

Association for Literary and Linguistic Computing
Report and Financial Statements
for the year ended 31 December 2008

Charity number: 279971

Association for Literary and Linguistic Computing

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Association for Literary and Linguistic Computing

Legal and administrative information

Charity name	Association for Literary and Linguistic Computing
Charity registration number	279971
Trustees	Prof. David Robey, President Prof. Harold Short, Chair Dr Lisa Lena Opas-Hänninen, Secretary Dr Jean Anderson, Treasurer Resigned 29 November 2008 Dr Marilyn Deegan, Editor LLC Mr Paul Spence, Treasurer Appointed 29 November 2008
Correspondence Address	Centre for Computing in the Humanities King's College London 26-29 Drury Lane WC2 5RL
Website	www.allc.org
Independent Examiner	Alan Cunningham C.A. Alexander Sloan Chartered Accountants 38 Cadogan Street Glasgow G2 7HF
Bankers	Bank of Scotland St James's Gate 14-16 Cockspur Street London SW1Y 5BL

Association for Literary and Linguistic Computing

Trustees' Report for the year ended 31 December 2008

The Trustees present their report and the financial statements of the charity for the year ended 31 December 2008.

Trustees

The Trustees serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Association for Literary & Linguistic Computing ("the Association") is governed by its Constitution. The Association is a recognised English charity (No. 279971).

Appointment of Trustees

Committee vacancies for each year are filled by election and the result declared at the Annual General Meeting. Proposals must be endorsed by two further individual Members of the charity and carry a statement of the nominee's willingness to serve.

OBJECTIVES AND ACTIVITIES

The principal objective of the Association is to promote high standards of education in the development of computer science and computer services with particular reference to literary and linguistic computing. We aim to stimulate knowledge of and interest in computer aided research in the arts and humanities (literature and language studies, history, philosophy and other humanities disciplines) and especially research involving the manipulation and analysis of textual materials.

To these ends, we support two Journals, promote an annual conference, run workshops, give young scholar bursaries and senior scholar awards, support research projects by providing funding and expertise, and promote affiliation with other organisations with similar aims.

Individuals become members of the Association by subscription to the Journal, "Literary and Linguistic Computing" which is published by Oxford University Press ("OUP").

ACHIEVEMENTS AND PERFORMANCE

The Trustees made further minor changes to the Association's Constitution, principally to add procedures in the case of tied votes. These changes were of the kind that do not require Charity Commission approval. The changes were nevertheless notified to the Commission.

Six Young Scholar Bursaries were awarded grants at the June 2008 conference at the University of Oulu, Finland.

Association for Literary and Linguistic Computing

Trustees' Report for the year ended 31 December 2008

The performance of the Association's print Journal "Literary and Linguistic Computing" (LLC), published by Oxford University Press (OUP), continues to flourish, for which thanks are due to its Editor (Prof Marilyn Deegan) and Associate Editors (Edward Vanhoutte, Simon Horobin, Stéfan Sinclair). Membership of all three constituent organisations of the Alliance of Digital Humanities Organisations (ADHO) is by subscription to LLC.

The Association has appointed a Membership Services Co-ordinator (Melissa Terras), who works closely with OUP on marketing and membership matters. Thanks to the quality of the journal and the combined efforts of the Membership Services Co-ordinator and OUP, the subscription levels continue to rise, and there continues to be growth in the revenue generated by the Journal.

ADHO provides a broad framework for a number of publication venues relevant to the digital humanities. As well as LLC, there is a peer-reviewed online journal "Digital Humanities Quarterly" (DHQ), the online seminar "Humanist", and two monograph print series: "Topics in Digital Humanities", published by Illinois University Press, and "Digital Research in the Humanities", published by Ashgate. In addition, the Canadian society SDH-SEMI is developing its new journal "Digital Studies/Le champ numérique", which it hopes will begin publication very soon.

The Trustees continue to encourage activities aimed at fostering developments in the digital humanities across Europe, by means of support for workshops and training events and funding for research and/or development projects, in addition to the support it provides for a range of activities at the ADHO level, such as the Young Scholar bursaries, which move to ADHO in 2009.

FINANCIAL REVIEW

The Association receives 70% of the profit arising from the LLC Journal. The Journal continues to flourish and the new contract with OUP is providing increased income. Profit share payments to the Association from OUP are staged and the final payment is not made until five months or so after the end of the year to which it relates. Journal income of £48,843 per Note 3 (page 8) comprises two advance payments of the profit share arising on the Journal's 2008 profit which were received during 2008 and the balance of the profit share which was received by the Association during 2009.

The Association has worked with the Association for Computer in the Humanities (ACH) since 1988, when a protocol was agreed for the co-sponsorship of joint international conferences. In 2005, the two Associations became more closely linked under an umbrella organisation, the Alliance of Digital Humanities Organisations (ADHO), founded by the two Associations to further international collaboration in promoting literary and linguistic computing. The Canadian Society SDH-SEMI has joined ADHO. Members of the Associations become members by subscribing to the Journal. The profit from the Journal is shared pro-rata among the Associations.

Accruals of £23,532 per Note 9, Creditors on page 10 include the provisional share of profit (arising from the Journal's 2008 profit) payable by the Association to ACH and SDH-SEMI amounting to £5,217 and £2,999 respectively.

Per the Statement of Financial Activities on page 6, the Association reported net outgoing resources (i.e. deficit) of £9,016 for the year and total reserves of £83,408 at the Balance Sheet date.

Association for Literary and Linguistic Computing

**Trustees' Report
for the year ended 31 December 2008**

Reserves policy

It is the Trustees' policy to maintain unrestricted funds at a level that equates to approximately six months of unrestricted expenditure. At 31 December 2008, the Association's free reserves per Unrestricted Funds on page 10 amounted to £83,408 which was above the required level and influenced by the profit share arising from the continuing growth in sales and profit contribution from the LLC Journal.

The Trustees anticipate that the Association's reserves will be impacted and reduced during the current accounting year arising from the funding of a number of new Digital Humanities projects and the Association's continued involvement in activities under the wider ADHO 'umbrella'.

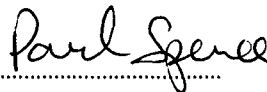
Independent Examiner

The Trustees recommend that Alan Cunningham C.A, a Partner in Alexander Sloan, Chartered Accountants, remains in office as Independent Examiner until further notice.

This report was approved by the Trustees on 21 June 2009 and signed on their behalf by



.....
Prof. Harold Short
Trustee/Chair



.....
Paul Spence
Trustee/Treasurer

Association for Literary and Linguistic Computing

Independent Examiner's Report to the Trustees on the unaudited financial statements of Association for Literary and Linguistic Computing.

I report on the financial statements of Association for Literary and Linguistic Computing for the year ended 31 December 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related Notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

Respective Responsibilities of Trustees and Independent Examiner

As the charity's Trustees, you are responsible for the preparation of the financial statements. You consider that the audit requirement of Section 43(2) of the Charities Act 1993 ("the 1993 Act") does not apply and that an Independent Examination is required. It is my responsibility to:

- examine the financial statements under Section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under Section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

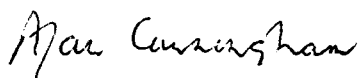
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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 the course of 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 in accordance with Section 41 of the 1993 Act; and to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alan Cunningham C.A
Partner

Alexander Sloan
Chartered Accountants

38 Cadogan Street
Glasgow
G2 7HF

21 June 2009

Association for Literary and Linguistic Computing

Statement of Financial Activities

for the year ended 31 December 2008

	Unrestricted funds	2008 Total	2007 Total	
Notes	£	£	£	
Incoming resources				
Incoming resources from generated funds				
Investment income	2	2,946	2,946	3,614
Incoming resources from charitable activities				
	3	48,843	48,843	45,799
Total incoming resources		<u>51,789</u>	<u>51,789</u>	<u>49,413</u>
Resources expended				
Charitable activities				
	4	(58,401)	(58,401)	(34,930)
Governance costs				
	6	(2,404)	(2,404)	(4,566)
Total resources expended		<u>(60,805)</u>	<u>(60,805)</u>	<u>(39,496)</u>
Net incoming/(outgoing) resources for the year		(9,016)	(9,016)	9,917
Reconciliation of funds				
Total funds brought forward		<u>92,424</u>	<u>92,424</u>	<u>82,507</u>
Total funds carried forward		<u><u>83,408</u></u>	<u><u>83,408</u></u>	<u><u>92,424</u></u>

The notes on pages 8 to 11 form an integral part of these financial statements.

Association for Literary and Linguistic Computing

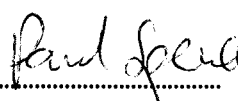
**Balance Sheet
as at 31 December 2008**

		2008		2007	
	Notes	£	£	£	£
Current assets					
Debtors	8	3,790		2,299	
Cash at bank and in hand		103,150		107,652	
		<u>106,940</u>		<u>109,951</u>	
Creditors: amounts falling due within one year					
	9	<u>(23,532)</u>		<u>(17,527)</u>	
Net current assets			<u>83,408</u>		<u>92,424</u>
Net assets			<u>83,408</u>		<u>92,424</u>
Funds					
Unrestricted funds	11		<u>83,408</u>		<u>92,424</u>
			<u>83,408</u>		<u>92,424</u>

The financial statements were approved and authorised for issue by the Trustees on 21 June 2009 and signed on their behalf by



.....
Prof. Harold Short
Trustee/Chair



.....
Paul Spence
Trustee/Treasurer

The notes on pages 8 to 11 form an integral part of these financial statements.

Association for Literary and Linguistic Computing

Notes to the financial statements for the year ended 31 December 2008

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Charities Act 1993. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Incoming resources

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

Journal income is accounted for on the accruals basis.

1.3. Resources expended

Expenditure is recognised on an accruals basis when 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.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

2. Investment income

	2008	2007
	£	£
Interest received	2,946	3,614
	<u>2,946</u>	<u>3,614</u>

3. Incoming resources from charitable activities

	2008	2007
	£	£
Journal Income	48,843	45,799
	<u>48,843</u>	<u>45,799</u>

Association for Literary and Linguistic Computing

**Notes to the financial statements
for the year ended 31 December 2008**

4. Costs of charitable activities

	2008	2007
	£	£
Bursaries (Note 5)	3,600	2,000
ALLC Funded Projects	10,461	-
Association for Computers in Humanities	300	11,631
Journal editorial expenses	-	4,394
Joint ADHO Activities	21,307	-
ALLC Committee Meetings	16,241	5,986
Text encoding initiative	500	760
Editorial costs of digital Journal	-	3,662
SDH - Semi	5,107	5,201
Bank Charges	786	482
General expenses	69	814
Subscriptions	30	-
	<u>58,401</u>	<u>34,930</u>

5. Grants payable

During the year, bursaries of £3,600 were paid to the undernoted 6 individuals in accordance with the charity's objects.

	£
E. Pantou-Kikkou	600
K. Luyckx	600
M. Audeneart	600
M. Tripp	600
B. Walker	600
S. Takafumi	600
	<u>3,600</u>

6. Governance costs

	2008	2007
	£	£
Annual AGM conference	1,782	3,166
Independent Examiner's Fee	622	1,400
	<u>2,404</u>	<u>4,566</u>

Association for Literary and Linguistic Computing

**Notes to the financial statements
for the year ended 31 December 2008**

7. Trustees' emoluments

There were no individuals employed by the charity during the year.

No Trustees or any persons connected with them received remuneration in the period.

8. Debtors

	2008	2007
	£	£
Other debtors	1,524	-
Accrued income	2,266	2,299
	3,790	2,299
	3,790	2,299

9. Creditors: amounts falling due within one year

	2008	2007
	£	£
Accruals	23,532	17,527
	23,532	17,527
	23,532	17,527

10. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31 December 2008 as represented by:		
Current assets	106,940	106,940
Current liabilities	(23,532)	(23,532)
	83,408	83,408
	83,408	83,408

Association for Literary and Linguistic Computing

**Notes to the financial statements
for the year ended 31 December 2008**

11. Unrestricted funds	1 Jan '08	Incoming	Outgoing	31 Dec '08
	£	£	£	£
General Fund	92,424	51,789	(60,805)	83,408
	<u>92,424</u>	<u>51,789</u>	<u>(60,805)</u>	<u>83,408</u>

Purposes of unrestricted funds

General Fund

The General Fund encompasses all income and expenditure relating to the primary activities of the charity.

12. Transactions with Trustees

During the year, travel expenses were reimbursed to the Trustees as follows:

	£
Dr Jean Anderson	1,883
Dr Marilyn Deegan	2,262
Paul Spence	100
	<u>4,245</u>

Honorarium payments were also made to Office Bearers towards travel expenses as follows:

	£
Prof. Harold Short	450
Dr Marilyn Deegan	450
	<u>900</u>

Association for Literary and Linguistic Computing

The following pages do not form part of the financial statements.

Association for Literary and Linguistic Computing

**Detailed Income and Expenditure Account
for the year ended 31 December 2008**

	2008		2007	
	£	£	£	£
Income				
Investment income				
Interest received	<u>2,946</u>		<u>3,614</u>	
		2,946		3,614
Income from charitable activities				
Journal Income	<u>48,843</u>		<u>45,799</u>	
		48,843		45,799
Total income		<u>51,789</u>		<u>49,413</u>
Total expenditure		<u>(60,805)</u>		<u>(39,496)</u>
Net (deficit)/surplus for the year		<u><u>(9,016)</u></u>		<u><u>9,917</u></u>

Association for Literary and Linguistic Computing

**Schedule of Expenditure
for the year ended 31 December 2008**

	2008		2007	
	£	£	£	£
Expenditure				
Charitable activities				
Bursaries	3,600		2,000	
ALLC Funded Projects	10,461		-	
Association for Computers in Humanities	300		11,631	
Journal editorial expenses	-		4,394	
Joint ADHO Activities	21,307		-	
ALLC Committee Meetings	16,241		5,986	
Text encoding initiative	500		760	
Editorial costs of digital Journal	-		3,662	
SDH - Semi	5,107		5,201	
Bank Charges	786		482	
General expenses	69		814	
Subscriptions	30		-	
		58,401		34,930
Governance Costs				
Annual AGM conference	1,782		3,166	
Independent Examiner's Fee	622		1,400	
		2,404		4,566
Total expenditure		60,805		39,496