

Association for Literary and Linguistic Computing
Report and Financial Statements
for the year ended 31 December 2009

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, Resigned 21 June 2009 Melissa Terras, Secretary Appointed 21 June 2009 Dr Marilyn Deegan, Editor LLC Paul Spence, Treasurer
Correspondence Address	Centre for Computing in the Humanities King's College London 26-29 Drury Lane London 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' Annual Report for the year ended 31 December 2009

The Trustees present their report and the financial statements of the charity for the year ended 31 December 2009.

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 three 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 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.

On her appointment as Secretary, Melissa Terras stepped down as Membership Services Co-ordinator. The Association appointed David Beavan in her place. 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.

Association for Literary and Linguistic Computing

Trustees' Annual Report for the year ended 31 December 2009

ACHIEVEMENTS AND PERFORMANCE (Cont.)

ADHO provides a broad framework for a number of publication venues relevant to the digital humanities. As well as LLC, there are two peer-reviewed online journals: 'Digital Humanities Quarterly' and 'Digital Studies/le Champ numérique'. Also within the ADHO framework is 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.

The Young Scholar Bursaries are now funded by ADHO as part of the joint investment made by the ALLC, ACH and SDH-SEMI, and ten awards were announced at the June 2009 conference at the University of Maryland, USA.

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.

These include the annual international conference, held in June 2009 at the University of Maryland with over 300 delegates, ten Young Scholar bursaries, the range of scholarly publication venues detailed above, and three individual awards for excellence. These are: the Roberto Busa Prize for lifetime achievement in the digital humanities, awarded every three years and next awarded at the 2010 conference at King's College London; the Antonio Zampolli Prize for outstanding achievement, awarded every three years with the first such award to be present at the 2011 conference at Stanford University; and the Paul Fortier Prize for outstanding contribution to the conference, awarded every year and due to be awarded for the first time at the 2010 conference.

ADHO also provides an international framework for activities to promote multi-lingualism and multi-culturalism in the digital humanities, something which is particularly important to the Association with its specific remit to promote digital humanities scholarship across Europe.

At the June and November 2009 meetings, the Trustees initiated a review of needs and priorities, with the intention that reserves above the level required by Association policy should be used to invest in a range of activities to promote the digital humanities as widely as possible across Europe, with the aim of enhancing the scholarly benefits to current members as well as making the activities of the Association more relevant and more attractive to prospective new members (See note under 'Reserves policy' below). It was agreed that one particular focus would be on the ongoing improvements being made to the Association's dissemination strategy, including changes to the public website and related infrastructure.

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 £55,160 per Note 3 (page 9) comprises two advance payments of the profit share arising on the Journal's 2009 profit which were received during 2009 and the balance of the profit share which is due to be received by the Association during 2010.

Association for Literary and Linguistic Computing

Trustees' Annual Report for the year ended 31 December 2009

FINANCIAL REVIEW (Cont.)

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.

Per the Statement of Financial Activities on page 7, the Association reported net outgoing resources (i.e. deficit) of £7,513 for the year and total reserves of £75,895 at 31 March 2010.

Accruals of £10,452 per Note 7, Creditors on page 10 include the provisional share of profit (arising from the Journal's 2009 profit) payable by the Association to ACH and SDH-SEMI amounting to £5,800 and £3,500 respectively.

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 2009, the Association's free reserves per Unrestricted Funds on page 7 amounted to £75,895 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'.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England, the Charities Act 1993 and the provisions of the charity's Constitution 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 the incoming resources and application of resources of the charity for that period. 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

Association for Literary and Linguistic Computing

**Trustees' Annual Report
for the year ended 31 December 2009**

STATEMENT OF TRUSTEES' RESPONSIBILITIES (Cont.)

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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 6 July 2010 and signed on their behalf by



**Prof. Harold Short
Chair**

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 2009 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 April 2008).

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
Partner

Alexander Sloan
Chartered Accountants

38 Cadogan Street
Glasgow
G2 7HF

6 July 2010

Association for Literary and Linguistic Computing

Statement of Financial Activities

for the year ended 31 December 2009

	Notes	Unrestricted funds £	2009 Total £	2008 Total £
Incoming resources				
Investment income	2	-	-	2,946
Incoming resources from charitable activities	3	55,160	55,160	48,843
Total incoming resources		<u>55,160</u>	<u>55,160</u>	<u>51,789</u>
Resources expended				
Charitable activities	4	(59,457)	(59,457)	(58,401)
Governance costs	5	(3,216)	(3,216)	(2,404)
Total resources expended		<u>(62,673)</u>	<u>(62,673)</u>	<u>(60,805)</u>
Net movement in funds		(7,513)	(7,513)	(9,016)
Reconciliation of funds				
Total funds brought forward		83,408	83,408	92,424
Total funds carried forward		<u><u>75,895</u></u>	<u><u>75,895</u></u>	<u><u>83,408</u></u>

The notes on pages 9 to 12 form an integral part of these financial statements.

Association for Literary and Linguistic Computing

**Balance Sheet
as at 31 December 2009**

	Notes	2009		2008	
		£	£	£	£
Current assets					
Debtors	6	6,210		3,790	
Cash at bank and in hand		80,137		103,150	
		<u>86,347</u>		<u>106,940</u>	
Creditors: amounts falling due within one year	7	(10,452)		(23,532)	
Net current assets			75,895		83,408
Net assets			<u>75,895</u>		<u>83,408</u>
Funds					
Unrestricted funds	9		75,895		83,408
			<u>75,895</u>		<u>83,408</u>

The financial statements were approved and authorised for issue by the Trustees on 6 July 2010 and signed on their behalf by



Prof. Harold Short
Trustee / Chair



Paul Spence
Trustee / Treasurer

The notes on pages 9 to 12 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 2009

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 Charities Act 1993 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). 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

	2009	2008
	£	£
Interest received	-	2,946
	<u>-</u>	<u>2,946</u>
	<u>-</u>	<u>2,946</u>

3. Incoming resources from charitable activities

	2009	2008
	£	£
Journal Income	55,160	48,843
	<u>55,160</u>	<u>48,843</u>
	<u>55,160</u>	<u>48,843</u>

Association for Literary and Linguistic Computing

Notes to the Financial Statements for the year ended 31 December 2009

4. Costs of charitable activities

	2009	2008
	£	£
Awards	-	3,600
ALLC Funded Projects	9,679	10,461
ALLC Funded Workshops	3,448	-
Joint ADHO Activities	38,605	26,745
ALLC Committee Meetings	5,946	16,241
Sponsorship	319	500
Bank Charges	1,186	786
General expenses	274	68
	<u>59,457</u>	<u>58,401</u>

5. Governance costs

	2009	2008
	£	£
Independent Examiner's Fee	1,416	622
Annual AGM conference	1,800	1,782
	<u>3,216</u>	<u>2,404</u>

6. Debtors

	2009	2008
	£	£
Other debtors	980	1,524
Accrued income	5,230	2,266
	<u>6,210</u>	<u>3,790</u>

7. Creditors: amounts falling due within one year

	2009	2008
	£	£
Accruals	10,452	23,532
	<u>10,452</u>	<u>23,532</u>

Association for Literary and Linguistic Computing

**Notes to the Financial Statements
for the year ended 31 December 2009**

8. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 31 December 2009 as represented by:		
Current assets	86,347	86,347
Current liabilities	(10,452)	(10,452)
	<u>75,895</u>	<u>75,895</u>

9. Unrestricted funds

	1 Jan '09 £	Incoming £	Outgoing £	31 Dec '09 £
General Fund	83,408	55,160	(62,673)	75,895
	<u>83,408</u>	<u>55,160</u>	<u>(62,673)</u>	<u>75,895</u>

Purposes of unrestricted funds

General Fund

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

Association for Literary and Linguistic Computing

Notes to the Financial Statements for the year ended 31 December 2009

10. Transactions with Trustees

During the year, Dr Marilyn Deegan, Trustee, received payments totalling £4,000 for editorial assistance specific to the Association's print Journal "Literary and Linguistic Computing" (LLC). No remuneration was paid to the other Trustees.

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

	£
Prof. Harold Short	190
Prof. David Robey	246
Dr Marilyn Deegan	356
Dr Lisa Lena Opas-Hänninen	440
Paul Spence	191
	<hr/>
	1,423
	<hr/> <hr/>

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

	£
Prof. Harold Short	450
Prof. David Robey	450
Paul Spence	450
Dr Lisa Lena Opas-Hänninen	450
	<hr/>
	1,800
	<hr/> <hr/>

Association for Literary and Linguistic Computing

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

Association for Literary and Linguistic Computing

Detailed Income and Expenditure Account
for the year ended 31 December 2009

	2009		2008	
	£	£	£	£
Income				
Investment income				
Interest received	-	-	2,946	2,946
Income from charitable activities				
Journal Income	55,160		48,843	
		55,160		48,843
Total income		55,160		51,789
Total expenditure		(62,673)		(60,805)
Net deficit for the year		(7,513)		(9,016)

Association for Literary and Linguistic Computing

Schedule of Expenditure for the year ended 31 December 2009

Expenditure	2009		2008	
	£	£	£	£
Charitable activities				
Awards	-		3,600	
ALLC Funded Projects	9,679		10,461	
ALLC Funded Workshops	3,448		-	
Joint ADHO Activities	38,605		26,745	
ALLC Committee Meetings	5,946		16,241	
Sponsorship	319		500	
Bank Charges	1,186		786	
General expenses	274		68	
		59,457		58,401
Governance Costs				
Independent Examiner's Fee	1,416		622	
Annual AGM conference	1,800		1,782	
		3,216		2,404
Total expenditure		<u>62,673</u>		<u>60,805</u>