

## **The role of BAAL Treasurer (updated by Steve Morris July 2017)**

The aim of BAAL is to support Applied linguistics activities through funding research and supporting meetings. For funding summary see <http://baal.org.uk/funding.html>. To this end the Treasurer is involved with

### **1) Meetings Secretary and annual conference**

- a) Providing a float for Local Organising Committee (LOC) of Annual Conference when requested. In the past this has been £5,000 paid around January.
- b) Receiving repayment of float at around Easter the following year and banking any surplus. LOC should send you accounts. Try to put across the desirability of a conference making a surplus.

Each conference is very different. The Treasurer has no involvement in running the annual conference. The LOC holds its own cheque book. The Meetings Secretary has a LOC handbook with guidance on scholarships for conference attendance.

BAAL pays travel expenses for Meetings secretary, and a fee of up to £1,000 plus expenses to the Admin assistant for Meetings Secretary (when it is desirable to employ one), payable in July.

At each conference there are 1-2 invited colloquia which BAAL subsidizes (£1000 per colloquium is given to the EC member convening the colloquium to be distributed as they see fit. Also all panel members of the colloquium receive free BAAL membership for a year).

At the conference payments need to be made for the poster prize (£50.00), the Richard Pemberton postgraduate prize (£50.00) and any scholarships.

### **2) BAAL EC Seminars co-ordinator**

The BAAL EC Seminars co-ordinator calls for proposals for the BAAL/CUP seminar series and proposes 4 to be supported (finalized electronically in consultation with the executive between October and January). Selected organisers request treasurer for money (a £750 grant and an optional £500 refundable float). Latter is often not requested.

Seminar organisers are required to submit a report for the newsletter and send in a balance sheet to show how they spent the money. Keep a note of 4 events selected and make sure records are in accounts sent to accountant.

CUP supports this with £1125 grant (Csilla Clarke) in August each year, matched by £1125 from BAAL, with an optional £500 refundable float. (i.e. each seminar organizer receives £750.00 per seminar with contributions of £375.00 from CUP and £375.00 from BAAL. Often need to remind Seminar convenors to ask for it. CUP has direct payment bank details.

The BAAL/Routledge seminar operates in a similar way with BAAL matching the £750 received by Routledge, making a total of £1,500 available for one annual seminar.

### **3) SIGs and EC SIG co-ordinator**

There are guidelines on setting up a SIG on the web. They sometimes develop from BAAL/CUP seminars. SIGs are approved at EC meetings, and once approved for a probationary year SIGs are eligible for a start up grant of £200 on submission of a budget proposal for their first meeting.

SIGs are required to submit accounts to SIG Co-ordinator for onward transmission to BAAL accountant at end of financial year 31<sup>st</sup> May. Request cashbook, receipts, bank

statements and any completed chequebooks. They are charged a £25 fee by the accountant which is sent to the SIG Co-ordinator. They are considered to be subsidiaries of BAAL for accounting purposes and accumulated funds belong to BAAL. The treasurer will advise in the case of problems and liaise with BAAL accountant as necessary.

**Current SIGs are:**

Corpus Linguistics  
Health and Science Communication  
Intercultural Communication  
Language, Gender and Sexuality  
Language and New Media  
Language in Africa  
Language Learning and Teaching  
Language Policy  
Linguistics Ethnography  
Linguistics and Knowledge about Language in Education  
Professional, Academic and Work-based Literacies [PAWBL]  
Testing, evaluation and assessment  
Vocabulary studies

**4) Publications Secretary /secretarial assistant**

The Publications Secretary / secretarial assistant will send £35 entry fees for BAAL Book prize from publishers for banking, (usually around 25 entries). Suggest you make this easier by giving direct banking details to Publications Secretary to send out to Publishers with invitation to submit books. By the first week of January when all cheques should have been received inform publications secretary whether everyone has paid up or not.

BAAL may pay the Publications secretarial assistant £300 plus postage costs, payable in July.

**5) Membership Secretary and Dovetail Management consultants**

Membership subscriptions handled by the Membership secretary and Dovetail Management Consultancy (Andy Cawdell). Dovetail send monthly spreadsheets of monies paid in by email and has the paying book to bank any income received as a cheque. Dovetail are not a signatory of the BAAL account.

Dovetail also send a quarterly invoice for their fees plus expenses: July, November, January, April. Treasurer makes payment through BACS.

**6) Applications for funding**

*The Applying Linguistics Fund* has in the past awarded **up to £10,000 to applicants**. Decisions are made at the May meeting of the EC. The person/people receiving the award will be informed by the fund coordinator and advised to request money from the Treasurer.

There are also annual applications from:

- CLIE (Dick Hudson) for funding for the Linguistic Olympiad (£2000)

**7) Membership of professional bodies**

AILA: payable in January in dollars (depending on BAAL membership numbers)

UCML: payable every 3 years.

Academy of learned societies for the Social Sciences: payable annually.  
UCGAL.

In total £5,043 in 2017

8) Sponsorship of attendance of BAAL exec reps on professional bodies  
Travel expenses are paid for those attending relevant meetings of the following:  
AILA (BAAL chair)  
ACSS Academy for Social Sciences (Tess Fitzpatrick until 2018)  
UCGAL (Angela Creese until 2018)  
UCML (Bernadette O'Rourke until 2017)

**9) Sponsorship of attendance at CLIE meetings**

Travel expenses for 4 BAAL representatives at CLIE meetings (October, February, May) paid alternately by BAAL and LAGB.  
Costs for speakers paid by BAAL and LAGB alternately

**10) Sponsorship of attendance at BAAL/CUP seminars**

In cases where there are no executive members attending a BAAL/CUP seminar travel expenses will be paid for a member to attend one day of the seminar in order to make a presentation about BAAL.

**11) Publishing of conference proceedings**

Costs associated with copy editing (up to £300.00) are available.

**12) Banks**

The Bank accounts are  
Lloyds Easy Saver: \*\*\*\*\*26  
Lloyds Business Extra: \*\*\*\*\*08  
Lloyds Business Extra: \*\*\*\*\*16

All at Lloyds East Dulwich Branch.

Signatories are Chair, Secretary and Treasurer. Cheque requires one signature only. Any changes should be made at the September meeting, when everyone is together. The account is handled by business and charities branch. Cheques payable to Treasurer need to be authorised by Chair or Secretary as well.

**14) Accountant**

Accounts have to be sent to Kurban Abji (46 Westbourne Road, Luton, Beds, LU4 8JD, Tel 01582 735816, Fax 01582 413533) at the end of the financial year 31<sup>st</sup> May for preparation for September meeting AGM. BAAL fee to accountant is £825. SIGs are charged £25 fee by accountant, which they send to SIG Co-ordinator. They are considered to be subsidiaries of BAAL for accounting purposes.  
It is best to send papers in groups according to the area of activity to encourage the accountant to tell the story we want. However, the accounting system means that the timing of cheques going in and out leads to liabilities and other things that do not add up to this!

**15) Charity Commissions**

BAAL is a Charity and has to submit accounts for financial year ending in May by the end of March each year. A list of current trustees (EC members) with personal details is also required. Update these details at January meeting. As a charity, BAAL does not charge VAT, but has to pay VAT in the normal way, i.e. for services like Dovetail. Separate annual submissions need to be made to the Wales/England Commission and the Scottish Charity Commission. These are prepared in conjunction with Dovetail who submit them on our behalf.

#### **16) Other Running costs**

- i) Public liability insurance Annual in July.
- ii) Executive committee meetings in September, January and May (travel and lunch/refreshments during the day). For the Conference: registration plus accommodation plus one additional night and meal for the exec (on the evening of the exec meeting). If it is cheaper for executive members to travel to the venue the night before the executive meeting (e.g. if it is in Scotland) then 2 nights can be paid for.
- iii) Zen Internet Services: £ 65.85 in 2017 for annual subdomain and domain charge for baal.org.uk

#### **Other tasks**

Attend the three Executive Committee (EC) meetings and the AGM and prepare reports for. See the website for samples of report.

**Expenses** - BAAL pays travel expenses for all three exec meetings and registration and accommodation costs for the BAAL conference and AGM (including the cost of an extra night's accommodation and annual executive dinner prior to the conference). You need to complete a form and provide all receipts. Please try and book travel as far in advance as possible to reduce costs.