

**Charity Registration No. 1139147**

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

**BALEAP**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2019**

# BALEAP

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	L Blaj-Ward J Wigglesworth S Brewer G Riley-Jones M Gillway J Slaght B Reichard C Poulson K Tavakoli J Bottomley A Williams C Heyns L Hanson	(Appointed 25 March 2019)
<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 2019**

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The trustees present their report and financial statements for the year ended 31 July 2019.

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 2019

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#### Achievements and performance

Membership numbers continued to rise steadily. In July 2017 the number of members was 367 with 287 GB and 80 overseas. In 2019 this had grown to 382 memberships with 83 overseas.

The biennial conference on 'Innovation, Exploration and Transformation' was held at the University of Leeds (12-14 April 2019) with two pre-conference events focussing on Language Testing and Assessment, and the TEAP scheme. The *Conference Proceedings* from the Bristol 2017 conference were distributed at this event which attracted over 400 delegates registered from 26 different countries, from New Zealand to South Africa to the United Arab Emirates, Uzbekistan, China, Thailand, Cyprus and Canada.

The AGM took place during the conference on 13 April 2019. The results of the electronic elections were confirmed and new members of the executive committee were welcomed to their posts: Bella Reichard was confirmed in her role as Web Officer for a second term. Lisa Hanson from the University of Bristol was elected from three candidates as Ordinary Member. Sarah Brewer moved from her role as Incoming Chair to Chair and Maxine Gillway moved from Chair to Outgoing Chair for 2019-2020. Criteria for honorary membership have now been established and Diane Schmitt, who had given generously of her time and expertise to BALEAP over the years and had recently retired from her role at Nottingham Trent University, was welcomed as an honorary member. A further honorary membership was approved in June 2019 for Olly Twist who retired from his role with Garnet Education after many years supporting BALEAP and regularly attending PIMs and conferences.

There were three PIMs this year. The November PIM was held on 24 November 2018 at the University of Essex on 'Academic Literacies and EAP'. It was run jointly with ALDinHE (Association for Learning Development in Higher Education) to explore areas of contrast and overlap in the two organisations' remits, roles, and practices. The success of the event led to a jointly authored publication of papers for an 'Academic Literacies' issue of the *Journal of Learning Development in Higher Education* (<http://journal.aldinhe.ac.uk/index.php/jldhe/issue/view/29/showToc>). This was followed by a PIM on 23 February 2019 on 'Assessing the Assessors' organised by the Birmingham International Academy at the University of Birmingham. The third PIM of the year was on 'Knowledge in EAP', held at the University of Northampton on 22 June 2019. This was designed to explore and exploit the existing knowledge, experience and beliefs of the BALEAP community present on the day to interrogate the position of knowledge in EAP, with the intention of challenging the status quo and driving the field of EAP forward. The success of the discussions on the day led to the forming of a new JISCMail discussion group 'for sharing knowledge and experience of TiP (Theory-into-practice)'.

Other face-to-face professional development opportunities included the final session for the latest BALEAP ResTES (Research Training Event Series): 'Progressing with a Research Publication' on 1 June 2019 at Sheffield Hallam University. This free event was made accessible to a much wider audience by live streaming the talks (by Mary Davis and Nigel Harwood) and making them available subsequently on the BALEAP website. Another free event was offered slightly earlier in the year at Durham University on 11 May on 'Teacher induction: The readiness and development of EAP tutors in preparation for Pre-sessional and In-sessional courses'. This was the annual free event provided by the BALEAP Accreditation Scheme Committee.

# **BALEAP**

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

### **FOR THE YEAR ENDED 31 JULY 2019**

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Testing roadshows have continued to be popular with members and the first international roadshow was held in Luxembourg in November 2018. Further roadshows were held in Dublin and Cork in June 2019.

In March 2019, another in our series of webinars was held on 'EAP: Telecollaboration with the Global South'. This with all other webinars has been uploaded and is available on the website.

March 2019 also saw the launch of a funding opportunity designed to recognise the work that our members do in collaboration with a broad range of colleagues in HEIs beyond the better known collaborations with academic staff in subject departments. The BALEAP Collaborative Practice Funding scheme, co-ordinated by Lia Blaj-Ward, provided two funding streams. The first (Sharing existing good practice to facilitate further professional development) was for members who had already completed projects with colleagues from learning development, employability, volunteering or student unions and wished to disseminate insights and co-author a 1500-word case study. The second strand of funding (Pilot projects) invited proposals from members who wanted to set up a new collaborative project in 2019-2020 to help students thrive academically and prepare for meaningful, rewarding futures.

There was further work on developing BALEAP's global presence following the signing of the Memorandum of Understanding with the British Council, Turkey, in August 2018. This was initiated 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 involved 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 culminated in presentations at the IATEFL ESP SIG PCE on Quality Assurance in April 2019.

Another significant relationship was strengthened at the biennial conference with meetings between the BALEAP Executive Committee and members of the Chinese EAP Association (CEAPA) and colleagues at Xi'an Jiatong Liverpool University in China. This led to confirmation that the two organisations would hold a joint conference in May 2020 at XJTLU.

BALEAP assessors visited six institutions as part of our own BALEAP Accreditation Scheme (BAS). Following the first overseas accreditation visit to Xi'an Jiatong-Liverpool University, groundwork for further international accreditation visits to universities in Turkey and Kazakhstan has taken place. With the increasing interest from overseas, a Working Group has been set up to review the BAS Handbook and Criteria to ensure that these can be used both within the UK and overseas and are relevant to EAP delivery in other contexts.

Fourteen new TEAP Fellows were accredited from the 2018 submissions for Fellowship (1 Senior Fellow, 3 Fellows, 10 Associate Fellows) and there was one upgrade to Senior Fellow, Mentor and Assessor. There has been increasing interest in the Scheme from EAP colleagues in countries such as Holland, Luxembourg, Turkey, China and Mongolia. The TEAP Officer is now working with the TEAP Working Group to revise the Criteria and TEAP Handbook.

Caroline Fletcher was awarded the BALEAP Dissertation Award for 2018. Caroline's dissertation is entitled 'Learner engagement with teacher-generated electronic formative feedback on EAP writing: A multiple case study of international foundation students'. It was submitted to Sheffield Hallam University as part of a Masters degree.

The Chair continues to write regular BALEAP news articles for the Journal of English for Academic Purposes, providing updates on BALEAP activity six times a year (September 2018, December 2018, January 2019, March 2019, May 2019, July 2019).

#### **Financial review**

At the end of the financial year, the charity had net resources amounting to £242,518 (2018: £201,175). 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 2019

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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.

Planning is underway for the biennial BALEAP conference to be held in Glasgow 2021. In response to members' requests for events that do not encroach on weekends, a survey will be carried out to see if there is a preference for a Thursday-Saturday rather than a Friday-Sunday event.

There will be three PIMs. The November 2019 PIM will be held at Goldsmiths University of London on 'The Future of EAP'. The spring 2020 PIM will be hosted by Northumbria University in March with the theme of 'Integration'. In June 2020, the PIM will be held overseas for the first time, taking place at the University of Luxembourg and exploring the theme of 'Doctoral Education'.

The webinar series will continue with webinars following the PIMs in November 2019 and March 2020 to continue discussion on the themes of those PIMs, taking them out to a wider audience. There will also be a further webinar on 'Creating Digital Content: Xerte and other online tools'.

Following on from the creation of the Special Interest Pages on the website, the Executive Committee have responded to increased interest among members in setting up further Special Interest Groups. Guidelines will be drawn up and a call for proposals for SIGs will be sent out to the membership with a view to setting up a number of SIGs in 2020.

The Chair of BAS will continue to lead the Working Group to revise the Criteria and Handbook of the Accreditation Scheme to ensure it can be used to accredit institutions delivering EAP both within the UK and overseas. There will be a free BAS event in Edinburgh on 2 May on Discipline Specificity.

TEAP fellowship submissions are expected for November 2019 and June 2020. Assessors in the Working Group will continue to meet to work on the revision of the Criteria and Handbook.

#### **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 2019**

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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:

### **Executive Committee**

Ms Olwyn Alexander Various Roles (April 2010 - 2019)  
Ms Sarah Brewer Incoming Chair (April 2018 – April 2019)/Chair (April 2019-2022)  
Ms Maxine Gillway Chair (April 2016-19)/Outgoing Chair (April 2019-2020)  
Ms Lia Blaj-Ward Treasurer (April 2014-2020)  
Ms Kerry Tavakoli Events Officer (April 2018-2021)  
Ms Bella Ruth Reichard Web Officer (April 2016-2022)  
Mr John Slaght Testing Officer (April 2015-2021)  
Mr John Wrigglesworth Research and Publications Officer (April 2014-2020)  
Mr Conrad Heyns Incoming BAS Chair (April 2018-2019)/Chair (April 2019-2022)  
Ms Clare Poulson Information and Publicity Officer (April 2014-2020)  
Mr Gary Riley-Jones TEAP Officer (April 2018-2021)  
Ms Jane Bottomley Elected Ordinary Member (April 2017-2020)  
Mr David Read Elected Ordinary Member (April 2017-2019)  
Ms Anneli Williams Elected Ordinary Member (April 2018-2021)  
Ms Lisa Hanson Elected Ordinary Member (April 2019 - 2022)

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: 28 March 2020



# 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 2019.

### **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: 28 March 2020

# BALEAP

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2019

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	Notes	Unrestricted funds 2019 £	Total 2018 £
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	91,263	86,084
Investments	4	106	11
Other income	5	27,844	17,378
<b>Total income</b>		<u>119,213</u>	<u>103,473</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	77,870	59,518
<b>Net income for the year/ Net movement in funds</b>		41,343	43,955
Fund balances at 1 August 2018		201,175	157,220
<b>Fund balances at 31 July 2019</b>		<u>242,518</u>	<u>201,175</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 2019

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	Notes	2019 £	£	2018 £	£
<b>Current assets</b>					
Debtors	10	30,005		18,100	
Cash at bank and in hand		268,906		221,407	
		<u>298,911</u>		<u>239,507</u>	
<b>Creditors: amounts falling due within one year</b>					
	11	<u>(56,393)</u>		<u>(38,332)</u>	
Net current assets			<u>242,518</u>		<u>201,175</u>
<b>Income funds</b>					
Unrestricted funds - general			<u>242,518</u>		<u>201,175</u>
			<u>242,518</u>		<u>201,175</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 2019.

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.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 28 March 2020

S Brewer  
Trustee

Company Registration No. 7330723

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2019

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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.

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.

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2019

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### 1 Accounting policies

(Continued)

#### 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 2019

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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 2019 £</b>	Total  2018 £
Membership fees	72,438	72,259
Other	18,825	13,825
	<u>72,438</u>	<u>13,825</u>

### 4 Investments

	<b>Unrestricted funds general 2019 £</b>	Total  2018 £
Interest receivable	106	11
	<u>106</u>	<u>11</u>

### 5 Other income

	<b>Unrestricted funds general 2019 £</b>	Total  2018 £
Accreditation scheme income	19,320	12,973
Other charitable income	8,524	4,405
	<u>27,844</u>	<u>17,378</u>

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# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2019

### 6 Charitable activities

	2019 £	2018 £
Conferences and meetings	12,930	5,687
Publications	100	1,414
Website related costs	3,616	3,769
Testing	-	1,138
Administration costs	25,057	22,007
JEAP costs	18,896	16,117
TEAP accreditation and events	1,150	-
Dissertation award	500	250
Accreditation meetings	13,713	6,840
Accountancy	1,458	1,876
Governance	450	420
	<u>77,870</u>	<u>59,518</u>
Unrestricted fund expenditure	<u>77,870</u>	<u>59,518</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

	2019 £	2018 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	30,005	18,100
	<u>30,005</u>	<u>18,100</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	56,393	38,332
	<u>56,393</u>	<u>38,332</u>

### 10 Debtors

	2019 £	2018 £
<b>Amounts falling due within one year:</b>		
Other debtors	30,005	18,100
	<u>30,005</u>	<u>18,100</u>

# BALEAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2019

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

	<b>2019</b>	<b>2018</b>
	£	£
Accruals and deferred income	56,393	38,332
	<u>56,393</u>	<u>38,332</u>

**12 Related party transactions**

There were no disclosable related party transactions during the year (2018 - none).