

**Charity Registration No. 1139147**

**Company Registration No. 7330723 (England and Wales)**

**BALEAP**

**A COMPANY LIMITED BY GUARANTEE**

**REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 JULY 2017**

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	O Alexander L Blaj-Ward J Wrigglesworth S Brewer J Kemp G Riley-Jones M Gillway J Slaght B Reichard C Poulson
<b>Charity number</b>	1139147
<b>Company number</b>	7330723
<b>Principal address</b>	68, Haining Road, Renfrew PA4 0AH
<b>Registered office</b>	Unit F1 Intec Parc Menai Bangor Gwynedd LL57 4FG Wales
<b>Independent examiner</b>	Barrie Buels

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**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
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# **BALEAP**

## **A COMPANY LIMITED BY GUARANTEE**

### **REPORT**

***FOR THE YEAR ENDED 31 JULY 2017***

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The trustees present their report and accounts for the Year ended 31 July 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable charity's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)', effective January 2015 (the Charities SORP FRS 102).

#### **Structure, governance and management**

The charity is a company limited by guarantee, governed in accordance with its Memorandum and Articles of Association..

The trustees, who are also the directors for the purpose of company law, and who served during the Year were:

O Alexander	
D Schmitt	(Retired 26 September 2017)
L Blaj-Ward	
J Wrigglesworth	
S Brewer	
J Kemp	
G Riley-Jones	
M Gillway	
J Slaght	
B Reichard	
S Cowley-Haselden	(Retired 26 September 2017)
C Poulson	
K Tavakoli	(Retired 26 September 2017)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The induction process for newly appointed trustees comprises an email outlining the duties of the executive members, a copy of the articles of association and information about specific aspects of the charity's work, including the powers and responsibilities of individual trustees and the Board. A brief history of the charity, copies of Board minutes, accounts and a copy of the Charity Commission Guidance 'The Essential Trustee: What you need to know' are available for new trustees electronically on Dropbox.

Baleap supports the professional development of those involved in learning, teaching, scholarship and research in English for Academic Purposes (EAP). The organisation was founded in 1972 as SELMOUS (Special English Language Materials for Overseas University Students) and became The British Association of Lecturers in English for Academic Purposes in 1989. It became a company and a charity in 2010, changing its name to Baleap.

The trustees are not aware of any related parties.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2017**

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**Objectives and activities**

The charity's objects are, for the benefit of the public, the advancement of learning, teaching and research in the field of English for academic purposes including, without being limited to:

1. enhancing the quality of learning and teaching of English for academic purposes in further and higher education;
2. supporting the professional development of those involved in learning, teaching, scholarship and research in English for academic purposes;
3. providing an accreditation scheme for courses in English for academic purposes and
4. promoting and disseminating understanding of English for academic purposes to relevant stakeholders.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

In order to achieve its charitable objects, Baleap undertakes a range of activities including face-to-face and online events, publication of research and conference presentations and production of statements of good practice such as teacher competencies and guidelines for testing.

Baleap has until now carried out its work through the activities of sub-committees and working parties which report regularly to an executive committee, which in turn reports to an annual general meeting. The sub-committees currently comprise the Baleap Accreditation Scheme (BAS) committee, which deals with both individual and institutional accreditation, and the Research and Publications (RP) committee. These are more stable entities with long-term aims. Working parties are set up to deliver specific projects over a short term.

The professional development of EAP practitioners is achieved through regular Professional Issues Meetings (PIMs), a biennial conference, a Research Training Event Series (ResTES) and, from this year, a series of webinars. PIMs are held three to four times a year, hosted by a member institution. ResTES events are often linked to PIMs. PIMs are open to members and non-members and usually also attended by publishers' representatives to promote teaching books and other support material. In order to broaden our reach to overseas practitioners, we have introduced webinars, which may be stand alone events or linked to a PIM. Both the individual and institutional accreditation schemes also organise regular events to familiarise practitioners with the schemes. All members have access to a discussion list through which they can engage in discussion on topics of mutual concern, engage in informal consultancy or surveys and obtain advice about testing, materials for courses, syllabus design and recruitment. Both these activities contribute to the public benefit by enabling teachers to become better informed about the nature of their work and thus provide higher quality teaching to international students on EAP programmes.

Baleap contributes to the public benefit of students through its Accreditation Scheme, which is designed to ensure the quality of EAP courses. Accredited courses are listed on the website so that students can be sure they are choosing a high quality course. Members of the accreditation scheme are re-inspected every four years to maintain the original quality of the courses.

# **BALEAP**

## **A COMPANY LIMITED BY GUARANTEE**

### **REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 JULY 2017***

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#### **Achievements and performance**

At the end of December 2016 Baleap had 145 institutional members (40 outside GB) and 79 individual members (7 outside GB) - total of 224. By July 2017 the number of members was 338 with representation from 27 different countries. Baleap engaged the services of Yvonne Cavanagh as administrator in January 2017. This appointment, together with a new online system, should enable more stable membership figures through efficient administration of renewals.

The biennial conference was held in Bristol in April 2017 on the theme of collaboration 'Addressing the state of the union: working together=learning together'. This was accompanied by two pre-conference events: one on observations and the other on assessment. The AGM was also held on April 8th at the conference. The results of the first electronic elections were confirmed and new members of the executive committee were welcomed to their posts: Jane Bottomley from the University of Manchester and David Read from the University of Sheffield took on roles as Elected Ordinary Members. Other Executive Committee members were confirmed in post for a further term -Olwyn Alexander as BAS Chair, Lia Blaj-Ward as Treasurer, John Wrigglesworth as Research and Publications Officer, Clare Poulson as Information and Publicity Officer. We also thanked outgoing ordinary members Kerry Tavakoli and Susie Cowley-Haselden, as well as Diane Schmitt for her services to the Baleap exec over the past years as ordinary member, Testing Officer and Chair.

There were two successful PIMs, with a third being cancelled. The November 2016 PIM in Glasgow focussed on 'Learner Identity: managing transitions' and was accompanied by a ResTES event on 'Practitioner Identity - Managing transitions to scholarship'. The March 2017 PIM in Edinburgh explored 'Evaluating the effectiveness of EAP'. There was also a ResTES symposium in Leeds in January 2017 on 'Knowledge and the EAP practitioner'.

A successful series of webinars was introduced to broaden the reach of our professional development to include those who cannot attend a face-to-face event. The opening webinar in February 2017 discussed 'EAP in context' and this was followed by a focus on the TEAP individual accreditation scheme in May 2017. In July 2017 the focus moved to practical tips for pronunciation.

Other face-to-face professional development opportunities included a series of Testing Roadshows hosted at member institutions and the annual free event offered by the Baleap Accreditation Scheme Committee - this year hosted by Sheffield Hallam in May on the theme of syllabus design. Baleap assessors visited eight institutions for course accreditations.

Ten TEAP portfolios were submitted in Autumn 2016, which resulted in five new associate fellows, one new fellow and two new senior fellows. One TEAP portfolio was submitted in June 2017 for ratification in the October 2017 meeting of the Baleap Accreditation Scheme Committee. In addition to the pre-conference event and webinar, the TEAP Officer also ran a workshop in Sheffield in December 2016 to help members with their TEAP portfolios.

Alasdair Braid was awarded the Baleap Masters Dissertation Award for 2016. Alasdair's dissertation is entitled 'An Exploratory Study of Rater Orientationson Pre-sessional Academic Conference Presentations through Verbal Report Protocols'. It was submitted to University of Nottingham.

The Chair continues to write regular Baleap news articles for the Journal of English for Academic Purposes, which moved from four to six issues per year from 2017 (September 2016, December 2016, January 2017, March 2017, May 2017, July 2017).

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**REPORT (CONTINUED)**  
***FOR THE YEAR ENDED 31 JULY 2017***

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**Financial review**

At the end of the financial year, the charity had net resources amounting to £157,221 (2016 - £91,093). The trustees consider this adequate to continue the planned work of the charity.

In this financial year Baleap adopted the new Statement of Recommended Practice for Charities. No adjustments to the accounts were required as a result of this. Further details may be found at Note 1.1 of the accounts.

During the year, Baleap has taken in house a number of financial and administrative procedures that were previously outsourced and this has resulted in an important cost saving.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

# **BALEAP**

## **A COMPANY LIMITED BY GUARANTEE**

### **REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 JULY 2017**

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#### **Plans for the future**

A membership survey was conducted in early 2017 (131 respondents) which confirmed the popularity of PIMs and conferences, the new website and the JISC discussion list. The survey indicated a need to make the AGM more attractive to members and to make the executive committee more transparent. This has been actioned with plans to hold both a ResTES and TEAP event on the day of the 2018 AGM and a 'Meet the Exec' webinar in May 2018 once new officers have been confirmed in post. More information about the executive committee has also been added to the website. In regard to future activities, the survey suggested Special Interest Groups would be popular, as was proposed collaboration with other organisations. The question over a 'Political Voice' for Baleap provoked a very mixed response and so will not be an immediate priority for the current Chair.

Baleap plans to move towards a Special Interest Group (SIG) structure, starting with Special Interest Group Pages for Research and Scholarship, Testing and Assessment and Leadership and Management. Each of these pairs contains a tension that is worth exploring and were suggested by members in the survey. The aim is to involve more of the membership in Baleap activity and to facilitate access to resource, support and discussion in these specific EAP-related areas. The management and activity of these groups will be discussed at the AGM in March 2018.

A two-year events plan was developed in March 2017. The November 2017 PIM will be held in Nottingham Trent University on Intercultural Communication. This will be followed by a webinar on the same topic for those who could not attend in person, and preceded by a ResTES event. The March PIM will not be going ahead but we will have the activities around the AGM in March instead. The final PIM for the next reporting period will be on 'Speaking at INTO Newcastle on June 9th'. We plan to continue our series of webinars in order to provide a better service to members who cannot attend the shorter face-to-face events. These will be free and open to both members and non-members in the UK and overseas. A new Events Officer, Kerry Tavakoli, will take up her post in April 2018 when we thank Sarah Brewer for her work as Events Officer since 2013 as she transitions into her new role as incoming Chair of Baleap.

The free BAS event will take place in London this year at Goldsmiths in May. It will showcase best practice from recent accreditation visits. We plan to move forward in our aspiration to be a global forum by taking our institutional accreditation scheme overseas for the first time in 2018. A new BAS Chair, Conrad Heyns, will move into his role in April 2018 when we will thank Olwyn Alexander for her many years of service on the executive committee.

The first TEAP assessor training day will be held in Leicester in early 2018. A Resource building day is also being planned. The TEAP committee plan to revise the Baleap TEAP Handbook to provide more support for those engaging on the TEAP Fellowship Scheme. A new TEAP Officer, Gary Riley-Jones will take up his post in April 2018 as we say goodbye and thank you to Jenny Kemp who has overseen the growth of the scheme from 2015 to 2018.

The Testing Working Group plan to continue to run Testing Roadshows, providing much needed professional development opportunities in the field of assessment literacy within member institutions. Events are planned for Newcastle in December 2017, Glasgow in May and Coventry in June 2018. The transition to an SG will enable even greater outreach. There may also be collaboration with BAA to offer a Baleap event on integrated testing before the BAAL TEASIG April 2018.

The Research and Publications Committee plan to continue with current activities (ResTES events, Masters Dissertation Award, EAP book reviews) during the transition to a Special Interest Group.

On behalf of the board of trustees

**M Gillway**

Dated: 23 March 2018

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**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF BALEAP**

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I report on the accounts of the charity for the Year ended 31 July 2017, which are set out on pages 7 to 11.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of Baleap for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this Year under section 144 (2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the Charities Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which give me reasonable cause to believe that in any material respect:

- (i) the accounting records were not kept in accordance with Section 130 of the Charities Act; or
- (ii) the accounts did not accord with the accounting records; or
- (iii) the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Barrie Buels FCCA FCIE

Crestmere Limited  
Chartered Certified Accountants

Dated: 23 March 2018

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2017**

	Notes	2017 £	2016 £
<b><u>Incoming resources from generated funds</u></b>			
Donations and legacies	2	167,208	101,280
Investment income	3	12	16
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>167,220</b>	<b>101,296</b>
		<hr/>	<hr/>
<b><u>Resources expended</u></b>			
<b>Charitable activities</b>			
General expenditure		56,494	82,522
Accreditation costs		7,325	8,264
Conferences, Professional Issues Meetings and similar		36,874	12,806
Governance costs		400	360
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>101,093</b>	<b>103,952</b>
		<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>66,127</b>	<b>(2,656)</b>
		<hr/>	<hr/>
Fund balances at 1 August 2016		91,093	93,749
		<hr/>	<hr/>
<b>Fund balances at 31 July 2017</b>		<b>157,220</b>	<b>91,093</b>
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2017**

	Notes	2017 £	£	2016 £	£
<b>Current assets</b>					
Debtors	8	15,960		-	
Cash at bank and in hand		173,676		95,093	
		<u>189,636</u>		<u>95,093</u>	
<b>Creditors: amounts falling due within one year</b>	9	<b>(32,416)</b>		<b>(4,000)</b>	
<b>Total assets less current liabilities</b>			<b>157,220</b>		<b>91,093</b>
<b>Income funds</b>					
Unrestricted funds			<b>157,220</b>		<b>91,093</b>
			<u>157,220</u>		<u>91,093</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the Year ended 31 July 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 23 March 2018

M Gillway

**Company Registration No. 7330723**

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2017**

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**1 Accounting policies**

**1.1 Basis of preparation**

Baleap meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the accounting policy notes.

The trustees are of the view that there is no material uncertainty in relation to the charity's ability to continue as a going concern.

Amounts in the financial statements are rounded to the nearest £1.

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) (the Charities SORP FRS 102), the Companies Act 2006 and the Charities Act 2011.

The adoption of the Charities SORP FRS 102 represents a change of accounting policy. No restatement was required as a result of this change.

**1.2 Incoming resources**

Membership subscriptions are for the UK academic year. The payment of subscriptions by electronic means is encouraged and the subscription period is one month in advance of the general subscription period, the proportion of unexpired subscription at the financial year end being taken to accruals.

**1.3 Resources expended**

Liabilities are recognised on the accruals basis and include, where appropriate, attributable VAT that cannot be recovered.

Governance costs comprise the Independent Examiner's fee and any other professional or similar costs attributable to the governance of the charity.

Trustee meetings and the Annual General Meeting are conducted at no additional cost in association with professional meetings organised to further the charity's objects.

During the year the charity operated a single unrestricted income fund. Accreditation, Professional Issues Meetings and similar meetings are regarded as integral to the charity's general objects and activities and are identified as components of the single unrestricted fund.

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2017**

**2 Donations and legacies**

	<b>2017</b>	2016
	<b>£</b>	£
Donations and gifts	<b>167,208</b>	101,280
	<u>          </u>	<u>          </u>
<b>Donations and gifts</b>		
Unrestricted funds:		
General subscriptions	<b>62,429</b>	60,666
Other general income	<b>6,768</b>	4,910
Accreditation subscriptions	<b>17,558</b>	16,170
Events and ResTes	<b>80,453</b>	19,534
	<u>          </u>	<u>          </u>
	<b>167,208</b>	101,280
	<u>          </u>	<u>          </u>

**3 Investment income**

	<b>2017</b>	2016
	<b>£</b>	£
Interest receivable	<b>12</b>	16
	<u>          </u>	<u>          </u>

**4 Total resources expended**

	<b>2017</b>	2016
	<b>£</b>	£
<b>Charitable activities</b>		
<u>General expenditure</u>		
Activities undertaken directly	56,494	82,522
<u>Accreditation costs</u>		
Activities undertaken directly	7,325	8,264
<u>Conferences, Professional Issues Meetings and similar</u>		
Activities undertaken directly	36,874	12,806
Governance costs		
Activities undertaken directly	400	360
	<u>          </u>	<u>          </u>
	<b>101,093</b>	103,952
	<u>          </u>	<u>          </u>

**BALEAP**  
**A COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2017**

**5 Analysis of expenditure**

	<b>2017</b>	2016
	£	£
Other governance costs comprise:		
Conferences and meetings	36,464	12,806
Publications	1,584	18,961
Website related costs	7,126	31,034
Insurance	-	623
Administration costs	30,959	28,093
JEAP costs	15,912	1,720
General fund sundry expenses	-	651
Accreditation meetings	7,279	8,264
Accountancy	1,369	1,440
Governance - Independent Examination	400	360
Allocated to charitable activities	(101,093)	(103,952)
	<u>          </u>	<u>          </u>
	-	-
	<u>          </u>	<u>          </u>

**6 Trustees**

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

Payments are made to academic institutions to compensate them for time spent on the academic business of the charity. No such payments are made in respect of the governance of the charity.

**7 Employees**

There were no employees during the Year.

**8 Debtors**

	<b>2017</b>	2016
	£	£
Other debtors	<b>15,960</b>	-
	<u>          </u>	<u>          </u>

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

	<b>2017</b>	2016
	£	£
Accruals	<b>32,416</b>	4,000
	<u>          </u>	<u>          </u>

Accruals include an amount of £27,532 (2016 - £NIL) in respect of subscriptions paid in advance.