

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2008**

**(registered charity number 269284)**

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

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FOR THE YEAR ENDED 31 MARCH 2008**

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# BRITISH INTERNATIONAL STUDIES ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

### Status

The British International Studies Association is a charity registered with the Charity Commission under registration number 269284. The Association is unincorporated and governed by a Constitution adopted in January 1975 and last amended in December 1999.

### Purposes

To promote international studies in Britain and elsewhere.  
To advance the teaching of, and research into, International Studies in the relevant academic disciplines.  
To facilitate contact and communication between scholars in different disciplines and different seats of learning.  
To publish a journal to be called Review of International Studies a Newsletter and such other journals and publications as may be deemed appropriate.  
To organise an Annual Conference and Working Groups, and to facilitate the dissemination of their papers or conclusions.

### Appointed trustees and committee members

Colin McInnes	Chair
Stuart Croft	Vice-Chair
Donna Lee	Secretary
Kimberley Hutchins	Treasurer
Clive Archer	
Tim Dunne	
Christopher May	
David Chandler	
Jutta Weldes	
Rorden Wilkinson	
Andrew Williams	
Hugh Dyer	
Gaynor Johnson	

### Administrator and BISA office

Gail Birkett  
International Politics Department  
Aberystwyth University  
Penglais, Aberystwyth  
Ceredigion, SY23 3FE

### Independent examiner

Frederick Charles Slater  
Slater Johnstone  
Chartered Accountants  
3 Thimble Lane  
Knowle  
Solihull  
West Midlands  
B93 0LY

### Solicitors

Cobbetts LLP  
One Colmore Square  
Birmingham  
B4 6AJ

### Bankers

National Westminster Bank Plc Aberystwyth Branch PO Box 5 Owain Glyndwr Square Aberystwyth Ceredigion SY23 2NB	National Westminster Bank Plc St James Business Centre 25-27 Jermyn Street London SW1Y 6HY
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## **BRITISH INTERNATIONAL STUDIES ASSOCIATION**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2008**

#### **Objects and Membership**

The British International Studies Association was founded over thirty years ago. The objectives of the Association are to promote the development and study of International Studies and to encourage education and the advancement of learning in the subject area both in the UK and elsewhere. It is also an objective to publish a scholarly journal and other such publications and to organise an annual conference.

Membership of the Association is open to any person interested in promoting the purposes of the Association. There are different categories of membership such as postgraduate membership and corporate membership. Fees may be varied for those who are unemployed or those who have retired. At the end of 2007 membership stood at 903. Most are based within the British Isles.

The Association is a registered charity.

The terms Association, BISA and Charity refer to British International Studies Association.

#### **Trustees and Governance**

The Trustees of the Association are the Executive Committee and the Officers of the Association. There are currently 13 elected members of the Executive. The officers are the Chair, the Vice Chair, Secretary, and the Treasurer; elections for all posts are held at the AGM (held at the annual conference) and are open to full members.

The Executive also consists of representatives from the student body, without voting rights, who are elected by student members at the AGM. In addition, a representative from the ESRC, the Foreign and Commonwealth Office, the PSA as well as the editors of the Review of International Studies, the CUP/BISA book series, the BISA newsletter and the school liaison officer attend the quarterly meetings of the Executive in a non voting capacity. The Association reserves the right to co-opt further additional members as it deems appropriate and to reflect the discipline in the various parts of the British Isles.

The Trustees and Members of the Executive Committee are listed on page 1. The Association has a President (Professor Caroline Kennedy-Pipe from the University of Warwick) and a number of Vice Presidents who were formerly Chairs of BISA and eminent figures with an interest in the development and well being of the Association. Past chairs may assist the Association in a number of ways such as providing advice, serving as judges for awards and for raising funds.

The Association seeks the advice of its accountants Slater Johnstone and its solicitors when considered necessary.

#### **The Review of International Studies**

The Association publishes a major scholarly journal, the Review of International Studies, in conjunction with Cambridge University Press. As of January 2006, with the agreement of Cambridge University Press, the journal has moved for a fixed period of four years to the School of International Relations at the University of St Andrews. The Editor is Professor Nick Rengger and the Assistant is Ms Mary Kettle. The Editorial team consists of Professor Oliver Richmond, Dr Ian Taylor, Dr Rick Fawn, Dr Alison Watson, and Dr Ben Thirkell-White. The journal is overseen by an Editorial Advisory Board which includes the Chair of the Association. All members of the Association receive copies of the Review of International Studies. It is available to libraries and other institutions. Publishing deals by consortiums and libraries are of crucial importance to the financial welfare of the Association.

#### **Studies in International Relations**

During 2005, officers of the Executive began to scrutinise the terms and conditions of the book series 'Studies in International Relations' which is a joint venture between the Association and Cambridge University Press. After prolonged consultation amongst the officers and the past chairs, the Association agreed a new contract in 2006 with CUP and a new editorial team of Professor Chris Reus-Smit (ANU, Canberra) and Professor Nick Wheeler (Aberystwyth University) was approved. A new editorial advisory board has been approved with the full input of the Executive. The book series provides a minor source of income for the Association, but is widely seen as one of the leading series in the world and therefore adds to the international standing of BISA.

## **BRITISH INTERNATIONAL STUDIES ASSOCIATION**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2008**

#### **BISA Newsletter**

The Association has published a newsletter four times a year, edited and produced by Dr Vanessa Pupavac of the University of Nottingham. In February 2008 the Executive decided to move away from a print based Newsletter to a News function on a re-designed website, thereby making the Newsletter a more effective vehicle for communication and reducing costs. This should be operational in 2009. The email list, operated out of the University of Birmingham, provides a platform for members to exchange information on forthcoming conferences/seminars/workshops as well as employment opportunities.

#### **Annual Association Conference, Working Groups and Schools Liaison**

BISA hosts an annual conference for its membership as well as funding a range of specialist working groups and workshops. Grants may be awarded for these activities. The Association subsidises postgraduate attendance at the annual conference but also sponsors a number of students, fellows, and international academics to attend the annual meeting. A management group, MSG runs the conference. This arrangement was reviewed in 2007 and a new, three year contract agreed. The Association also runs a schools initiative, run by Dr Bela Aurora of Swansea University.

#### **Prizes**

The Association awards prizes for the best article published in the Review of International Studies and a best doctoral thesis prize (the Michael Nicholson Prize). From 2006 it has run the Founders Fund to help postgraduate students complete pieces of doctoral work. The Founders Fund is overseen by the Trustees and administered Professor Kim Hutchings of LSE (BISA Treasurer). The Executive has examined the manner in which prizes are awarded and, under the initiative of the Vice Chair (Professor Stuart Croft, University of Warwick) agreed new rules and procedures. The Executive has also agreed to a new award for the best book published in a calendar year by a member (the BISA Susan Strange Book Prize, after a leading member of the profession and former BISA Chair). The Executive has also approved the award of a Teaching Prize under the initiative of the Secretary, Dr Donna Lee. The first prize should be awarded in 2008.

#### **Consultation**

During the last year, efforts have been made to ensure the representation the Association and the interests of its membership in all aspects of higher education policy. The Association has continued to work closely with the PSA to express its views over the funding of research in the social sciences and specifically over the RAE, both the current exercise and proposals for future assessments. The Association also took an active role in the ESRC initiative to benchmark research in Politics and International Studies. BISA co-sponsored the international benchmarking exercise with the ESRC and PSA and was represented on the steering group. The benchmarking panel visited the UK in January 2007 and its report was accepted by the steering group in the summer. The report was, in general, extremely positive over the international standing of international studies in the UK; its few reservations are being examined and in particular its concerns over gender representation in the profession are being examined by a committee established by the Chair.

#### **Administration**

For much of its existence administration of the Association has been handled by Mrs Pauline Kelly. Mrs Kelly indicated her intention to retire during 2006 and the executive consulted over how best to replace her. The Executive decided that a part time administrator was required and agreed to a proposal from Aberystwyth University that the post should be housed there for an initial 3 year period (at no additional cost to the Association). Gail Birkett was duly interviewed and appointed to the post. Following the success of this, The Executive decided in 2007 that the post should be made Full Time and open ended.

#### **Income and Expenditure during financial year.**

These are detailed in the financial statements.

## **BRITISH INTERNATIONAL STUDIES ASSOCIATION**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2008**

#### **Reserves, Investments and Risks.**

On the advice of the Association's accountants, an appropriate reserve level has been determined to be in the order of £100,000.

Like any organisation, BISA faces various risks, mainly of a financial nature. The largest risk lies in terms of income generation or income failure. It is possible, but we judge unlikely that income from the publications of the Association could fall from current levels. We have tried to safeguard against this through the insertion of a 'minimum amount' payable clause in the contract with CUP. It could be though that subscription levels to the journal could fall, that CUP might as a company fail or that CUP might terminate its arrangements with the Association. However the Association does own the journal and this does provide the Association with the right to end the agreement should any of these conditions seem likely to threaten the financial health of the Association. However, aware of the risks involved the Executive has begun to examine the possibility of a second journal and other activities to broaden the income stream.

It is possible that the level of membership will reduce, thus leading to a fall in income from that stream. It is also possible that various corporate donors to the annual conference will fail to donate at the level of previous years.

The Management group, MSG might fail to meet its commitment in administering the annual conference. Although the Association now keeps tight control of incoming funds for the conference in their own accounts, MSG itself might fail. Therefore keeping the commitment to a fixed sum, payable after the conference is a crucial part of maintaining control of conference costs. The decision taken previously by other officers of the association to run the conference at a loss has been replaced with a break even strategy. This strategy was successful with the annual 2005 conference at St Andrews University and 2006 conference at Cork.

It is also the case that risks accrue from possible over spending by the Association or by officers/employees of the Association. Although the Association keep relatively tight control of its financial spending, it has been necessary to increase the level of expenditure on administration to cover the handover between Pauline Kelly and Gail Birkett. We are currently looking at the costs of insuring the Association and its officers.

There is a risk that legal action could be brought against the Association and the appointment of solicitors in 2004 helps militate against just such a risk. They advise on all employment matters.

Finally, there is a risk of illness to the administrative officers of the Association. Illness or accident to the BISA administrator may require additional support to be hired. We are currently reviewing our administrative arrangements to ensure that the Association is not exposed in this manner.

#### **Officers of the Association.**

Chair, Professor Colin McInnes, University of Wales, Aberystwyth.

Vice-Chair, Professor Stuart Croft, University of Warwick

Secretary, Dr Donna Lee, University of Birmingham.

Treasurer, Professor Kimberley Hutchings, London School of Economics

## **BRITISH INTERNATIONAL STUDIES ASSOCIATION**

### **STATEMENT OF TRUSTEES RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2008**

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales 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 its incoming resources and application of resources for the year. In preparing the financial statements the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on a going concern basis unless it is inappropriate to assume the Charity will continue in operation;

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

## **BRITISH INTERNATIONAL STUDIES ASSOCIATION**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BRITISH INTERNATIONAL STUDIES ASSOCIATION**

I report on the financial statements of the British International Studies Association for the year ended 31 March 2008, which are set out on pages 7 to 12.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 8 of the Charities (Accounts and Reports) Regulations 2005. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity's trustees as a body, for my work, or for the statement I have made.

#### **Respective responsibilities of the trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 43 (2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the Act, as amended); and
- 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 the accounting records kept by the Charity 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 explanation 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 Trustees have not met the requirements to ensure that:
  - \* proper accounting records are kept in accordance with section 41 of the Act; and
  - \* accounts are prepared which agree with the accounting records and to comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Frederick Charles Slater  
Independent Examiner  
Chartered Accountant  
of Slater Johnstone  
Chartered Accountants  
3 Thimble Lane  
Knowle  
Solihull  
West Midlands  
B93 0LY

Date:

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2008**

		<b>Unrestricted Fund</b>	
	<b>Notes</b>	<b>2008</b>	<b>2007</b>
		<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Membership subscriptions		26,257	22,870
Activities for generating funds:			
Bank interest		4,674	2,548
<b>Incoming resources from charitable activities</b>	2	<b>190,015</b>	166,716
		-----	-----
<b>TOTAL INCOMING RESOURCES</b>		<b>220,946</b>	192,134
		-----	-----
<b>RESOURCES EXPENDED</b>			
<b>Charitable activities</b>	3	<b>199,136</b>	170,737
<b>Governance costs</b>	4	<b>12,894</b>	8,525
		-----	-----
<b>TOTAL RESOURCES EXPENDED</b>		<b>212,030</b>	179,262
		-----	-----
<b>NET MOVEMENT IN FUND</b>		<b>8,916</b>	12,782
<b>FUND BALANCE BROUGHT FORWARD</b>		<b>130,318</b>	117,446
		-----	-----
<b>FUND BALANCE CARRIED FORWARD</b>		<b>£139,234</b>	£130,318
		-----	-----

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

**BALANCE SHEET  
AS AT 31 MARCH 2008**

		2008		2007	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	4		1		1
<b>CURRENT ASSETS</b>					
Debtors	5	66,357		57,240	
Cash at bank and in hand		92,416		75,548	
		<u>158,773</u>		<u>132,788</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
	6	19,540		2,471	
		<u>139,233</u>		<u>130,317</u>	
<b>NET CURRENT ASSETS</b>			<b>139,233</b>		<b>130,317</b>
<b>NET ASSETS</b>			<b>£139,234</b>		<b>£130,318</b>
<b>FUND</b>					
Unrestricted fund			<b>139,234</b>		<b>130,318</b>
			<u>£139,234</u>		<u>£130,318</u>

Approved by the Trustees on

and signed on their behalf by

Colin McInnes

)

)

)

Trustees

)

Kimberly Hutchings

)

# BRITISH INTERNATIONAL STUDIES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

### 1. ACCOUNTING POLICIES

#### Accounting basis and standards

The financial statements have been prepared under the historical cost convention. They have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005, applicable Accounting Standards and the Charities Act 1993.

#### Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity becomes legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### Resources expended

All expenditure is accounted for on the accruals basis, inclusive of any value added tax that cannot be recovered.

#### Taxation

The Charity is exempt from taxation on its ordinary activities.

#### Fixed assets and depreciation

Tangible fixed assets are shown at cost including irrecoverable value added tax, less depreciation. Depreciation is calculated to write down the cost of each asset, less the estimated residual value, over its expected useful life, as follows:

Computer equipment	25% straight line
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#### Funds

The Trustees regard all incoming resources to date as being unrestricted and available to be applied for the Charity's purposes and objectives.

### 2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2008	2007
	£	£
Conference receipts	120,490	108,733
CUP - Review of International Studies	69,525	55,683
Other	-	2,300
	<hr/>	<hr/>
	190,015	166,716
	<hr/>	<hr/>

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2008**

**3. RESOURCES EXPENDED**

	2008 £	2007 £
<b>Charitable activities:</b>		
<b>Conference expenditure</b>		
Event organiser	16,172	15,320
Secretarial fee	-	5,630
Other conference administration	1,250	1,445
Accommodation	96,280	61,397
Travelling and subsistence	2,847	9,742
Meeting room hire	-	2,472
Assistants	520	-
Visiting scholar	160	536
Speakers' expenses	856	250
Information pack, stationery, postage etc	183	4,219
Bursaries	300	1,549
Conference meal	777	1,500
T shirts	188	234
Earlier years conferences	429	75
	-----	-----
Total conference expenditure	119,962	104,379
	-----	-----
<b>Newsletter</b>		
Printing	-	9,000
Editorial Assistant	1,460	2,190
	-----	-----
Total newsletter expenditure	1,460	11,190
	-----	-----
<b>Publications</b>		
Review of International Studies	9,382	5,570
Research Directory	7,068	4,400
	-----	-----
Total publications expenditure	16,450	9,970
	-----	-----
<b>Projects and research</b>		
Working groups	19,424	12,465
Research grants	1,000	1,000
Scholarships	-	729
Prizes	-	500
Founders fund awards	4,400	5,000
	-----	-----
Total projects and research	24,824	19,674
	-----	-----

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2008**

**3. RESOURCES EXPENDED (continued)**

	2008 £	2007 £
<b>Charitable activities (continued):</b>		
<b>Support costs</b>		
Secretarial assistance	32,591	14,553
Office costs	326	5,795
Insurance	-	65
Stationery	1,351	947
Telephone, facsimile and internet	1,538	3,337
Postage	-	317
Office equipment	-	145
Credit card charges	634	365
Depreciation	-	-
	<hr/>	<hr/>
	<b>36,440</b>	<b>25,524</b>
	<hr/>	<hr/>
<b>Total costs in respect of charitable activities</b>	<b>£199,136</b>	<b>£170,737</b>
	<hr/>	<hr/>
<b>Governance costs</b>		
Executive Committee:		
Room hire and meals	682	2,114
Travel and subsistence	3,626	1,132
Other meetings	1,197	789
	<hr/>	<hr/>
Total executive committee expenditure	5,505	4,035
Accountancy and independent examination	2,938	1,762
Bank charges	266	620
Bank interest	146	228
Other professional fees	4,039	880
Bad debts	-	1,000
	<hr/>	<hr/>
	<b>12,894</b>	<b>8,525</b>
	<hr/>	<hr/>

**BRITISH INTERNATIONAL STUDIES ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2008**

**4. TANGIBLE FIXED ASSETS**

	<b>Computer equipment £</b>
<b>Cost</b>	
At 1 April 2007 and 31 March 2008	<b>3,377</b>
<b>Depreciation</b>	
At 1 April 2007	<b>3,376</b>
Charge for the year	<b>-</b>
At 31 March 2008	<b>3,376</b>
<b>Net book amounts</b>	
At 31 March 2008	<b>1</b>
At 31 March 2007	<b>1</b>

**5. DEBTORS**

	<b>2008 £</b>	<b>2007 £</b>
Prepayments	<b>6,571</b>	9,029
Other	<b>59,786</b>	48,211
	<b>66,357</b>	57,240

**6. CREDITORS: Amounts falling due within one year**

	<b>2008 £</b>	<b>2007 £</b>
Accrued expenses	<b>18,990</b>	2,336
Conference costs	<b>550</b>	135
	<b>19,540</b>	2,471

**7. TRUSTEES**

No remuneration was paid to trustees during the year. Expenses incurred by the executive committee are disclosed in note 3 to the accounts.