

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:

- o Chair: Caroline Tagg
- o Treasurer: Bettina Beinhoff
- o Secretary: Alex Ho-Cheong Leung
- o Media Coordinator: Mel Evans
- o Meetings Secretary: Gee Macrory
- o Membership Secretary: Vander Viana
- o Newsletter Editor: Robbie Love
- o Postgraduate Liaison and Development Coordinator: Timothy Hampson
- o Publications Secretary: Sal Consoli
- o SIG Coordinator: Sathena Chan
- o Seminars Coordinator: Paweł Szudarski
- o Web Editor: Celia Antoniou
- o CLIE Representative: Maria Arche
- o Ordinary Members: Elvis Rescue, Peter Browning, Piotr Wegorowski, Yi Zhang, Zoe Handley
- o Co-opted member - Postgraduate Liaison and Development Coordinator: Ceri Morgan
- o Co-opted member - LOC representative: Stephen Pihlaja

- 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 1374 members in June 2025. 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
ACCOUNTS FINANCIAL STATEMENTS
31 MAY 2025

BRITISH ASSOCIATION OF APPLIED LINGUISTICS

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MAY 2025

	2025	2024
	£	£
INCOME		
Membership Subscription	49,696	51,247
Bank interest	1,182	894
Book Prize Entries	1,200	800
Annual Conference Income	-	34,140
Donations - funding for EDI Workshops	6,500	-
Net Income - Special Interest Groups	32	683
Seminars	2,000	-
	<u>60,610</u>	<u>87,764</u>
EXPENDITURE		
Grants to SIGs	400	320
Book / Poster/visual rep./ prizes	-	50
Linguistics Olympiad	2,000	4,000
BAAL Scholarship	-	3,695
Applying Linguistic Fund	840	6,001
Mosaic Events - Fees & Expenses	14,061	14,312
Research, Development Workshop	7,341	-
Exec.Committee Meetings & Accom. expenses	3,179	4,694
AILA/UCML/CLIE & OTHERS - Subscriptions	715	8,298
CUP/BAAL/ESOL/Routledge -Seminars	6,930	-
Insurance	717	652
Bank Direct Debit,collect & Sevice Charges	156	159
Conference expenses	-	644
Postage,Publication & Printing Costs	9	-
Accountant's Fees	1,225	990
Sundry expenses (Allowable)	659	615
	<u>38,232</u>	<u>44,430</u>
SURPLUS OF INCOME OVER EXPENDITURE	<u>22,378</u>	<u>43,334</u>

BRITISH ASSOCIATION OF APPLIED LINGUISTICS**BALANCE SHEET****31 MAY 2025**

	Note	2025 £	£	2024 £
CURRENT ASSETS				
Other debtors		26,519		26,487
Bank deposits		126,731		123,855
Cash at bank		156,740		137,035
		<u>309,990</u>		<u>287,377</u>
CURRENT LIABILITIES				
Accrued expenses		<u>1,225</u>		<u>990</u>
NET CURRENT ASSETS			<u>308,765</u>	<u>286,387</u>
NET ASSETS			<u>308,765</u>	<u>286,387</u>
FINANCED BY:				
CAPITAL ACCOUNT				
Balance brought forward			286,387	243,053
Net surplus for the year			<u>22,378</u>	<u>43,334</u>
Balance carried forward			<u>308,765</u>	<u>286,387</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 2025

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**