The Society for East Asian Archaeology (SEAA)
Charity No.: 1207123
Trustees' Annual Report for the period 1 January – 31 December 2025

1. Reference and Administrative Details

1.1 Registered Address:
University of Oxford
Institute of Archaeology
34–36 Beaumont Street
Oxford, OX1 2PG

1.2 Charity Structure: Independent Charitable Incorporated Organisation (CIO), governed by a volunteer Board of Trustees and academic in nature.

1.3 Current Treasurer: Dr Ran Zhang (Durham University)

1.4 Bank: Barclays Bank UK PLC

1.5 Trustees during 2025:
Dr Siran Liu (President)
Dr Ruiliang Liu (Vice-President)
Dr Ilhong Ko (Secretary)
Dr Ran Zhang (Treasurer)

2. Objectives and Activities

The Society for East Asian Archaeology (SEAA), founded in 1996, is a non-profit organisation dedicated to advancing education, research and international collaboration in East Asian archaeology. Its main activities include organising academic conferences, supporting research and publications, promoting scholarly exchange and maintaining an international network of researchers and students.

In 2025, SEAA organised the Tenth Worldwide SEAA Conference (SEAA10) at the University of Aberdeen, Scotland, from 19–23 August. The Society also supported students through academic awards, maintained its international membership network and continued to develop its website and communication platforms.

These activities were carried out primarily by trustees and volunteers, with administrative assistance from an independent contractor. The charity had no salaried employees and did not provide services specifically to children or adults at risk.

3. Achievements and Performance

In 2025, SEAA continued to promote international academic cooperation and strengthen its role as a professional network for scholars of East Asian archaeology. The Society's principal achievement was the organisation and delivery of SEAA10 at the University of Aberdeen. The conference brought together researchers from different countries and academic backgrounds, providing opportunities to present current research, exchange ideas and develop further collaboration. It also supported the participation of students and early-career researchers, contributing to the Society's educational objectives.

The Society continued to support its international membership through digital communication, website maintenance and the circulation of information about research and academic activities. These activities helped maintain connections among members across different regions.

SEAA also provided two student awards of £300 each during 2025, supporting individual participation in academic activities. These awards reflect the Society's commitment to encouraging emerging researchers and supporting the next generation of specialists in East Asian archaeology.

Overall, the Society maintained its principal academic and charitable activities during the year while completing significant financial obligations associated with its conference programme.

4. Financial Review

The Society's financial activities during 2025 were recorded through its Barclays Community Account. The financial year was characterised by relatively modest new receipts and substantial expenditure associated with the settlement of conference costs.

Financial Summary	Amount (£)
Opening bank balance (1 January 2025)	95,958.19
Total bank receipts	8,693.89
Total bank payments	60,749.86
Closing bank balance (31 December 2025)	43,902.22

The Society's income came mainly from membership and conference fees. Expenditure included £55,980 paid to the University of Aberdeen in August 2025 to settle conference costs associated with income largely received in 2024. Other expenses included administration, professional services, student awards and banking charges. No salaries or trustee remuneration were paid. The figures are based on bank transactions and remain subject to final Stripe reconciliation.

Reserves policy: The Society held £43,902.22 at year-end to support future activities. A formal reserves policy remains to be developed.

Risk management: Key risks include international payments, conference finances and reliance on volunteers. These are monitored through financial oversight and regular review of the Society's activities.

5. Structure, Governance and Management

SEAA is governed by a volunteer Board of Trustees in accordance with its constitution. Trustees are elected or appointed through the Society's governance procedures and serve in accordance with its governing document.

During 2025, the Society continued to operate through its volunteer governance structure, supported by an international Council and members who contribute to its academic activities.

The Society had no permanent or fixed-term employees. Administrative coordination was supported through an independent contractor arrangement. Trustees received no remuneration for their services.

The Board of Trustees is responsible for overseeing the Society's charitable activities, managing financial resources and ensuring compliance with the applicable requirements of the Charity Commission.

The Society maintained policies and procedures covering internal financial controls, complaints, serious incident reporting, risk management, trustee expenses and conflicts of interest, among other areas of governance.

Decisions concerning significant expenditure and the Society's academic activities are subject to Trustee oversight, with financial records maintained to support accountability and transparency.

6. Plans for Future Periods

In 2026, SEAA aims to prepare for the Eleventh Worldwide SEAA Conference (SEAA11), planned for 2027 in collaboration with Sichuan University, China. The Society will continue to strengthen international academic cooperation, support students and early-career researchers, and maintain its membership and digital communication platforms.

A key priority will be to establish more efficient and transparent financial management procedures, particularly for international conferences. SEAA plans to explore a Memorandum of Understanding (MoU) with Sichuan University to clarify financial responsibilities, cooperation arrangements, and procedures for collecting, managing and transferring conference funds. The Society will also seek to improve financial oversight, strengthen internal controls and develop a sustainable reserves policy.

These measures aim to support the successful organisation of SEAA11 and improve the Society's long-term financial management and sustainability.

7. Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Annual Report and the Receipts and Payments Accounts in accordance with applicable law and the charity's governing document.

The trustees are also responsible for maintaining appropriate accounting records, safeguarding the charity's assets, and ensuring that the Society's resources are applied in furtherance of its charitable purposes.

Subject to final review and approval, the trustees confirm that, to the best of their knowledge, the information presented in this report accurately reflects the Society's activities and financial position during the period 1 January to 31 December 2025. This report was approved by the Board of Trustees on 25th Oct 2026.

Signed on behalf of the Trustees:



Dr Ran Zhang
Treasurer (2025–now)
Date: 25th October 2026

End of Trustees' Annual Report – SEAA 2025

The Society for East Asian Archaeology (SEAA)

Charity No.: 1207123
Receipts and Payments Accounts for the year ended 31 December 2025

1. Charity Details

1.1 Registered Address:
University of Oxford
Institute of Archaeology
34–36 Beaumont Street
Oxford OX1 2PG

1.2 Charity Structure: Independent Charitable Incorporated Organisation (CIO), volunteer-led and academic in nature.

1.3 Treasurer: Dr Ran Zhang, Durham University.

1.4 Financial Period: 1 January – 31 December 2025.

2. Financial Summary

Description	£
Opening bank balance (1 January 2025)	95,958.19
Total bank receipts	8,693.89
Total bank payments	60,749.86
Closing bank balance (31 December 2025)	43,902.22

The Society's expenditure in 2025 was substantially higher than its income, primarily due to the settlement of conference-related costs from the preceding financial period. A payment of £55,980 was made to the University of Aberdeen on 12 August 2025 in connection with the Society's earlier conference arrangements. The associated income had largely been received in 2024.

The resulting reduction in the Society's cash balance therefore principally reflects the timing difference between the receipt of conference income and the settlement of related expenditure.

3. Receipts Breakdown

Category	£	Notes
Membership fees and conference registrations (Stripe and direct bank transfers)	8,693.89	Bank receipts associated with membership and conference activities, subject to final classification
Donations and grants	0.00	No separately identified donations or grants

Investment income	0.00	No investment income recorded
Total Bank Receipts	**8,693.89**	

The Society continued to receive income from membership subscriptions and conference-related activities during 2025. Payments were received through Stripe and direct bank transfers, including payments associated with overseas members.

Bank receipts include £7,818.07 from Stripe transfers and £875.82 from other direct credits. The final allocation of individual receipts between membership and conference income requires confirmation against the underlying transaction records.

4. Payments Breakdown

Category	£	Notes
Conference expenditure – University of Aberdeen	55,980.00	Settlement of earlier conference-related costs, paid 12 August 2025
Additional payment – University of Aberdeen	960.00	Paid 27 November 2025; purpose to be confirmed against invoice
Administrative coordination – Cheryl Tak	748.54	Independent contractor payment
Professional and legal services – Keystone Law	1,200.00	Payment made 19 February 2025
Student awards	600.00	Two awards of £300 each
Other student-related gift or expense	95.45	Payment relating to Gina Gift SEAA10; classification to be confirmed
Website domain administration	93.37	Payment to Siyi Wu for domain extension
Website and digital services – Holistic Solutions, USA	84.85	Overseas card payments
Professional or organisational subscription – USA	208.84	Payment to Society for American organisation; exact purpose to be confirmed
Bank transfer charges	48.00	AFTS/CHAPS payment charges
Stripe direct debits and adjustments	730.81	Nature of debits to be confirmed against Stripe records
Total Bank Payments	**60,749.86**	

The principal expenditure during 2025 was the settlement of £55,980 to the University of Aberdeen. The Society also incurred administrative, legal, website and banking costs, together with payments supporting students and early-career researchers.

Two student awards of £300 each were paid in July 2025, to Sujung Lee and YU Chun Kan. These payments supported the Society's educational objectives and should be classified as individual grants if confirmed as unconditional awards rather than reimbursements or contractual payments.

5. Bank Reconciliation

The Society maintained its Community Account with Barclays Bank UK PLC throughout the financial period.

Bank statements covering January to December 2025 have been reviewed. The opening balance was established from the bank transactions recorded up to 31 December 2024, including a Stripe credit of £426.43 received on 30 December 2024. The reconciliation for 2025 is as follows:

Description	£
Opening balance at 1 January 2025	95,958.19
Add: Total bank receipts during 2025	8,693.89
Less: Total bank payments during 2025	(60,749.86)
Closing balance at 31 December 2025	43,902.22

The calculated closing balance agrees with the Barclays bank statements. The December 2025 balance is also consistent with the opening balance carried forward into January 2026.

Bank Account	Bank	Balance at 31 Dec 2025 (£)
Community Account	Barclays Bank UK PLC	43,902.22

No discrepancy was identified in the reconciliation of bank transactions.

6. Notes to the Accounts

6.1 Basis of Accounts

These accounts have been prepared on a Receipts and Payments basis, appropriate for the Society's level of income and charitable status. Receipts and payments are recorded in the financial period in which the corresponding cash transactions occur. The figures are based on the Society's Barclays bank statements.

6.2 Financial Reserves

The Society holds its funds in a Barclays Community Account. The closing bank balance at 31 December 2025 was £43,902.22.

The reduction from the opening balance was mainly attributable to the settlement of earlier conference-related expenditure. The Society continued to maintain funds to support its administrative responsibilities, future academic activities and ongoing operations.

No separate formal financial reserves policy was in place at the end of the reporting period.

6.3 Employees and Administrative Support

The Society had no permanent or fixed-term employees and incurred no employee payroll expenditure during the reporting period.

Administrative coordination and support services were provided through an independent contractor arrangement. A payment of £748.54 was made to Cheryl Tak during the year.

6.4 Governance

The Society is governed by a volunteer Board of Trustees. No trustee remuneration has been identified in the accounting records for the period.

The Trustees oversee the Society's charitable activities, financial administration and expenditure in accordance with its governing document.

6.5 Grants and Student Awards

The Society made two payments of £300 each in July 2025 described in the bank statements as student awards.

Subject to confirmation of their grant status, these payments represent a total of £600 in grants to individuals during the reporting period.

No grants to other charities or non-charitable organisations have been identified.

The relationship of the recipients to the Society should be confirmed before finalising the related-party disclosure.

6.6 Overseas Transactions

The Society received payments associated with its international membership and incurred certain expenditure outside the United Kingdom.

Identifiable overseas card payments included website services and an organisational payment in the United States. Overseas receipts were processed through regulated banking and electronic payment services.

No payments through informal value-transfer systems or cryptocurrency have been identified.

6.7 Conference Expenditure

The payment of £55,980 made to the University of Aberdeen in August 2025 represented the settlement of conference-related costs associated with income received largely during the previous financial period.

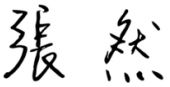
Under the Receipts and Payments basis of accounting, this expenditure is recognised in 2025, when the payment was made.

The payment accounts for the substantial difference between the Society's receipts and payments for the year.

7. Approval by the Trustees

These accounts were reviewed and approved by the Board of Trustees on 25th Oct 2026.

Signed on behalf of the Trustees:



Dr Ran Zhang

Treasurer, The Society for East Asian Archaeology

Date: 25th Oct 2026