

Charity number: 269284

**British International Studies Association
Trustees' report and financial statements
for the year ended 31 March 2010**

British International Studies Association

Contents

	Page
Legal and administrative information	1
Trustees report	2 - 5
Independent examiners' report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 13

British International Studies Association

Legal and administrative information

Charity number	269284	
Business address	International Politics Department Aberystwyth University Penglais, Aberystwyth Ceredigion SY23 3FE	
Trustees	Stuart Croft Inderjeet Parmar Stephanie Carvin Richard Jackson Tim Dunne Lee Marsden Ruth Blakely George Lawson Bela Arora Jason Ralph Adam Quinn Laura Shepherd	Chair Vice Chair Honorary Treasurer Honorary Secretary
Administrator	Gail Birkett	
Accountants	Francis Gray Ty Madog 32 Queens Road Aberystwyth Ceredigion SY23 2HN	
Bankers	NatWest Bank plc Aberystwyth Branch PO Box 5 Owain Glyndwr Square Aberystwyth	
Solicitors	Cobbetts LLP One Colmore Square Birmingham B4 6AJ	

British International Studies Association

Report of the trustees for the year ended 31 March 2010

The trustees present their report and the financial statements for the year ended 31 March 2010. The trustees who served during the year and up to the date of this report are set out on page 1.

Introduction

The British International Studies Association (BISA) has just completed its thirty fifth year. It is primarily an educational charity, and in preparing this report, the Trustees confirm that they have paid close attention to the Charity Commission's guidance on public benefit, as set out in its publication Charities and Public Benefit: the Charity Commission's general guidance on public benefit (Revised version January 2008) and subsequent postings on the Public Benefit section of its website. The Charities Act 2006 sets out the following, among others, as charitable purposes:...

- b) the advancement of education;...
- f) the advancement of the arts, culture, heritage, or science

BISA contributes to the public benefit under both headings, although primarily the former. As the Commission explains that 'The advancement of science includes scientific research and charities connected with various learned societies and institutions' (at <http://www.charity-commission.gov.uk/spr/corcom1.asp#8> consulted 11 January 2010).

The year 2009-10 saw the first full year of a new management team and structure, as explained below and also some key decisions as to the operation of the Association in the future:

- The implementation of a new Trust Document
- The development of policy on VAT, and the hiring of new accountants
- The adoption of a new policy on governance and management roles
- The final conference in December
- The adoption of a new Reserves policy
- The development of new relations with partner associations

Aims and objectives

The Association's charitable objectives are:

- i) To promote and facilitate international studies in British Universities and other seats of learning and research
- ii) To advance the teaching and research in international studies in the relevant academic disciplines of such universities and seats of learning
- iii) To facilitate personal contact and communication among scholars with these interests in the United Kingdom and other countries

- iv) To support and develop the publication of scholarly material and research papers relevant to international studies and to distribute the results of such research

- v) To convene conferences for Members and others who may be invited to attend by the Committee

- vi) To arrange to the publication and distribution of a journal to be called "The British Journal of International Studies" or such other journals or papers as the Committee shall decide

- vii) To organise study groups

These objectives have been kept at the forefront of the work of the Trustees over the course of the year.

British International Studies Association

Report of the trustees for the year ended 31 March 2010

Structure, governance and management

The membership elects a Chair, Vice chair, Treasurer and Secretary from amongst their number. The current team began their tenure on 1 January 2009, and so this report is the first for that new grouping. That management team is supported by the BISA Administrator, Gail Birkett, who is based in the Association's National Office, at Aberystwyth University. The Association works closely with the Department of International Politics in that University, who host the National Office.

The Trustees - of whom there are currently eight - are elected at the end of each calendar year. Traditionally the election has been conducted during the Association's AGM, by ballot. However, during 2009 we piloted a new system of electronic voting, which we believe to be fairer, being open to all members, not just those attending the Annual Conference. Four Trustees are elected each year, for a period of two years, to ensure continuity. Should there not be sufficient nominations, the Trustees take it upon themselves to co-opt some of the membership to serve.

There is in addition a student representative, and during 2009, an interim committee of students was formed to create a new open system, involving elections to key positions. It will be in future that the chair of the student committee will be the representative on the Board of Trustees. In addition, there are representatives of four partner organisations invited to observe and participate in debate in a non-voting role: the Chair of the Political Studies Association; a representative from the Foreign and Commonwealth Office; a representative from the Centre for Sociology, Anthropology and Politics; and a representative from the Economic and Social Research Council. In addition, as appropriate, the editors of the Association's journal and book series may be invited, as may the publishers of those outputs.

The work of the Trustees operates through a Board of Trustees, which has a variety of sub committees. The membership of those sub-committees reported below is as of March 31st, 2010. Each sub-committee reports to the Board as appropriate.

Management Committee

Chair - Stuart Croft, Inderjeet Parmar, Richard Jackson, Stephanie Carvin and BISA Administrator; covering the issues arising from the day to day running of the association.

Finance Committee

Chair - Stephanie Carvin, Stuart Croft, Inderjeet Parmar, Richard Jackson and BISA Administrator; covering the financial management of the association and matters arising in regard to our finances such as VAT registration. Also decides on allocation of founder's fund.

Conference/Membership Committee

Chair - Richard Jackson, all elected Trustees, and Conference Assistant; covering the conference organisation such as selecting which papers to include in the panels, who to invite as a plenary, future conference format and also any membership issues that arise.

Research Committee

Chair - Inderjeet Parmar, Tim Dunne, Jason Ralph, George Lawson, Laura Shepherd; covering working group approval and funding allocation, workshops and their funding, Prizes - thesis, best article in RIS, Book prize and student conference bursary allocations plus relations with the ISA and ESRC.

British International Studies Association

Report of the trustees for the year ended 31 March 2010

Learning and Teaching Committee

Chair - Richard Jackson, Lee Marsden, Bela Arora, Ruth Blakeley, Adam Quinn, Steven Curtis(C-SAP); to promote innovation and excellence in teaching and learning along with awarding the new BISA/C-SAP annual teaching prize.

Diversity Committee

Chair - Stuart Croft, Bela Arora, Adam Quinn, Laura Shepherd, Jason Ralph; this Committee was set up to mirror a similar committee at the PSA to enable both organisations to work together exploring ways to improve diversity in the profession and find ways of improving diversity and opportunities at all levels of the profession.

Publications Committee

Chair - Inderjeet Parmar, Tim Dunne, George Lawson, Ruth Blakeley, Lee Marsden (with attendance from Publication editors Nick Wheeler and Nick Rengger and Publisher representation as needed); to receive the reports from the editors of the journal and book series, to manage the process of securing new editors for the journal and to consider developing other publications.

This new sub-committee structure was adopted in March 2009 for adoption in the future. The full review process lies in the future with the change of Chair (which occurs in January 2011), but the view of the Trustees to date is that this allows the Board a more detailed understanding and engagement with the issues facing the Association, and allows BISA the opportunity to be more strategic.

Risk Assessment

The Trustees have increased the level of insurance for the Association, particularly relevant in the light of the conference. The trustees keep all major risks under review, take advice as necessary and seek to mitigate the risks. The principal reason for the reserves policy is to ensure that the Association has sufficient funds to guard against any unforeseen eventualities. As a consequence, a new Reserves policy was adopted, more directly relating the level of reserves to a year's full activity for the Association.

Public Benefit

As noted in the Introduction, the commitment of the Association to charitable work in the public benefit is at the forefront of the work of the Trustees. We seek to engage with non-academic users of our work in a number of ways. Policy makers, members of non-governmental organisations, and members of the media participate in our work, both at the Annual Conference, and also at meetings of our many working groups. In addition, we invite to our Board a member of the Foreign and Commonwealth Office, to directly contribute to helping us shape aspects of our work beyond the academic world. In addition, our publications - the journal and book series - are both available to non-members, as well as members. We are committed to capacity development, which for us is about working with postgraduate students to improve their skills, knowledge and networks. Of course some will enter the academic profession, but many more will not, and our work with them (again at the Annual Conference, in working groups, and in representation at Board level) is about engaging with individuals regardless of their future profession. However, we are aware that there is always a room to do more, and in the medium term we expect to increase our contributions.

Achievements and performance

During the year, the Association successfully completed the following tasks:

- Implemented the new Trust document
- Became VAT liable, and compliant with new accountancy support
- Began the tendering process for the publishers of the Review of International Studies
- Appointed new editors of the said journal through a new open and transparent process

British International Studies Association

Report of the trustees for the year ended 31 March 2010

- Held a successful annual conference in Leicester, and began the transition from December conferences to April ones
- Scoped sites for the 2011 conference
- Reviewed and implemented a new management and governance system for the Board of Trustees
- Implemented the first online elections process for the election of Trustees
- Launched a new website, with extensive amounts of information for members, and documents on the Association for public accountability
- Completed an election for the post of Treasurer, as that position has fallen open earlier than scheduled

Future Plans

The next set of tasks is:

- Formalising the National Office with a new updated agreement with Aberystwyth University
- Completing agreement on a document concerning the roles and functions of the Officers and the governance of the Association
- Completing negotiations over the site and date of the 2011 conference
- Enhancing negotiations with the International Studies Association regarding a joint conference in 2012
- Completing the retendering process for the journal
- Reviewing the governance arrangements with Cambridge University Press concerning the Book Series.
- Completing elections for the new chair and vice chair.
- Exploring options to diversify funding
- Developing action to enhance diversity in the profession
- Developing a strategy to enhance membership benefits, and also to address the level of membership, which could be challenged given the state of the nation's finances.

Clearly there is an extensive amount of work to do, and not all of this will be completed by next year's Report. But there is a good mixture of short term and medium term goals, to which the Trustees are committed.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charity and of the incoming resources and application of resources of the charity 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;

Signed on behalf of the Trustees on 17 September 2010 by:

Stuart Croft
Trustee

Stephanie Carvin
Trustee

British International Studies Association

Independent examiner's report to the trustees on the unaudited financial statements of British International Studies Association.

I report on the accounts of British International Studies Association for the year ended 31 March 2010 set out on pages 2 to 13.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission 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 statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Francis Gray Chartered Accountants
Independent examiner
Ty Madog
32 Queens Road
Aberystwyth
Ceredigion
SY23 2HN

British International Studies Association

Statement of financial activities

For the year ended 31 March 2010

	Notes	Unrestricted funds £	2010 Total £	2009 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	33,328	33,328	36,315
Investment income	3	129	129	3,057
Incoming resources from charitable activities	4	169,547	169,547	203,784
Total incoming resources		<u>203,004</u>	<u>203,004</u>	<u>243,156</u>
Resources expended				
Charitable activities		136,583	136,583	166,645
Governance costs	6	20,761	20,761	8,925
Total resources expended		<u>157,344</u>	<u>157,344</u>	<u>175,570</u>
Net income for the year		45,660	45,660	67,586
Total funds brought forward		<u>206,820</u>	<u>206,820</u>	<u>139,234</u>
Total funds carried forward		<u>252,480</u>	<u>252,480</u>	<u>206,820</u>

The notes on pages 9 to 13 form an integral part of these financial statements.

British International Studies Association

Balance sheet as at 31 March 2010

	Notes	£	2010 £	£	2009 £
Fixed assets					
Tangible assets	9		108		1
Current assets					
Debtors	10	95,219		87,109	
Cash at bank and in hand		171,163		131,900	
		<u>266,382</u>		<u>219,009</u>	
Creditors: amounts falling due within one year	11	(14,010)		(12,190)	
Net current assets			<u>252,372</u>		<u>206,819</u>
Net assets			<u>252,480</u>		<u>206,820</u>
Funds	12				
Unrestricted income funds			<u>252,480</u>		<u>206,820</u>
Total funds			<u>252,480</u>		<u>206,820</u>

The financial statements were approved by the trustees on 17 September 2010 and signed on its behalf by

Stuart Croft
Trustee

Stephanie Carvin
Trustee

The notes on pages 9 to 13 form an integral part of these financial statements.

British International Studies Association

Notes to financial statements for the year ended 31 March 2010

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of membership subscriptions and is included in full in the statement of financial activities when receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the annual conference.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery - 25% Reducing balance

British International Studies Association

Notes to financial statements for the year ended 31 March 2010

2. Voluntary income

	Unrestricted funds £	2010 Total £	2009 Total £
Membership subscriptions	33,328	33,328	36,315
	<u>33,328</u>	<u>33,328</u>	<u>36,315</u>

3. Investment income

	Unrestricted funds £	2010 Total £	2009 Total £
Bank interest receivable	129	129	3,057
	<u>129</u>	<u>129</u>	<u>3,057</u>

4. Incoming resources from charitable activities

	Unrestricted funds £	2010 Total £	2009 Total £
Conference receipts	74,870	74,870	107,089
CUP - Review of International Studies	93,247	93,247	96,695
Other income	180	180	-
Other income from charitable activities type 3	1,250	1,250	-
	<u>169,547</u>	<u>169,547</u>	<u>203,784</u>

5. Costs of charitable activities - by activity

	Activities undertaken directly £	Support costs £	2010 Total £	2009 Total £
Conference expenditure	57,166	42,071	99,237	131,257
Newsletter	-	-	-	1,593
Publications	13,006	-	13,006	15,626
Projects and research	24,340	-	24,340	18,169
	<u>94,512</u>	<u>42,071</u>	<u>136,583</u>	<u>166,645</u>

British International Studies Association

Notes to financial statements for the year ended 31 March 2010

6. Governance costs

	Unrestricted funds £	2010 Total £	2009 Total £
Professional - Accountancy fees	2,911	2,911	1,763
Professional - Other	5,276	5,276	2,425
Cost of trustees' travel and subsistence	5,583	5,583	1,389
Cost of trustees' meetings	6,979	6,979	2,937
Interest - Bank loans & overdraft	12	12	411
	<u>20,761</u>	<u>20,761</u>	<u>8,925</u>

7. Analysis of support costs

	Charitable activities £	2010 Total £	2009 Total £
Secretarial assistance	30,167	30,167	38,158
Unclaimed vat	6,745	6,745	-
Communication and IT	2,046	2,046	9,530
Other office expenses	176	176	3,809
Credit card charges	2,312	2,312	696
Subscriptions	625	625	614
	<u>42,071</u>	<u>42,071</u>	<u>52,807</u>

8. Employees

There were no employees during the year.

British International Studies Association

Notes to financial statements for the year ended 31 March 2010

9. Tangible fixed assets	Plant and machinery	Total
	£	£
Cost		
At 1 April 2009	3,377	3,377
Additions	143	143
At 31 March 2010	<u>3,520</u>	<u>3,520</u>
Depreciation		
At 1 April 2009	3,376	3,376
Charge for the year	36	36
At 31 March 2010	<u>3,412</u>	<u>3,412</u>
Net book values		
At 31 March 2010	<u>108</u>	<u>108</u>
At 31 March 2009	<u>1</u>	<u>1</u>
10. Debtors	2010	2009
	£	£
Other debtors	<u>95,219</u>	<u>87,109</u>
11. Creditors: amounts falling due within one year	2010	2009
	£	£
Bank overdraft	3,897	-
Other creditors	10,113	12,190
	<u>14,010</u>	<u>12,190</u>

British International Studies Association

Notes to financial statements for the year ended 31 March 2010

12. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 31 March 2010 as represented by:		
Tangible fixed assets	108	108
Current assets	265,941	265,941
Current liabilities	(14,010)	(14,010)
	<u>252,039</u>	<u>252,039</u>

13. Unrestricted funds

	At 1 April 2009 £	Incoming £	Outgoing £	At 31 March 2010 £
Unrestricted Funds	<u>206,820</u>	<u>203,004</u>	<u>(157,344)</u>	<u>252,480</u>

14. Transactions with trustees

No remuneration was paid to trustees during the year.

British International Studies Association

The following pages do not form part of the statutory accounts.

British International Studies Association

Detailed statement of financial activities

For the year ended 31 March 2010

	2010		2009	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Membership subscriptions		33,328		36,315
		<u>33,328</u>		<u>36,315</u>
<i>Investment income</i>				
Bank interest receivable		129		3,057
		<u>129</u>		<u>3,057</u>
Total incoming resources from generating funds		<u>33,457</u>		<u>39,372</u>
Incoming resources from charitable activities				
Conference receipts		74,870		107,089
CUP - Review of International Studies		93,247		96,695
Other income		180		-
Other income from charitable activities type 3		1,250		-
		<u>169,547</u>		<u>203,784</u>
Total incoming resources		<u><u>203,004</u></u>		<u><u>243,156</u></u>

British International Studies Association

Detailed statement of financial activities

For the year ended 31 March 2010

	2010		2009
	£		£
Charitable activities			
Conference expenditure			
<i>Activities undertaken directly</i>			
Activity1 - Direct - Event organiser	11,933		15,464
Activity1 - Direct - other conference admin	482		3,250
Activity1 - Direct - Accommodation	34,798		49,371
Activity1 - Direct - Other motor & travel expenses	273		2,379
Activity1 - Direct - Insurance	-		1,644
Activity1 - Direct - Office expenses - Website	4,572		2,935
Activity1 - Direct - Office expenses - Badges/stat	2,967		567
Activity1 - Direct - Office expenses - Assist/help	1,725		560
Activity1 - Direct - Bursaries	380		2,172
Activity1 - Direct - Depreciation & impairment	36		-
Activity1 - Direct - T Shirts	-		108
	<hr/>		<hr/>
	57,166		78,450
<i>Support costs</i>			
Activity1 - Support - Secretarial assistance	30,167		38,158
Activity1 - Support - Unclaimed vat	6,745		-
Activity1 - Support - Communication & IT	2,046		9,530
Activity1 - Support - Office expenses - Other	176		3,809
Activity1 - Support - Credit card charges	2,312		696
Activity1 - Support - Subscriptions	625		614
	<hr/>		<hr/>
	42,071		52,807
Conference expenditure total expenditure	<hr/>		<hr/>
	99,237		131,257
Newsletter			
<i>Activities undertaken directly</i>			
Activity2 - Direct - Purchases	-		730
Activity2 - Direct - Office expenses - Other	-		863
	<hr/>		<hr/>
	-		1,593
Newsletter total expenditure	<hr/>		<hr/>
	-		1,593
Publications			
<i>Activities undertaken directly</i>			
Activity3 - Direct - Purchases - RIS	6,808		8,632
Activity3 - Direct - Research Directory	6,198		6,994
	<hr/>		<hr/>
	13,006		15,626
Publications total expenditure	<hr/>		<hr/>
	13,006		15,626

British International Studies Association

Detailed statement of financial activities

For the year ended 31 March 2010

Projects and research			
<i>Activities undertaken directly</i>			
Activity4 - Direct - Working Groups	22,040	12,369	
Activity4 - Direct - Prizes	1,500	1,000	
Activity4 - Direct - Founders fund awards	-	4,800	
Activity4 - Direct - Event Sponsorship	800	-	
	<u>24,340</u>	<u>18,169</u>	
Projects and research total expenditure	<u>24,340</u>	<u>18,169</u>	
Total charitable activity expenditure	<u>136,583</u>	<u>166,645</u>	
Governance costs			
<i>Activities undertaken directly</i>			
Professional - Accountancy fees	2,911	1,763	
Professional - Other	5,276	2,425	
Cost of trustees' travel and subsistence	5,583	1,389	
Cost of trustees' meetings	6,979	2,937	
Interest - Bank loans & overdraft	12	411	
	<u>20,761</u>	<u>8,925</u>	
Total governance costs	<u>20,761</u>	<u>8,925</u>	
Net incoming/(outgoing) resources for the year	<u>45,660</u>	<u>67,586</u>	