

Charity Registration No. 1139147

Company Registration No. 7330723 (England and Wales)

BALEAP

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2020

BALEAP

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|-----------------------------|--|--|
| Trustees | S Brewer J Slaght B Reichard K Tavakoli A Williams C Heyns L Hanson A Rolinska S Herron A Murawska N Ingall P Hendrie | (Appointed 3 April 2020) (Appointed 3 April 2020) (Appointed 15 June 2020) (Appointed 15 June 2020) (Appointed 15 June 2020) |
| Charity number | 1139147 | |
| Company number | 7330723 | |
| Principal address | 68, Haining Road, Renfrew PA4 0AH | |
| Registered office | Unit F1 Intec Parc Menai Bangor Gwynedd Wales LL57 4FG | |
| Independent examiner | Barrie Buels | |

BALEAP

CONTENTS

| | Page |
|---|-------------|
| Trustees' report | 1 - 5 |
| Statement of trustees' responsibilities | 6 |
| Independent examiner's report | 7 |
| Statement of financial activities | 8 |
| Balance sheet | 9 |
| Statement of cash flows | 10 |
| Notes to the financial statements | 11 - 16 |

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 JULY 2020

The trustees present their report and financial statements for the year ended 31 July 2020.

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 and practitioners 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. 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.

At the end of 2019 a call for proposals for Special Interest Groups was put out. At the beginning of 2020, eight Special Interest Groups were set up to allow members to develop interests in certain specific areas. These will benefit a wider audience than those who can attend the main BALEAP face to face events. The SIGs that were proposed and have been set up are: Academic Literacies; Creative Disciplines; Developing, Teaching and Testing Academic Listeners; Doctoral Education; Social Justice; Technology Enhanced Learning (TEL); Testing, Assessment and Feedback; and Transnational Education (TNE).

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 2020

Achievements and performance

Membership numbers continued to rise steadily. In July 2019 the number of members was 382 with 83 overseas. In 2020 this had grown to 445 memberships with 112 overseas.

During the course of this financial year the Covid 19 pandemic spread across the world and from March 2020 all BALEAP events moved online. The rapidity of change meant that the PIM planned for March 2020 on the theme of 'Integration' at Northumbria had to be postponed until the following year.

The AGM took place as a Zoom meeting on Friday 27 March 2020. The results of the electronic elections that had taken place earlier in the year were confirmed and new members of the executive committee were welcomed to their posts: Bella Reichard was elected as Treasurer leaving her previous role of Web Officer. Ania Rolinska was elected as Web Officer. Lisa Hanson was elected as Information Officer. Steven Herron was elected as Research and Publications Officer. Honorary membership was approved for Maggie Ward Goodbody on her retirement from the University of Bath in recognition of her contribution to BALEAP as a former Chair and a member of the BALEAP Accreditation Scheme committee. A further election was required in May following the death of the TEAP Officer, Gary Riley-Jones. The executive committee also made the decision to introduce a new role of SIGs Officer in order to manage the newly created SIGs. This was approved at the March 2020 AGM and the election took place following this. Following these elections, Paul Hendrie was elected as TEAP Officer, Anneli Williams was elected as SIGs Officer and the two vacancies of Ordinary Member were filled by Natasha Ingall and Anna Murawska. These members of the executive committee will be confirmed in their roles at the AGM in 2021 at the Biennial conference hosted by the University of Glasgow.

There were two PIMs this year, but the onset of the Covid 19 pandemic meant significant changes to the usual programme of events and to the planning of future events. The November PIM was held on 9 November 2019 at Goldsmiths, University of London on 'The Future of EAP'. It was followed on 13 November by a webinar on the same theme as an opportunity for further comment and discussion of what was covered at the PIM. 2020, however, saw a succession of postponements but also innovation in the face of the transition to online working and teaching. The PIM due to be held in March 2020 was postponed, as was BALEAP's first overseas PIM planned to take place in Luxembourg in June 2020 on the topic of 'EAP for Doctoral Study'. Further planning for face-to-face events was put on hold, but a 'Pop Up PIM' was arranged and held as a digital event on 17 June 2020. It was hosted by the Hong Kong University of Science and Technology on the theme 'Migrating teaching to online delivery' and attracted an international audience. In parallel to the PIMs, a series of webinars and other digital events were offered by the BALEAP SIGs, most notably the TELSIG, as well as a BALEAP webinar on 'Creating digital content (Xerte and other tools)' (20 November 2019). BALEAP's major collaboration with the Chinese EAP Association (CEAPA) and colleagues at Xi'an Jiaotong Liverpool University in China on a joint conference to be held in May 2020 at XJTLU was another event that was unable to go ahead and had to be postponed.

Similarly, the usual free BALEAP Accreditation Scheme (BAS) professional development event held annually in May was not able to go ahead. In 2020 it was to have been held in Edinburgh on 2 May 2020 on Discipline Specificity. This was also the case with the popular Testing Roadshows, which also had to be paused until further notice.

BALEAP's funding stream, which was introduced in 2019 and designed to recognise the work that our members do in collaboration with a broad range of colleagues in HEIs, continued with a new tranche of awards of £750 budgeted for out of 2018-2019 surplus funds. The call for proposals was announced at the AGM in March 2020. The focus was on 'Narratives of innovation and resilience: Supporting student learning experiences in challenging times'. Successful recipients of the award would contribute their accounts to form part of a collated publication to be published on the BALEAP website.

BALEAP

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

FOR THE YEAR ENDED 31 JULY 2020

During August 2019, BALEAP assessors visited two UK institutions as part of the BALEAP Accreditation Scheme (BAS), and in February 2020, an accreditation visit took place to Nazarbayev University in Kazakhstan. The EAP programmes at all three institutions were accredited. All other accreditation visits to institutions planned for the remainder of the 2019-2020 financial year had to be postponed. The BAS Working Group, however, has been able to continue its work reviewing 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.

13 new TEAP Fellows were accredited from the Nov 2019 and June 2020 submissions for Fellowship (3 Fellows, 10 Associate Fellows). The TEAP Officer is working with the TEAP Working Group to revise the Criteria and TEAP Handbook.

The winner of the 2019 BALEAP Dissertation was Indrit Bulku. Indrit's dissertation is entitled 'What features of legal writing matter to domain and language specialists? An exploratory study investigating indigenous assessment criteria in a second language legal context'. It was submitted to Lancaster University as part of a Master 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 2019, December 2019, January 2020, March 2020, May 2020, July 2020). BALEAP members have been invited to contribute narratives of teaching EAP in their own contexts across the work and these are incorporated into the news articles.

In response to members' requests for events that do not encroach on weekends, a survey of the membership was carried out by the organising committee of the 2021 Glasgow conference to see if there was a preference for a Thursday-Saturday rather than a Friday-Sunday event. There was a slight preference for Thursday-Saturday and this was taken into account in the planning for the conference.

Financial review

At the end of the financial year, the charity had net resources amounting to £275,216 (2019: £242,518). The trustees consider this adequate to continue the planned work of the charity.

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.

BALEAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

Future plans

Two major conferences are coming up in the period August 2020 to July 2021 and both will be online. The first is the biennial conference hosted by the University of Glasgow on the theme 'Exploring pedagogical approaches in EAP teaching' to be held on 6-10 April 2021. As well as the usual range of papers and other conference activities, there will be both BAS and SIG events during the 5-day period. The BALEAP AGM will also take place during the conference. The CEAPA BALEAP conference hosted by Xi'an Jiaotong Liverpool University, China will be held online between 28-31 May 2021.

The SIGs will submit reports to the Executive Committee meeting to be held in November 2020 and will continue to act as a focus for the development of specific interests in EAP and to run online events for their members.

There will be three PIMs. The November 2020 PIM will be held online by the University of Kent on '2020 Visions: Looking back and looking ahead.' The event is to take place on Friday 6 November in response to members' requests that events should not always take place at weekends. The spring 2021 PIM will be hosted by Northumbria University on 27 March with the theme of 'Integration'. In June 2021, the PIM will be hosted by the University of Durham.

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. A BAS Committee meeting will be held on 7 October 2020 to review the work carried out on the criteria and the Handbook and to plan for carrying out online accreditation during 2021. There will be a free BAS event in May 2021 on Discipline Specificity, as well as an introduction to the new scheme to be launched in 2022.

8 TEAP fellowship submissions from November 2020 are now being assessed, and additional submissions are expected in June 2021. Assessors in the Working Group will continue to meet to work on the revision of the TEAP Criteria and Handbook. Free online TEAP meetup events will be held in February and March 2021 to provide peer support to candidates.

Responding to issues raised by the membership through the JiscMail discussion list, the executive committee proposes to:

1. Carry out a survey to elicit members' views on the values that should underpin the work of BALEAP as a professional association in order to articulate these more explicitly and therefore to:
 - understand how to best support our members;
 - make decisions on allocating resources;
 - take a principled stance and contribute to public debate around issues in the broader context of work.
2. Provide research funding to record the impacts of Covid 19 on EAP practitioners and the sector.

To celebrate the 50th anniversary of the founding of BALEAP (as SELMOUS in 1972) a Special Issue of the *Journal of English for Academic Purposes* is proposed and a call for proposals for papers will be sent out in autumn 2020.

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 2020

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 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); Treasurer April 2020 (-2023)
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)/BAS Chair (April 2019-2022)
Ms Clare Poulson Information and Publicity Officer (April 2014-2020)
Mr Gary Riley-Jones TEAP Officer (April 2018 - April 2020)
Ms Jane Bottomley Ordinary Member (April 2017-2020)
Ms Anneli Williams Ordinary Member (April 2018-2021); SIGs Officer May 2020 (-2023)
Ms Lisa Hanson Ordinary Member (April 2019-2022); Information and Publicity Officer April 2020 (-2023)
Ms Ania Rolinska Web Officer (April 2020-2023)
Mr Steven Herron Research and Publications Officer (April 2020-2023)
Mr Paul Hendrie TEAP Officer (May 2020-2023)
Ms Natasha Ingall Ordinary Member (May 2020-2021)
Ms Anna Murawska Ordinary Member (May 2020-2021)

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 in the BALEAP Google Drive shared folders.

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.

S Brewer

Dated: 26 March 2021

BALEAP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2020

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

Company Law requires the trustees to prepare financial statements 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 financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements 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 financial statements 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.

BALEAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BALEAP

I report to the trustees on my examination of the financial statements of BALEAP (the charity) for the year ended 31 July 2020.

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: 26 March 2021

BALEAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2020

| | Notes | Unrestricted funds 2020 £ | Unrestricted funds 2019 £ |
|---|-------|------------------------------------|------------------------------------|
| <u>Income and endowments from:</u> | | | |
| Donations and legacies | 3 | 69,907 | 72,438 |
| Investments | 4 | 554 | 106 |
| Other income | 5 | 27,757 | 46,669 |
| Total income | | <u>98,218</u> | <u>119,213</u> |
| <u>Expenditure on:</u> | | | |
| Charitable activities | 6 | <u>65,520</u> | <u>77,870</u> |
| Net income for the year/ Net movement in funds | | 32,698 | 41,343 |
| Fund balances at 1 August 2019 | | <u>242,518</u> | <u>201,175</u> |
| Fund balances at 31 July 2020 | | <u><u>275,216</u></u> | <u><u>242,518</u></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 2020

| | Notes | 2020 £ | £ | 2019 £ | £ |
|---|-------|-----------------|----------------|-----------------|----------------|
| Current assets | | | | | |
| Debtors | 9 | 31,040 | | 30,005 | |
| Cash at bank and in hand | | 322,337 | | 268,906 | |
| | | <u>353,377</u> | | <u>298,911</u> | |
| Creditors: amounts falling due within one year | | | | | |
| | 10 | <u>(78,161)</u> | | <u>(56,393)</u> | |
| Net current assets | | | <u>275,216</u> | | <u>242,518</u> |
| Income funds | | | | | |
| Unrestricted funds - general | | | <u>275,216</u> | | <u>242,518</u> |
| | | | <u>275,216</u> | | <u>242,518</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 2020.

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 22 March 2021

S Brewer
Trustee

Company Registration No. 7330723

BALEAP

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 JULY 2020

| | Notes | 2020 £ | £ | 2019 £ | £ |
|---|-------|-----------|----------------|-----------|----------------|
| Cash flows from operating activities | | | | | |
| Cash generated from operations | 13 | | 52,877 | | 47,393 |
| Investing activities | | | | | |
| Interest received | | 554 | | 106 | |
| Net cash generated from investing activities | | | 554 | | 106 |
| Net cash used in financing activities | | | - | | - |
| Net increase in cash and cash equivalents | | | 53,431 | | 47,499 |
| Cash and cash equivalents at beginning of year | | | 268,906 | | 221,407 |
| Cash and cash equivalents at end of year | | | <u>322,337</u> | | <u>268,906</u> |

BALEAP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2020

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 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. 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.

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 Income

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.

1.5 Expenditure

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

(Continued)

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.

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.

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

3 Donations and legacies

| | Unrestricted funds general 2020 £ | Unrestricted funds general 2019 £ |
|-----------------|--|---|
| Membership fees | 69,907 | 72,438 |

4 Investments

| | Unrestricted funds general 2020 £ | Unrestricted funds general 2019 £ |
|---------------------|--|---|
| Interest receivable | 554 | 106 |

5 Other income

| | Unrestricted funds general 2020 £ | Unrestricted funds general 2019 £ |
|-----------------------------|--|---|
| Accreditation scheme income | 19,320 | 19,320 |
| Other charitable income | 487 | 8,524 |
| Events | 7,950 | 18,825 |
| | <u>27,757</u> | <u>46,669</u> |

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

6 Charitable activities

| | 2020 £ | 2019 £ |
|-------------------------------|---------------|---------------|
| Conferences and meetings | 6,178 | 12,930 |
| Publications | 398 | 100 |
| Website related costs | 5,602 | 3,616 |
| Administration costs | 20,978 | 25,057 |
| JEAP costs | 20,444 | 18,896 |
| TEAP accreditation and events | 1,696 | 1,150 |
| Awards and funding | 3,444 | 500 |
| Accreditation meetings | 4,692 | 13,713 |
| Accountancy | 1,638 | 1,458 |
| Governance | 450 | 450 |
| | <u>65,520</u> | <u>77,870</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 Debtors

| | 2020 £ | 2019 £ |
|---|---------------|---------------|
| Amounts falling due within one year: | | |
| Other debtors | 31,040 | 30,005 |
| | <u>31,040</u> | <u>30,005</u> |

10 Creditors: amounts falling due within one year

| | 2020 £ | 2019 £ |
|------------------------------|---------------|---------------|
| Accruals and deferred income | 78,161 | 56,393 |
| | <u>78,161</u> | <u>56,393</u> |

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

11 Coronavirus pandemic

Financial impact

The financial impact of the Covid-19 pandemic on BALEAP is both negative and positive. As our income has dropped slightly, our expenses have also dropped. Overall, for the current financial year, we have no reason to be worried, but we are closely monitoring the factors that influence our decreased income and whether these remain commensurate with decreased expenses.

Our two main sources of income are membership contributions and events fees. Our membership income has decreased only very slightly. However, we assume that some membership contributions have come out of the previous year's CPD budget for some of our members. As CPD budgets keep being reduced, we are aware of the possibility that there may be a further reduction in income for the next year, but we expect this to be temporary and contributions to stabilise in 2022 at the latest.

Income from events has gone completely for a year, as all events were either cancelled or moved online and offered for free. Having reviewed our own experience and practice in the sector, we are beginning to charge for online events in January 2021. The majority of events has not incurred costs because hosts were able to use existing platform licenses provided by their institutions, but there will be costs for our upcoming main conference. We are expecting to break even for this, with the introduction of fees for this event.

Our expenses have decreased because online events so far have not incurred costs (catering, room hire etc.) and there have been no travel expenses for any aspect of the charity. All meetings that would normally have created expenses (Exec meetings, BAS/TEAP ratification meetings, training events etc.) have been moved online.

Practical impact

A main impact on our organisation was that several long-planned events had to be cancelled or postponed, but conversely, other events were organised sometimes at short notice, especially around online teaching and assessment. Other events were moved online, resulting in higher-than-expected attendance. Meetings were also moved online, resulting in more frequent communication.

Our members were impacted more than our organisation, and we have commissioned a research project to find out exactly what the impact was and how problems were solved, so that members can learn from each other. Throughout the pandemic, the community has stepped up to support each other through a wide variety of online events and resources, which was possible because through our organisation there were ready-made communications channels, such as our new SIGs, some of which stepped up to provide information and platforms for exchange of practice.

Overall, the directors are of the opinion that the organisation has adequate resources to provide its services to members and will keep this under constant review as the response to and recovery from the pandemic progress.

12 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

BALEAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

| 13 | Cash generated from operations | 2020 | 2019 |
|----|---|---------------|---------------|
| | | £ | £ |
| | Surplus for the year | 32,698 | 41,343 |
| | Adjustments for: | | |
| | Investment income recognised in statement of financial activities | (554) | (106) |
| | Movements in working capital: | | |
| | (Increase) in debtors | (1,035) | (11,905) |
| | Increase in creditors | 21,768 | 18,061 |
| | Cash generated from operations | <u>52,877</u> | <u>47,393</u> |
| 14 | Analysis of changes in net funds | | |
| | The charity had no debt during the year. | | |