial Statements
for the year ended 31 March 2017**

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Contents

	Page
General Information.....	1
Report of the Trustees.....	2
Trustees’ Responsibilities.....	4
Independent Auditors’ Report.....	5
Statement of Financial Activities.....	7
Balance Sheet.....	8
Notes to the Financial Statements.....	9

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

A Beresford (appointed 18 January 2017)
Mr P H Mackie (resigned 22 July 2016)
Mr J Parkin (resigned 22 July 2016)
S J Burnett (resigned 29 April 2016)
A M Caton
G P Cooper
B L Davies
P M Dillon
E J Everard
N J Garthwaite
G R Jennings
S Needham
L R Underwood (appointed 15 December 2016)
V Wainwright
S T Wright

Chair of the committee

M Green

Members of the subcommittee

Mark Green
Jo Dawson
Jim Hart
Colin 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

Auditors

Garbutt & Elliott Audit Limited
Arabesque House
Monks Cross Drive
York
YO32 9GW

Bankers

Royal Bank of Scotland
45-47 Bank Street
Bradford
BD1 1TS

Investment Managers

Dewhurst Torevell & Co Limited
5 Oxford Court
Manchester
M2 3WQ

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Report of the Trustees for the year ended 31 March 2017

The Trustees present their annual report together with the financial statements of the Trust for the year ended 31 March 2017.

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 2015) (amended 2 February 2016) 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 Directors meet twice each year to deal with the administration of the fund and in consultation with the investment manager, consider the investment policy.

The Board are grateful to Mr M Green for chairing the Grant Sub Committee.

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

Although advertisements are placed in the press, information sheets sent to exporting companies and others, most applications come from students studying within the Yorkshire area.

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

Achievements and Performance

During the year bursaries totalling £11,200 (2016 - £13,044) were awarded to the students visiting the following countries:

	2017
	£
1 student to Spain (8 months)	750
1 student to China (4 months)	750
2 students to China (10 months)	1,500
1 student to Russia (4 months)	750
1 student to Spain (6 months)	750
1 student to China (8 months)	750
1 student to France (6 months)	750
1 student to Spain (4 months)	750
1 student to Taiwan (1 month)	200
1 student to China (7 months)	4,250
	11,200

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Report of the Trustees for the year ended 31 March 2017 (continued)

Financial Review

The capital of the trust now stands at £467,128 (2016 - £396,162). 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 £15,904 (2016 - £14,318) to fund grants and related costs, which totalled £16,371 (2016 - £17,793). 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 Dewhurst Torevell & Co Ltd.

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 2017 the charity had total reserves amounting to £467,128 (2016 - £396,162).

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 twelve grants of £1,000 each 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 is considering approaching 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.

Reappointment of Auditors

Garbutt & Elliott Limited were appointed as auditors to the charity during the year.

A resolution to reappoint Garbutt & Elliott Audit Limited as auditors to the charity will be proposed at the Annual General Meeting.

Approval

This report was approved by the West and North Yorkshire Chamber and Industry as Corporate Trustee on 30 June 2017 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 Trustees' accounting and reporting responsibilities

The Trustees are responsible for preparing the Trustees' 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 Trustees 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 Trustees are 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 Trustees are 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

Independent Auditors' Report to the Trustees of The John Speak Foundation Foreign Languages Scholarship Trust Fund

We have audited the financial statements of The John Speak Foundation Foreign Languages Scholarship Trust Fund for the year ended 31 March 2017 set out on pages 7 to 13. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Auditors' 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 Charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors

As explained more fully in the Statement of Trustees' Responsibilities, the Trustee is responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit on the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2017, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- sufficient accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanation we require for our audit.

**Laura Mashedor
Senior Statutory Auditor**

5 July 2017

**For and on behalf of Garbutt & Elliott Audit Limited,
Statutory Auditor**

Arabesque House
Monks Cross
York
YO32 9GW

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Statement of Financial Activities for the year ended 31 March 2017

		Endowment Fund	
	Notes	2017 £	2016 £
Income from:			
Donations	2	600	300
Investment income			
- Listed securities	3	15,303	14,016
- Bank interest	3	1	2
Total income		15,904	14,318
Expenditure on:			
Expenditure on raising funds:			
- Clerical and sundry costs		1,500	1,500
- Brokers charge		3,002	2,877
- Bank charges		69	72
		4,571	4,449
Expenditure on charitable activity	4	11,800	13,344
Total Expenditure		16,371	17,793
Net expenditure before other recognised gains/(losses)		(467)	(3,475)
Other recognised gains/(losses)			
Realised and unrealised gains/(losses) on investments	5	71,433	(21,173)
Net movement in funds for the year		70,966	(24,648)
Funds brought forward at 1 April 2016		396,162	420,810
Funds carried forward at 31 March 2017		467,128	396,162

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

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

The notes on pages 9 to 13 from part of these financial statements.

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Balance sheet as at 31 March 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Investments	5		459,953		391,522
Current assets					
Cash at bank balances			11,704		10,456
Total current assets			11,704		10,456
Creditors: Amounts falling due within one year					
Grants payable		4,513		5,800	
Accruals		16		16	
Total current liabilities			4,529		5,816
Net current assets			7,175		4,640
Net assets	6		467,128		396,162
Funds					
Restricted endowment fund			467,128		396,162

The financial statements were approved by the West and North Yorkshire Chamber and Industry as Corporate Trustee on 30 June 2017 and signed on its behalf by:

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

The notes on pages 9 to 13 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 2017

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) issued on 16 July 2014 ("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 as it applies from 1 January 2015.

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 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 Reconciliation with previous Generally Accepted Accounting Practice

These financial statements for the year ended 31 March 2017 are the first financial statements prepared in accordance with FRS102 and Charities SORP (FRS102). The date of transition was 1 April 2015. In preparing the accounts, it has been considered whether, in applying the accounting policies required by FRS102 and Charities SORP (FRS102), the restatement of comparative items was required.

At the date of transition, the Trustees have reviewed carefully the requirements of FRS102 and Charities SORP (FRS102). They are of the opinion that no restatements were required on the basis that there are no material differences in valuation and recognition criteria which apply to the activities of the Trust.

The disclosure requirements of both FRS102 and Charities SORP (FRS102) have been fully applied and the comparative disclosure has been restated accordingly.

1.4 Going concern

The Trustees have at the time of approving the financial statements 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.

1.5 Income

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

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Notes to the financial statements for the year ended 31 March 2017 (continued)

1.6 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.

1.7 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.

1.8 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.

1.9 Fixed asset investments

Investments are a form of basic financial instrument.

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.

1.10 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.

1.11 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.

1.12 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.

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Notes to the financial statements for the year ended 31 March 2017 (continued)

1.13 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.

1.14 Fund accounting

All funds received in the 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.

1.15 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

	2017 £	2016 £
Audit fee donated by West and North Yorkshire Chamber of Commerce & Industry	600	300

3. Investment Income

	2017 £	2016 £
Listed securities	15,303	14,016
Bank interest	1	2
	<u>15,304</u>	<u>14,018</u>

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Notes to the financial statements for the year ended 31 March 2017 (continued)

4. Charitable activities expenditure

	2017	2016
	£	£
Grants and donations to charitable organisations	11,200	13,044
Auditors remuneration for the statutory audit	600	300
Total expenditure	11,800	13,334

During the year bursaries totalling £11,200 (2016 - £13,044) were awarded to the students visiting the following countries:

	2017
	£
1 student to Spain (8 months)	750
1 student to China (4 months)	750
2 students to China (10 months)	1,500
1 student to Russia (4 months)	750
1 student to Spain (6 months)	750
1 student to China (8 months)	750
1 student to France (6 months)	750
1 student to Spain (4 months)	750
1 student to Taiwan (1 month)	200
1 student to China (7 months)	4,250
	<u>11,200</u>

There were no staff employed by the charity.

5. Investments

	2017	2016
	£	£
Valuation of 1 April 2016	391,522	415,572
Purchases	88,139	-
Disposals	(91,141)	(2,877)
	<u>388,520</u>	<u>412,695</u>
Realised and Unrealised profit/(loss) on investments	71,433	(21,173)
Valuation at 31 March 2017	<u>459,953</u>	<u>391,522</u>

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

The historical cost of the investments is £359,871 (2016: 332,876). The investments are held primarily to receive a return and not for capital growth.

There are no programme related investments.

The John Speak Foundation Foreign Languages Scholarship Trust Fund

Notes to the financial statements for the year ended 31 March 2017 (continued)

6. Analysis of Funds

Restricted funds	2017 £	2016 £
<i>Accumulated Endowment Fund:</i>		
At 1 April 2016	396,162	420,810
Net income/(expenditure)	70,966	(24,648)
As at 31 March 2017	467,128	396,162

7. Related Party Transactions

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

	2017 £	2016 £
Management fee charged by trustee	1,500	1,500

At the year end, the charity owned £nil (2016: £nil) to the trustee.

8. Trustee Remuneration and Expenses

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