

Charity Registration No. 1139147

Company Registration No. 7330723 (England and Wales)

BALEAP

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2016

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Olwyn Alexander Diane Schmitt Lia Blaj-Ward John Wrigglesworth Sarah Brewer Jenny Kemp Gary Riley-Jones Maxine Gillway John Slaght Bella Reichard Susie Cowley-Haselden Clare Poulson Kerry Tavakoli
Charity number	1139147
Company number	7330723
Principal address	Unit F1 Intec Parc Menai Bangor Gwynedd LL57 4FG
Registered office	Unit F1 Intec Parc Menai Bangor Gwynedd LL57 4FG
Independent examiner	Barrie Buels FCCA FCIE Crestmere Limited Unit F1, Intec Parc Menai Bangor Gwynedd LL57 4FG

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2016

The trustees present their report and accounts for the year ended 31 July 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities (FRSSE), effective January 2015".

Structure, governance and management

The charity is a company limited by guarantee governed by 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:

Executive Committee

Ms Maxine Gillway Chair (April 2016-19)

Ms Diane Schmitt Deputy Chair (April 2016-17)

Ms Lia Blaj-Ward Treasurer (April 2014-17)

Ms Sarah Brewer Events Officer (April 2016-19)

Ms Bella Ruth Reichard Web Officer (April 2016-19)

Mr Martin Barge Web Officer (until March 2016)

Mr John Slaght Testing Officer (April 2015-18)

Ms Jenny Kemp TEAP Officer (April 2015-18)

Mr John Wrigglesworth Research and Publications Officer (April 2014-17)

Ms Olwyn Alexander BAS Chair (April 2014-17)

Ms Clare Poulson Information and Publicity Officer (April 2014-17)

Ms Kerry Tavakoli Elected ordinary member (April 2014-17)

Ms Susie Cowley-Haselden Elected ordinary member (April 2014-17)

Mr Gary Riley-Jones Elected ordinary member (April 2016-19)

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 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.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2016

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 biennial conferences and one day Professional Issues Meetings (PIMs), publication of research and conference presentations and production of statements of good practice such as teacher competencies and guidelines for testing.

Baleap carries 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 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. Currently, these include Testing and Teaching Development (TEAP). Baleap members can become involved in the running of the organisation by joining a working party to gain experience before putting themselves forward for election to executive committee.

The professional development of teachers is achieved through regular Professional Issues Meetings (PIMs), a biennial conference and, more recently, a Research Training Event Series (ResTES) to increase teacher awareness of research-teacher linkages. PIMs are held three to four times a year, hosted by a member institution. They are open to members and non-members and usually also attended by publishers' representatives to promote teaching books and other support material. 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 pre-sessional 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.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2016

Achievements and performance

There were three successful PIMs in 2015/2016. 'Process and Practice in EAP' at the University of Sheffield in November 2015; 'Insessional EAP' at the London School of Economics in March 2016; and 'English Medium Instruction in Higher Education' at the University of Southampton in June 2016. The AGM was held on 19 March at the LSE PIM. Other face-to-face professional development opportunities included the annual free event offered by the Baleap Accreditation Scheme Committee - this year hosted by Heriot Watt University in May 2016 on the topic of Teaching Observations. The TEAP Officer also organised workshops to help members with their TEAP portfolios in Durham (19 participants) and Bristol (43 participants). Thirteen TEAP portfolios were submitted in Autumn 2015 and ratified in Spring 2016. Two TEAP portfolios were submitted in June 2016 for ratification in the October 2016 meeting of the Baleap Accreditation Scheme Committee. The Baleap TEAP Facebook group had 154 members at the end of the period.

Eilidh Webster was awarded the Baleap Dissertation Award for 2016. Eilidh's dissertation is entitled 'Critical thinking and EAP writing: A meta-synthesis of research on teaching approaches to critical thinking in EAP writing class'. It was submitted to the University of Glasgow as part of her MEd in TESOL.

Baleap engaged the services of Alberon to work on hosting a new website, which went live on 27th April 2016. The website was thoroughly overhauled and should now better serve the needs of the community of EAP practitioners (both members and non-members). Feedback from members has been overwhelmingly positive. On 1st July Baleap switched to Xero online accounting system, which is linked to an online shop that went live on 6th July 2016. As a service to members, Baleap operates posts job vacancies on the website. This continues to be the most widely clicked area of the website.

Financial review

At the end of the financial period, the charity had net resources amounting to £91,093 (2015 - £93,749; 2014 - £66,721 and 2013 - £79,956). The trustees consider this adequate to continue the planned work of the charity. This period has seen exceptional expenditure on the new website, amounting to £21,388. This falls within the sum authorised by the executive committee at the outset of the project in June 2015 and subsequently in February 2016.

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 considers 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.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2016

Plans for the future

The Professional Issues Meetings planned for 2016-17 reporting period are 'Learner Identity: Managing Transitions' at the University of Glasgow in November 2016; 'Evaluating the Effectiveness of EAP' at the University of Edinburgh in March 2017; 'The Specificity of Pedagogies' at the University of Exeter in June 2017.

The biennial conference will be held in April 2017 at the University of Bristol with the theme 'Addressing the state of the union: working together = learning together' and an anticipated 350 participants. There will also be pre-conference events on testing and observations.

The Baleap Accreditation Scheme Committee are planning a pre-conference event in Bristol on teaching observations as well as the annual free event, which will be held at Sheffield Hallam in May 2017 on the theme of Graduate Attributes. The TEAP Committee plan to revise the Baleap TEAP Handbook to provide more support for those engaging on the TEAP Fellowship Scheme.

The Research and Publications Committee plan to start a new Research Training Event Series with a one day event in Glasgow in November 2016 on Practitioner Identities and a Symposium in Leeds in January 2017 on Knowledge and the EAP Practitioner.

The Testing Working Group plan to run assessment road shows, providing much needed professional development opportunities in the field of assessment literacy within member institutions.

We plan to start a series of webinars in order to provide a better service to overseas 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.

In terms of using technology to aid our members, we plan to look at voting software to include more members in the elections to the executive committee and to look at ways to allow Special Interest Groups to have a presence on the website in the form of Special Interest Pages.

Statement of Trustees' responsibilities

The trustees, who are also the directors of BALEAP for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2016

On behalf of the board of trustees

Maxine Gillway

Trustee

Dated: 8 April 2017

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report on the accounts of the charity for the year ended 31 July 2016, 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Barrie Buels FCCA FCIE

Crestmere Limited
Unit F1, Intec
Parc Menai
Bangor
Gwynedd
LL57 4FG

Dated: 8 April 2017

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2016

	Notes	2016 £	2015 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	101,280	94,818
Investment income	3	16	15
Total incoming resources		101,296	94,833
<u>Resources expended</u>			
Charitable activities			
General expenditure		82,522	46,989
Accreditation costs		8,264	11,545
Conferences and Professional Issues meetings		12,806	8,461
Total charitable expenditure		103,592	66,995
Governance costs		360	360
Total resources expended		103,952	67,355
Net (expenditure)/income for the year/ Net movement in funds		(2,656)	27,478
Fund balances at 1 August 2015		93,749	66,271
Fund balances at 31 July 2016		91,093	93,749

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

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BALANCE SHEET

AS AT 31 JULY 2016

	Notes	2016 £	£	2015 £	£
Current assets					
Debtors	8	-		4,698	
Cash at bank and in hand		95,093		91,951	
		<u>95,093</u>		<u>96,649</u>	
Creditors: amounts falling due within one year					
	9	<u>(4,000)</u>		<u>(2,900)</u>	
Total assets less current liabilities			91,093		93,749
Income funds					
Unrestricted funds			91,093		93,749
			<u>91,093</u>		<u>93,749</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 2016. 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 8 April 2017

Lia Blaj-Ward
Trustee

Company Registration No. 7330723

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective January 2015, the Statement of Recommended Practice, "Accounting and Reporting by Charities (FRSSE)", and the Companies Act 2006.

1.2 Incoming resources

Membership subscriptions are for the UK academic year.

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

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.

2 Donations and legacies

	2016	2015
	£	£
Donations and gifts	101,280	94,818
Donations and gifts		
Unrestricted funds:		
General subscriptions	60,666	52,595
Other general income	4,910	472
Accreditation subscriptions	16,170	13,110
Events and ResTes	19,534	28,641
	101,280	94,818

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2016

3 Investment income

	2016 £	2015 £
Interest receivable	16	15

4 Total resources expended

	2016 £	2015 £
Charitable activities		
<u>General expenditure</u>		
Activities undertaken directly	82,522	46,989
<u>Accreditation costs</u>		
Activities undertaken directly	8,264	11,545
<u>Conferences and Professional Issues meetings</u>		
Activities undertaken directly	12,806	8,461
	103,592	66,995
Governance costs	360	360
	103,952	67,355

5 Governance costs

	2016 £	2015 £
Other governance costs comprise:		
Conferences and meetings	12,806	8,461
Publications	18,961	17,708
Website related costs	31,034	6,958
Insurance	623	612
Administration costs	28,093	19,105
TEAP costs	1,720	-
General fund sundry expenses	651	866
Accreditation meetings	8,264	11,545
Accountancy	1,440	1,740
Governance - Independent Examination	360	360
Other costs	(103,592)	(66,995)
	360	360

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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2016

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	2016 £	2015 £
Other debtors	-	4,698

9 Creditors: amounts falling due within one year	2016 £	2015 £
Accruals	4,000	2,900