

Reports for small non-company charities

If your charity's income is under £500,000 (and providing it doesn't have assets worth more than £3.26million), prepare a simple report including:

- your charity's name, registration number, address and trustee names

British Association for Applied Linguistics (BAAL)

Tower House, Mill Lane, Askham Bryan, York, YO23 3FS

Telephone: 0330 333 0485

Email: admin@baal.org.uk

Web: www.baal.org.uk

Registered Charity number 264800

Trustee names:

Dr. Caroline Tagg (Chair)

Dr. Alex Ho-Cheong Leung

Dr. Bettina Beinhoff

Dr. Glenn Hadikin

Prof. Rachel Wicaksono

Dr. Mel Evans

Dr. Sal Consoli

Dr. Vander Viana

Dr. Sathena Chan

Dr. Sin Wang Chong

Dr. Robbie Love

Tim Hampson

Peter Browning

Dr. Yi Zhang

Dr. Paweł Szudarski

Dr. Gee Macrory

Dr. Sultan Turkan

Dr. Maria Arche

Dr. Piotr Węgorowski

Prof. Zhu Hua

- its structure and details of how it is managed, including how it recruits trustees

Recruitment of trustees:

The trustees of BAAL are the members of the executive committee. All members except for the Chair are recruited through a call for nominations to all members via the BAAL mailing list. Nominations are submitted online but the election is held at the BAAL AGM as part of the BAAL Annual Conference.

All roles are elected for three years, except for Ordinary Members who are elected for two years.

These roles can be re-elected for another term of three or two years respectively. Any member can stand for any of these roles, except for the role of Postgraduate Liaison and Development Coordinator which can be held by postgraduate students only and whose role holder cannot be re-elected, seeing that postgraduate study is limited in its duration to typically 3-4 years.

We encourage all BAAL members to consider standing for an EC post, and welcome nominations from people with a diversity of backgrounds, including new and more established academics. We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture and that this difference brings strength.

- its activities and objectives in the year

Copied from our website:

BAAL organises scientific meetings, and publishes a newsletter and conference proceedings. We support applied linguistic activity via funding, special interest groups, an annual book prize, seminars in collaboration with Cambridge University Press and a series of researcher development workshops. We bring together the applied linguistics community via BAALmail, our dedicated webmail list, through which members share and discuss applied linguistics-related news, achievements and opportunities, and through our BAAL YouTube channel and a BAAL postgraduate research student Facebook group.

We maintain close links to institutions and organisations with an interest in applied linguistics. BAAL is affiliated to AILA, the International Association of Applied Linguistics. Members of BAAL are automatically members of AILA.

- its achievements and performance, including reporting on its public benefit

BAAL has a growing membership which is at 1495 members in October 2024, including seven free solidarity memberships for academics in precarious positions. BAAL provides public benefit to the professional/subject area of applied linguistics through three key sets of activities: professional networking, mentoring and opportunities for early career academics, and advocacy. It facilitates networking through its mailing list, the organisation of an annual conference, the funding of seminars and workshops, and the fostering of special interest groups. Mentoring is provided through the funding and support offered to postgraduate research and early career members, including the first book prize category, the researcher development workshops, and targeted conference events. Advocacy of our professional/subject area is provided through our links to key organisations within the academic environment, such as the Academy of Social Sciences and the British Academy, our contributions to the Research Excellence Framework (REF), the QAA benchmark statements and UK Research and Innovation (UKRI), our social media engagement and initiatives such as our annual book prize.

- a financial review including any debts and details of your reserves policy (if applicable)
➔ This is the financial report (created by Kurban)
- details of any funds held as a custodian trustee
 - N/A

You can put more detail into your trustees' annual report if you want to. You only have to send a copy to the commission with [your annual return](#) if your income is more than £25,000. But you need to send the commission a copy if it asks for it.

[Trustees' annual report template for smaller, non-company charities](#)

BRITISH ASSOCIATION OF APPLIED LINGUISTICS
FINANCIAL STATEMENTS
31 MAY 2024

BRITISH ASSOCIATION OF APPLIED LINGUISTICS**INCOME AND EXPENDITURE ACCOUNT****YEAR ENDED 31 MAY 2024**

	2024	2023
	£	£
INCOME		
Membership Subscription	51,247	47,513
Bank interest	894	124
Book Prize Entries	800	720
Annual Conference Income	34,140	4,868
Donations	-	49
Net Income - Special Interest Groups	683	-
	87,764	53,274
EXPENDITURE		
Grants to SIGs	320	23
Book / Poster/visual rep./ prizes	50	50
Linguistics Olympiad	4,000	-
BAAL Scholarship	3,695	4,022
Applying Linguistic Fund	6,001	4,352
Net Expenditure - Special Interest group	-	1,110
Mosaic Events - Fees & Expenses	14,312	14,332
Exec.Committee Meetings & Accom. expenses	4,694	4,952
AILA/UCML/CLIE & OTHERS - Subscriptions	8,298	5,229
CUP/BAAL/ESOL/Routledge -Seminars	-	2,621
Insurance	652	709
Bank Direct Debit,collect & Sevice Charges	159	77
Conference expenses	644	408
Postage,Publication & Printing Costs	-	4
Accountant's Fees	990	975
Sundry expenses (Allowable)	615	525
	44,430	39,389
SURPLUS OF INCOME OVER EXPENDITURE	43,334	13,885

BRITISH ASSOCIATION OF APPLIED LINGUISTICS

BALANCE SHEET

31 MAY 2024

	Note	2024 £	£	2023 £
CURRENT ASSETS				
Other debtors		26,487		30,804
Bank deposits		123,855		57,861
Cash at bank		137,035		155,363
		<u>287,377</u>		<u>244,028</u>
CURRENT LIABILITIES				
Accrued expenses		990		975
NET CURRENT ASSETS			<u>286,387</u>	<u>243,053</u>
NET ASSETS			<u>286,387</u>	<u>243,053</u>
FINANCED BY:				
CAPITAL ACCOUNT				
Balance brought forward			243,053	229,168
Net surplus for the year			43,334	13,885
Balance carried forward			<u>286,387</u>	<u>243,053</u>

Independent Examiner's Report to the Trustees (Executive Committee) of British Association for Applied Linguistics

I report on the attached accounts of the association for the year ended 31 May 2024

Respective Responsibilities of trustees and examiner

The Association's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required (under section 43(2) of the Charities Act 1993) for this year and that an independent examination is needed.

It is my responsibility:

1. To examine the accounts (sec.43(3) of the 1993 Act)
2. To follow the procedures laid down in the general Directions given by the Charity Commission (sec.43(7)(b) of the 1993 Act)
3. To state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination no matter has come to my attention:-

- 1 which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare accounts which accord with accounting records and comply with the accounting requirements have not been met: or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**KURBAN ABJI
CHARTERED ACCOUNTANT
46 WESTBOURNE ROAD
LUTON LU4 8JD**