

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

British Council Benevolent Fund

On accounts for the year
ended

31st March 2018

Charity no.:

161805

Company no.:

Set out on pages

4 to 28

Respective
responsibilities of
trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of Nederlandse Beroepsorganisatie van Accountants.

It is my responsibility to:

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

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

Signed:



Date:

13 / 12 / 2019

Name:

Audrey Haaxman

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

RA (Dutch Institute of Qualified Accountants – NBA)

Address:

The British Council, 10 Spring Gardens

London, SW1A 2BN, United Kingdom

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Not Applicable



Trustees' Annual Report for the period

Period start date

01 04 2017

Period end date

31 03 2018

From

To

Section A Reference and administration details

Charity name British Council Benevolent Fund

Other names charity is known by

Registered charity number (if any) 161805

Charity's principal address 10 Spring Gardens

London

Postcode

SW1A 2BN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sheila Lumsden, OBE	Manchester	Since October 2010	British Council Board of Trustees
2	Firzana Perveen	Manchester	Appointed pre-2010	British Council Board of Trustees
3	Stephanie Ashcroft	Manchester	Since November 2011	Director HR (delegated by British Council Board of Trustees)
4	Mark Herbert	London - Chair	Since November 2011	Director HR (delegated by British Council Board of Trustees)
5	Anna O'Flynn	London	October 2015	Director HR (delegated by British Council Board of Trustees)
6	Andrew Spells	London	Since November 2015	Director HR (delegated by British Council Board of Trustees)
7	Charlie Holloway	London	Since January 2017	Director HR (delegated by British Council Board of Trustees)

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees nominated from across the British Council workforce and approved by Director HR with approval delegated from the British Council's Board of Trustees.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

1. ORGANISATIONAL STRUCTURE

The original Benevolent Fund was set up in 1948 and is administered by a Committee of Management. The Benevolent Fund, Charity Number 209131-1 ceased to exist in its former status as a linked Charity to the British Council. Trust Deeds were altered by a Scheme dated 18th March 2015 and amended by a Resolution under Section 280 Charities Act 2011, bringing the new Independent Charity into being. The succeeding "**British Council Benevolent Fund**" Charity no 161805, commenced its operations on 18th March 2015.

The Committee of Management currently comprises 7 Trustees, one as Chair and also a Secretary (from HR Department), a Treasurer (from Finance Department) and a representative of the British Council Association (BCA) for retired staff.

All but one of the Committee members is a serving British Council member of staff, with the Chair of the BCA (retired member of staff) representing the interests of retired staff.

All of the Committee members reside in England.

The Trustees are as named on the first page.

Other officers of the Fund for 1st April 2017 – 31st Mar 2018 were;

- Secretary – Sarah Collins-Firth (PA to Director HR)

- Treasurer – Nick Santas (with further financial support from Ben Morris). The services of both Nick Santas and Ben Morris are provided to the Benevolent Fund, free of charge.

There are colleagues in each of the 5 UK offices who volunteer to co-ordinate fundraising activities, particularly during the Benevolent Fund Week and Christmas fundraising.

The intranet and SharePoint sites are maintained by both Stephanie Ashcroft and the Secretary with support from Firzana Perveen.

2. INDUCTION AND TRAINING OF TRUSTEES

There was no specific training for Trustees during 17/18 but finance colleagues have continued to give support in ensuring clear financial reporting at each meeting, both written and verbal, to the benefit of all Trustees.

3. SYSTEMS & PROCEDURES TO MANAGE RISK

The Committee of Management has continued to meet on a bi-monthly basis (6 times per year) and the Chair is in regular email contact with the Treasurer and Secretary. Any potential or realised risks, along with the system and procedures to manage them are discussed at each of the bi-monthly meetings and the Committee continually seeks to improve processes.

With the support of the Secretary, a list of current applications and grants/loans is maintained to enable Trustees to easily review applications and money spent at each meeting.

The Committee strives to ensure on going effective management of grants and, in particular, loan repayments.

In November 18, the British Council's internal audit team were in the process of examining the annual accounts for 17/18.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The British Council Benevolent Fund's charitable purpose is the alleviation of financial hardship for British Council employees, contractors and temporary staff, both past and present, and their families.

It is open to all payroll employees irrespective of where they are based globally. The overriding criterion for assistance being immediate need and financial difficulty; support is given for example when such difficulty arises as a result of illness, bereavement, natural disaster such as earthquakes/floods or in areas of conflict.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Support takes the form of a one-off grant (usually to a maximum of £2,500 but occasionally up to £3,500 or more if it is deemed appropriate and 5 out of 7 Trustees agree) or an interest free loan (usually to a maximum of £2,500) repayable from salary on a monthly basis over a reasonable period usually within 2yrs but up to 3yrs maximum.

All applications must be received through the Country Director or Head of Department who act as sponsors to the applicant.

Two Trustees must approve applications up to £2,500 (of which one is the Chair or Acting Chair in their absence); applications up to £3,500 must be approved by at least three Trustees and five out of six Trustees for anything over £3,500. All applications received must be confirmed as true and valid by the Country Director for overseas staff (current and retired); by Head of Department for UK staff and by HR/last line manager/BCA for UK retired staff.

Applications can be made at any time throughout the year to ensure the response can be timely and appropriate. The impact of the grant can be very real and positive, e.g. access to medical care for staff members, elderly parents, spouses or young children, the repair of a house due to natural disasters, support for bereavement costs otherwise unaffordable or support to help with initial rent deposit to provide secure housing are just some of the types of cases dealt with on an annual basis.

Beneficiaries can be any British Council employee, and as per p22/23 of the Charity Commission's guidance on Charities and Public Benefit is deemed to meet the exception to the general rule on charities, that in this instance as an *employee benevolent fund concerned with the relief of poverty of people who are connected by a common employer* it does meet the criteria for public benefit and charitable status. The new Trust Deeds that came into effect on 18th March 2015 and govern the 17/18 accounts have broadened the definition of beneficiaries to include contractors.

Provided that 'staff' shall include those who work as an employee or a contractor for*:

- a) the British Council;
- b) any wholly or partly owned subsidiary of the British Council;
- c) any wholly or partly owned subsidiary of BC Trading Limited; or
- d) any organisation offering services to any of those listed in a) - c).

*(extract of updated Trust deeds that came into effect on 18/03/2015)

There are also small Christmas grants dispensed to help alleviate hardship at that time. These applications can be sent by any line manager on behalf of an employee.

There are on-going small quarterly grants to a number of retired staff or their spouses in financial hardship, (one in the UK and one overseas).

Additional details of objectives and activities (Optional information)

The Committee wishes to thank all of those who have supported the Benevolent Fund over the year. In particular, staff both current and retired, who have supported the Benevolent Fund on a regular basis or given generously to the Christmas Appeal through a cheque or payroll giving.

There was again the annual Christmas fundraising in UK offices, particularly London and Manchester and thanks to all those who baked, gave of their time, bought and ensured a continuing income stream to support the Benevolent Fund.

And finally, thanks to all at the British Council Association for their continued support of the Benevolent Fund.

The Benevolent Fund is especially grateful to staff and ex-members of staff who have covenanted faithfully over the years to the Benevolent Fund.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- Contribution made by volunteers.

Summary of the main achievements of the charity during the year

As a result of a decision to maintain the the number of Grants awarded, in 2017/18 grants totalling £35,957 (£41,412 in 16/17) and loans totalling £1,000 were made to serving and retired colleagues.

The grants were comprised;

One-off grants - £ 31,153 (decrease from £37,589 in 16/17)

Quarterly grants - £ 2,554 (decrease from £2,773 in 16/17)

Christmas Grants - £ 2,250 (increase from £1,050 in 16/17).

Loans were made to 1 individual overseas.

One off grants were paid to a total of 23 individuals (31 in 16/17) – 2 in the UK and 21 to overseas colleagues.

Christmas Grants were paid to 24 individuals, all of whom were overseas.

Section E

Financial review

Brief statement of the charity's policy on reserves

There is no exclusive policy on reserves except to ensure that funds are sufficient to meet the objectives of the Fund.

Details of any funds materially in deficit

There are no funds materially in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Fund's principal sources of funds include donations, gifts, and proceeds of sales, social events and legacies. Funds are also generated through investment income and growth.

Total income for 17/18 was £92,493 compared to £31,056 in 16/17.

Income increased by £61,437, due to 2 large legacies received.

Activities for generating funds made £6,477 for 17/18 vs last year's total of £6,002. The Christmas Fair raised £5,313; this is comparable to the £3,950 raised in 16/17.

Investment income showed an increase at £12,642 in 17/18 compared to £10,460 in 16/17.

Cash reserves at 31/03/2018 stood at £109,877 compared to the £70,102 at the beginning of the year. This is primarily due to the additional legacies which were paid to the Ben fund at the end of the financial year that increased the cash holdings.

The Fund continued to hold an investment in M&G's Charibond Income Fund and in Charifund Income and Accumulation Funds.

The value of the Fund's investments increased to £690,879 (£685,801 in 16/17). The net unrealised gain of the Charity's investment was £5,077 in line with overall investment market strength.

The total value of the Fund's assets (investment & cash reserves) were valued at £811,374 an increase from the £749,430 in 16/17. This was due to the movements explained above.

Section F

Other optional information

Most of the applications are from overseas staff, current and retired. Payments to staff in the UK are usually made through the Benevolent Fund's own bank account via cheque arrangements. Overseas payments are made through the British Council's financial system and a journal is recorded to recognise repayment by the Benevolent Fund. At year end, British Council owed a small net amount of £154 to the Benevolent Fund. This will be paid in full in 18-19. The Benevolent Fund has continued to be able to support the applications it has received throughout the year

without reducing investment funds and maintaining the bank account at a level agreed by Trustees.

Apart from paying out grants and loans no other expenditure was incurred in 17/18.

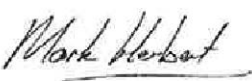
There were no changes made to the Rules of the Fund. The annual accounts and annual report for 17/18 will be presented to the British Council Board of Trustees on 11th December 2018.

Eleanor Hart stepped down as a Trustee in September 2017, leaving 7 Trustees.

Section G Declaration

The trustees declare that they have approved the accounts and the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mark Herbert	
Position (e.g. Secretary, Chair, etc)	Chair	
Date	12/12/2018	



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Charity Name		Charity No (if any)	161805
Annual accounts for the period			
Period start date	01/04/2017	To	Period end date 31/03/2018

Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
Incoming resources (Note 3)					
Income and endowments from:					
Donations and legacies	71,919	-	-	71,919	13,121
Charitable activities	6,477	-	-	6,477	6,002
Other trading activities	-	-	-	-	-
Investments	12,642	-	-	12,642	10,460
Other	1,455	-	-	1,455	1,472
Total	92,493	-	-	92,493	31,056
Resources expended (Note 4)					
Expenditure on:					
Charitable activities	35,957	-	-	35,957	41,412
Separate material item of expense	- 315	-	-	- 315	60
Exchange rate differences	- 15	-	-	- 15	87
Total	35,627	-	-	35,627	41,559
Net expenditure before investment gains/(losses)	56,866	-	-	56,866	- 10,503
Net gains/(losses) on investments	5,077	-	-	5,077	77,879
Net income/(expenditure)	61,944	-	-	61,944	67,376
Other recognised gains/(losses):					
Other gains/(losses)	-	-	-	-	60
Net movement in funds	61,944	-	-	61,944	67,436
Reconciliation of funds:					
Total funds brought forward	749,430	-	-	749,430	681,994
Total funds carried forward	811,373	-	-	811,373	749,430

Section B

Balance sheet

Guidance Notes

Current assets

Unsecured Loans

Debtors (Note 6)

Investments (Note 5)

Cash at bank and in hand (Note 8)

Total current assets

Creditors: amounts falling due within one year (Note 7)

Net current assets

Total assets less current liabilities

Total net assets

Funds of the Charity

Unrestricted funds

Total funds

Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
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1,640	-	-	1,640	4,878
41,576	-	-	41,576	31,320
690,879	-	-	690,879	685,801
109,877	-	-	109,877	70,102
843,973	-	-	843,973	792,102

32,598	-	-	32,598	42,672
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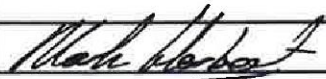
811,374	-	-	811,374	749,430
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811,374	-	-	811,374	749,430
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811,374	-	-	811,374	749,430
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811,374	-	-	811,374	749,430
811,374	-	-	811,374	749,430

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	MARK HERBERT	12/12/2018

Note 1 Basis of preparation

This section should be completed by all charities

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- * and 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
- * and with* ☐ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- * and with the Charities Act 2011 ☐

The charity constitutes a public benefit entity as defined by FRS 102.* ☐

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

Disclosure of any uncertainties that make the going concern assumption doubtful;

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note ().

- Yes* ☐ * -Tick as appropriate
- No* ☐

Please disclose:

(i) the nature of the change in accounting policy;	
(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and	
(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.	

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

- Yes* ☐ * -Tick as appropriate
- No* ☐

Please disclose:

(i) the nature of any changes;	
(ii) the effect of the change on income and expense or assets and liabilities for the current period; and	
(iii) where practicable, the effect of the change in one or more future periods.	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

- Yes* ☐ * -Tick as appropriate
- No* ☐

Please disclose:

(i) the nature of the prior period error;	
(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and	
(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.	

Note 2**Accounting policies**

Please complete this note when first reporting under FRS2102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.

2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE

Please provide a description of the nature of each change in accounting policy

Reconciliation of funds per previous GAAP to funds determined under FRS 102

	Start of period £	End of period £
Fund balances as previously stated	749,430	811,374
Adjustments:	-	-
Fund balance as restated	<u>749,430</u>	<u>811,374</u>

Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102

	End of £
Net expenditure as previously stated	61,944
Adjustments:	-
Previous period net expenditure as restated	<u>61,944</u>

Note 2 Accounting policies

2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability. 	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
Yes	No	N/a																								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.																									
Grants and donations	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP). In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant.	<table> <tr> <th>Yes</th><th>No</th><th>0</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
Yes	No	0																								
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Legacies	Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
Yes	No	N/a																								
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Government grants	The charity has received government grants in the reporting period	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
Yes	No	N/a																								
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Tax reclaims on donations and gifts	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
Yes	No	N/a																								
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Contractual income and performance related grants	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
Yes	No	N/a																								
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Donated goods	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution. Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'. Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable. Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table> <table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table> <table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table> <table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	No	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Donated services and facilities	Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table> <table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
Yes	No	N/a																								
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Yes	No	N/a																								
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																								
Support costs	The charity has incurred expenditure on support costs.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																		
Yes	No	N/a																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.																									
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
Yes	No	N/a																								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Income from membership subscriptions	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> <table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
Yes	No	N/a																								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Yes	No	N/a																								
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																								
Settlement of insurance	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP) and are included as an item of other	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> </table>	Yes	No	N/a																					
Yes	No	N/a																								

claims

claims are not (0.10 to 0.12 FRS 102 SORP) and are included as an item of other income in the SoFA.

		✓
--	--	---

Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Yes	No	N/a
✓		

2.3 EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Yes	No	N/a
		✓

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Yes	No	N/a
		✓

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Yes	No	N/a
		✓

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Yes	No	N/a
		✓

Grants payable without performance conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Yes	No	N/a
		✓

Redundancy cost

The charity made no redundancy payments during the reporting period.

Yes	No	N/a
	✓	

Deferred income

No material item of deferred income has been included in the accounts.

Yes	No	N/a
	✓	

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

Yes	No	N/a
✓		

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Yes	No	N/a
✓		

Basic financial instruments

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS 102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS 102 SORP.

Yes	No	N/a
		✓

2.4 ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least

Yes	No	N/a
		✓

They are valued at cost.

The depreciation rates and methods used are disclosed in note 14.

Intangible fixed assets

The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 15

Yes	No	N/a
		✓

They are valued at cost.

Heritage assets

The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 16.

Yes	No	N/a
		✓

They are valued at cost.

Yes	No	N/a
		✓

Investments

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Yes	No	N/a
✓		

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments

Yes	No	N/a
✓		

Stocks and work in progress

Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net realisable value.

Yes	No	N/a
		✓

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Yes	No	N/a
		✓

Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

Yes	No	N/a
		✓

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently,

Yes	No	N/a
-----	----	-----

they are measured at the cash or other consideration expected to be received.

✓		
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Current asset investments The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

Yes	No	N/a
✓		

They are valued at fair value except where they qualify as basic financial instruments.

Yes	No	N/a
✓		

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM
THOSE ABOVE**

--

Note 3

Analysis of income

Analysis		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Donations and legacies:	Donations and gifts	1,605	-	-	1,605	1,825
	Gift Aid	1,455	-	-	1,455	1,472
	Legacies	64,460	-	-	64,460	5,000
	Membership subscriptions and sponsorships which are in substance donations	5,854	-	-	5,854	6,296
	Other	-	-	-	-	-
Total		73,374	-	-	73,374	14,593
Charitable activities:	Christmas Appeal	5,313	-	-	5,313	3,950
	Other Fundraising	1,164	-	-	1,164	2,052
	Total	6,477	-	-	6,477	6,002
Income from investments:	Interest income	33	-	-	33	28
	Dividend income	12,610	-	-	12,610	10,432
	Total	12,642	-	-	12,642	10,460

TOTAL INCOME	92,493	-	-	92,493	31,056
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Other information:

All income in the prior year was unrestricted except for:
(please provide description and amounts)

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Note 4 Analysis of expenditure

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
	Analysis					
		6077,35				
Expenditure on charitable activities	One Off Grants	31,153	-	-	31,153	37,589
	Quarterly Grants	2,554	-	-	2,554	2,773
	Xmas Grants	2,250	-	-	2,250	1,050
	Total expenditure on charitable activities	35,957	-	-	35,957	41,412
Separate material item of expense	Forex	- 15	-	-	15	87
	Bank charges	120				
	Corrections	- 435	-	-	435	60
	Total	- 330	-	-	450	147
TOTAL EXPENDITURE		35,627	-	-	35,507	41,559

Other information:

Note 5 Investment assets

Please complete this note if the charity has any investment assets.

5.1 Fixed assets investments (please provide for each class of investment)

	Cash & cash equivalents	Listed investments	Investment properties	Social investments	Other	Total
Carrying value at beginning of period	-	-	-	-	-	-
Add/(deduct): transfer in/(out) in the period	-	-	-	-	-	-
Add: net gain on revaluation	-	-	-	-	-	-
Carrying (fair) value at end of year	-	-	-	-	-	-

*Please specify additions resulting from acquisitions through business combinations, if any.

n/a

Please note that Fair Value in this context is the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the value of the security quoted on the London Stock Exchange Daily Official List or equivalent. For other assets where there is no market price on a traded market, it is the trustees' or valuers' best estimate of fair value.

5.2 Please provide a breakdown of investments shown above agreeing with the balance sheet row B04 differentiating between those held at fair value and those held at cost less impairment.

Analysis of investments

Cash or cash equivalents

Listed investments

Total

Grand total (Fair value at year end+Cost less impairment)

Fair value at year end	Cost less impairment
£	£
-	-
-	-
-	-
-	-

5.3 Please provide a breakdown of current asset Investments, if applicable, agreeing with the balance sheet.

Analysis of current asset investments

Cash or cash equivalents
Listed investments
Total

This year	Last year
£	£
-	-
690,879	685,801
690,879	685,801

5.4 Concessionary loans

Amount of concessionary loans made (*Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

Terms and conditions eg interest rate, security provided

Amounts payable within 1 year

Amounts payable after more than 1 year

Description	This year £	Last year £
	1,640	4,878
Total	1,640	4,878
Zero interest rate		
		1,640

5.5 Additional information

Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.

For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.

No hedging is being made to manage the financial risk on those loans.

The fair value of all investment is taken out of the quarterly/ twice annual valuation statements that we receive from M&G and Schroeders

n/a

Section C**Notes to the accounts****(cont)****Note 6 Debtors and prepayments**

Please complete this note if the charity has any debtors or prepayments.

6.1 Analysis of debtors**Other debtors****Total**

This year	Last year
£	£
41,576	31,320
41,576	31,320

Section C

Notes to the accounts

(cont)

Note 7 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

7.1 Analysis of creditors

Other creditors

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
32,598	42,672	-	-
Total	32,598	-	-

Section C	Notes to the accounts	(cont)
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Note 8 **Cash at bank and in hand**

Cash at bank and on hand
Total

This year £	Last year £
109,877	70,102
109,877	70,102

0

0

5077.35

Note 9 Fair value of assets and liabilities

9.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.

n/a

9.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.

£5,077 is the total net unrealised gain from investment in 17/18.

Note 10**Transactions with trustees and related parties**

If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.

10.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

TRUE

Please give details of why remuneration or other employment benefits were paid.

n/a

Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.

n/a

If a third party has been reimbursed for providing one or more trustees, state the nature of the payment and amount of the reimbursement.

n/a

State the number of trustees to whom retirement benefits are accruing under a defined contribution pension scheme.

None

10.2 Trustees' expenses

If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".

No trustee expenses have been incurred (True or False)

TRUE

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

None

10.3 Transaction(s) with related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.

There have been no related party transactions in the reporting period (True or False)

FALSE

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount		Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
			£		£	£	£
British Council	Trustees are appointed by British Council	Payments are made by British Council on behalf of the Trusts- The amounts are included within Creditors	38,330.00		32,598.00	-	-
British Council	Trustees are appointed by British Council	Monies (repayment of loans) are received by British Council on behalf of the Trusts- The amounts are included within Debtors	7,000.00		32,752.00	-	-

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

n/a

For any related party, please provide details of any guarantees given or received.

n/a