

**Charity Registration No. 1139147**

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

**BALEAP**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2018**

# BALEAP

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	O Alexander L Blaj-Ward J Wrigglesworth S Brewer G Riley-Jones M Gillway J Slaght B Reichard C Poulson K Tavakoli  D Read  J Bottomley  A Williams  C Heyns	(Appointed 24 March 2018) (Appointed 26 September 2017) (Appointed 26 September 2017) (Appointed 24 March 2018) (Appointed 24 March 2018)
<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 Wales LL57 4FG	
<b>Independent examiner</b>	Barrie Buels	

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# BALEAP

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# **BALEAP**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 JULY 2018***

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The trustees present their report and financial statements for the year ended 31 July 2018.

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).

### **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 (EAP) 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 return 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 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. They 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 of 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. Work has begun on setting up Special Interest Group pages on the website starting with Testing and Assessment, Research and Scholarship, Leadership and Management. This should also help benefit a wider audience than those who can attend face to face events.

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**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 JULY 2018**

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#### **Achievements and performance**

Membership numbers are rising steadily. In July 2017 the number of members was 338 with representation from 27 different countries. In 2018 membership reached 367, with 287 GB and 80 overseas.

The AGM was held on March 24th in Reading. The results of the electronic elections were confirmed and new members of the executive committee were welcomed to their posts: Sarah Brewer from Reading was welcomed in her new role as Incoming BALEAP Chair and Conrad Heyns from Goldsmiths was welcomed to the executive committee as incoming BAS Chair. Kerry Tavakoli from St Andrews was welcomed back to the executive committee in her new role of Events Officer. John Slaght from Reading was confirmed in his role as Testing Officer for a final three year term. Anneli Williams from Glasgow took on a role as Elected Ordinary Member. A ResTES on scholarship and a TEAP scheme event were held on the day of the AGM in March in an attempt to attract a wider proportion of members to the AGM. This activity also compensated for the March PIM that had to be cancelled.

There were two PIMs this year. The November 2017 PIM was held in Nottingham Trent University on Intercultural Communication. This was followed by a webinar on the same topic for those who could not attend in person and preceded by a ResTES event 'From Presentation to Publication' to encourage more of our EAP community to publish their work. The June PIM on Speaking was held at INTO Newcastle on June 9th.

Our face-to-face professional development opportunities included a Testing Workshop in Glasgow on 30th May and the annual free event offered by the BALEAP Accreditation Scheme Committee - this year hosted by Goldsmiths on May 12th on the theme of Best Practice in EAP.

BALEAP also began developing its global presence, with workshops on EAP curriculum at the invitation of the Chinese EAP Association (CEAPA) in Tongji University and Jiatong University Shanghai in April and a day of workshops on Curriculum and Assessment Development in Dublin at the invitation of the new EAP in Ireland group also in April. In June, BALEAP held a Pre-Conference Event at the Bilkent University EAP conference in Ankara, Turkey to market our brand as a global forum for EAP professionals. This led to a proposal to sign a Memorandum of Understanding with the British Council, Turkey, to promote excellence in EAP beyond the UK context and bring BALEAP expertise into setting up the National Minimum Standards Scheme for Turkish English Preparatory Programmes, through collaboration on the Turkish National External Review Pilot with 10 universities between August 2018 and August 2019.

BALEAP assessors visited nine institutions as part of our own BALEAP Accreditation Scheme (BAS), including our first overseas accreditation visit to Xi'an Jiaotong - Liverpool University. The incoming BALEAP Chair started training as a BAS assessor.

Ten TEAP portfolios were submitted in Autumn 2017, which resulted in four new Associate Fellows, three Fellows, one Senior Fellow and one Senior Fellow TEAP Mentor and Assessor. Two TEAP portfolios were submitted in June 2018 for ratification in November 2018. The TEAP officer also ran workshops in Holland International Study Centre in Amsterdam, Bath and Goldsmiths during 2017/2018 to help local members with their TEAP portfolios.

Anna Murawska was awarded the BALEAP Dissertation Award for 2017. Anna's dissertation is entitled 'Can academic reading empower EAP students?'. It was submitted to University of Edinburgh as part of a Masters degree.

The Chair continues to write regular BALEAP news articles for the Journal of English for Academic Purposes, which now has more issues per year, this year in September 2017, December 2017, January 2018, May 2018 and July 2018.

#### **Financial review**

At the end of the financial year, the charity had net resources amounting to £201,175 (2017: £157,220). The trustees consider this adequate to continue the planned work of the charity.

# **BALEAP**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 JULY 2018***

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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.

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.

#### **Future Plans**

The biennial BALEAP conference on Innovation, Exploration and Transformation will be held at the University of Leeds in April 2019. There will be two pre-conference events focussing on Language Testing and Assessment and the TEAP Scheme. The proceedings from the Bristol 2017 conference will be distributed at this event. The Bristol conference committee and Garnet will hold spare copies for distribution.

There will be three PIMs. The November 2018 PIM will be held at the University of Essex as a joint event with colleagues from the Association for Learning Development in Higher Education (ALDinHE). The theme will be Academic Literacies and EAP, The spring 2019 PIM will be hosted by the Birmingham International Academy at the University of Birmingham in February. The theme will be assessment. The June 2019 PIM will be hosted by the University of Northampton and will explore the position of knowledge in EAP.

To further our global presence, BALEAP plans to sign a Memorandum of Understanding with the British Council, Turkey in August 2018 to promote excellence in EAP beyond the UK context and bring BALEAP expertise into setting up the National Minimum Standards Scheme for Turkish English Preparatory Programmes, through collaboration on the Turkish National External Review Pilot with 10 universities between August 2018 and August 2019. BALEAP's role will involve giving feedback on the minimum standards, helping in the selection and training of assessors in October 2018 and shadowing the 10 visits scheduled for November 2018 alongside colleagues from the British Council and EAQUALS. This will culminate in presentations at the IATEFL ESP SIG PCE on Quality Assurance in April 2019.

The incoming Chair of BAS plans memoranda of co-operation with other quality assurance schemes. There will be a BAS promotional event at the Leeds conference in April. The free BAS event will take place in Durham in May. It will focus on Teacher Induction.

TEAP fellowship submissions are expected for November 2018 and June 2019. Assessors will meet in February 2019 to discuss plans for the scheme going forward, including a revision of the criteria and handbook by a working group.

The Research and Publications Officer plans to survey the membership regarding the format and theme of the 3rd Research Training Event Series.

Two ordinary members are moving forward the Leadership and Management SIG and are planning a promotional event at the Leeds PIM. Planning for further development of the SIGs with more membership involvement will take place in meetings of the executive committee in the spring and summer of 2019.

BALEAP will also be trialling a new scheme providing funding for members working in partnership with colleagues in learning development, employability, volunteering or student unions. There will be two funding streams: Stream 1 for sharing existing collaborative practice through a co-authored 1500-word case study (£250 per person) and Stream 2 for pilot projects designed to develop a new collaborative project (£500 or £1,500).

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

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

# BALEAP

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2018

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

O Alexander

L Blaj-Ward

J Wrigglesworth

S Brewer

J Kemp

(Resigned 24 March 2018)

G Riley-Jones

M Gillway

J Slaght

B Reichard

C Poulson

D Schmitt

(Resigned 26 September 2017)

S Cowley-Haselden

(Resigned 26 September 2017)

K Tavakoli

(Appointed 24 March 2018)

D Read

(Appointed 26 September 2017)

J Bottomley

(Appointed 26 September 2017)

A Williams

(Appointed 24 March 2018)

C Heyns

(Appointed 24 March 2018)

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 e-mail 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' report was approved by the Board of Trustees.

**M Gillway**

Dated: 5 April 2019

# BALEAP

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

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I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2018.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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 financial statements to be reached.

Barrie Buels FCCA FCIE  
Crestmere Limited

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

Dated: 5 April 2019

# BALEAP

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2018

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	Notes	Unrestricted funds 2018 £	Total 2017 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	86,084	142,882
Investments	4	11	12
Other income	5	17,378	24,326
<b>Total income</b>		<u>103,473</u>	<u>167,220</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	59,518	101,093
<b>Net income for the year/ Net movement in funds</b>		43,955	66,127
Fund balances at 1 August 2017		157,220	91,093
<b>Fund balances at 31 July 2018</b>		<u>201,175</u>	<u>157,220</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

# BALEAP

## BALANCE SHEET

AS AT 31 JULY 2018

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	Notes	2018 £	£	2017 £	£
<b>Current assets</b>					
Debtors	10	18,100		15,960	
Cash at bank and in hand		221,407		173,676	
		<u>239,507</u>		<u>189,636</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(38,332)</u>		<u>(32,416)</u>	
Net current assets			<u>201,175</u>		<u>157,220</u>
<b>Income funds</b>					
Unrestricted funds - general			<u>201,175</u>		<u>157,220</u>
			<u>201,175</u>		<u>157,220</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 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 5 April 2019

S Brewer  
Trustee

Company Registration No. 7330723

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2018

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#### 1 Accounting policies

##### Charity information

BALEAP is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F1, Intec, Parc Menai, Bangor, Gwynedd, LL57 4FG, Wales.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2018

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### 1 Accounting policies

(Continued)

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### 1.5 Resources expended

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.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2018

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### 2 Critical accounting estimates and judgements

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

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

### 3 Donations and legacies

	<b>Unrestricted funds general 2018 £</b>	Total  2017 £
Membership fees	72,259	62,429
Other	13,825	80,453
	<u>          </u>	<u>          </u>

### 4 Investments

	<b>Unrestricted funds general 2018 £</b>	Total  2017 £
Interest receivable	11	12
	<u>          </u>	<u>          </u>

### 5 Other income

	<b>Unrestricted funds general 2018 £</b>	Total  2017 £
Accreditation scheme income	12,973	17,558
Other charitable income	4,405	6,768
	<u>          </u>	<u>          </u>
	<u>17,378</u>	<u>24,326</u>

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2018

### 6 Charitable activities

	2018 £	2017 £
Conferences and meetings	5,687	36,464
Publications	1,414	1,584
Website related costs	3,769	7,126
Testing	1,138	-
Administration costs	22,007	30,959
JEAP costs	16,117	15,912
Dissertation award	250	-
Accreditation meetings	6,840	7,279
Accountancy	1,876	1,369
Governance	420	400
	<u>59,518</u>	<u>101,093</u>

### 7 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.

### 8 Employees

There were no employees during the year.

### 9 Financial instruments

	2018 £	2017 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	18,100	15,960
	<u>18,100</u>	<u>15,960</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	38,332	32,416
	<u>38,332</u>	<u>32,416</u>

### 10 Debtors

	2018 £	2017 £
<b>Amounts falling due within one year:</b>		
Other debtors	18,100	15,960
	<u>18,100</u>	<u>15,960</u>

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2018

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

	<b>2018</b>	<b>2017</b>
	£	£
Accruals and deferred income	38,332	32,416
	<u>38,332</u>	<u>32,416</u>

**12 Related party transactions**

There were no disclosable related party transactions during the year (2017 - none).