

**Association for Literary and Linguistic Computing**  
**Report and Financial Statements**  
**for the year ended 31 December 2006**

**Charity number: 279971**

# Association for Literary and Linguistic Computing

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# Association for Literary and Linguistic Computing

## Trustees' report for the year ended 31 December 2006

The Trustees present their report and the financial statements of the charity for the year ended 31 December 2006.

### Reference and administrative information

Charity name: Association for Literary and Linguistic Computing

Charity registration number: 279971

### Trustees

The Trustees serving during the year and since the year end were as follows:

Prof David Robey, President  
Prof Harold Short, Chair  
Dr Lisa Lena Opas-Hänninen, Secretary  
Mrs Jean Anderson, Treasurer  
Dr Marilyn Deegan, Editor LLC  
Mr Espen Ore  
Prof Laszlo Hunyadi  
Mr Dino Buzetti Appointed December 2006  
Prof Elisabeth Burr  
Ms Melissa Terras Appointed July 2006  
Prof Liliane Gallet-Blanchard  
Mr Alejandro Bia  
John Nerbonne  
Dr Thomas Rommel  
Ms Lorna Hughes  
Michael Sperberg-McQueen Resigned July 2006

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

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

#### Appointment of Trustees

Committee vacancies for each year are filled by election (via postal vote) 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.

# **Association for Literary and Linguistic Computing**

## **Trustees' report for the year ended 31 December 2006**

### **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**

Significant highlights, events and developments of note in the year include the following activities:

The new web-based journal, the Digital Humanities Quarterly, was successfully launched. The latter is freely available to the public. The two Journals reach out to an international audience and provide platforms for the dissemination of knowledge in our field.

Five Young Scholar Bursaries were awarded at the July 2006 conference at the Université Paris-Sorbonne, Paris.

Trustees planned workshops in Jadavpur University, India.

Affiliation of the Society for Digital Humanities / Société pour l'étude des médias interactifs is under discussion.

Project Support funding was made available for retro-digitisation of the ALLC Bulletin and the ALLC Journal, and the Text Encoding Initiative's projects in multilingualism and in training.

### **FINANCIAL REVIEW**

The Association receives 70% of the profit made by the Journal, Literary and Linguistic Computing. The Journal continues to flourish and the new contract with OUP is providing an 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 £78,974 per Note 3 (page 6) comprises the full profit share arising from the Journal's 2005 profits (£34,164) which was received during 2006, two advance payments of the profit share arising on the Journal's 2006 profits which were also received during 2006 and the balance of the 2006 profit share which will be received by the Association during 2007. For the year ending 31 December 2007, Journal income will comprise advances of profit share receivable during 2007 in relation to the Journal's 2007 profits and the balance of the Journal's 2007 profit share receivable in 2008.

## **Association for Literary and Linguistic Computing**

### **Trustees' report for the year ended 31 December 2006**

The ALLC 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 organizations (ADHO), founded by the two Associations to further international collaboration in promoting literary and linguistic computing. Members of ACH now become members of that Association by subscribing to the Journal and the profits from the Journal are now shared pro-rata between the two Associations.

Per Note 4 on page 8, £17,699 was payable to ACH during the year ended 31 December 2006. The Association's Accounts for the year ended 31 December 2005 only provided for £4,338 as being payable (ie, still to be physically paid) to ACH at that date which was in fact understated by £6,000. The actual profit share payment made in 2006 to ACH arising from the Journal's 2005 profits amounted to £10,338 of which £4,338 had been provided for in the Association's Accounts for the year ended 31 December 2005. Therefore the aforementioned total of £17,699 represents the net £6,000 profit share from the Journal's 2005 profits plus £11,699 arising on the Journal's 2006 profits which will be paid in 2007.

The share of profits payable to ACH at 31 December 2006 was £11,699 which is included in Accruals of £14,109 per Note 8, Creditors on page 9.

The other large item of expenditure in 2006 was support for the Text Encoding Initiative's projects in multilingualism and in training (£10,451). Five Young Scholar Bursaries of £500 each were awarded.

The charity had net incoming resources of £27,591 for the year and has accumulated reserves of £82,507 at the balance sheet date.

#### **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 2006, the Association's free reserves per Unrestricted Funds on page 9 amounted to £82,507 which was above the required level and influenced by:

1. the omission from the Association's Accounts for the year ended 31 December 2005 of profit arising on the Journal's 2005 profits which has been recorded as income in the Association's Accounts for the year ended 31 December 2006 and
2. the increasing profit share arising from the growth in sales and profits of the OUP Journal.

The Trustees recommend that Alexander Sloan, Chartered Accountants, remain in office until further notice.

This report was approved by the Trustees on 3 June 2007 and signed on their behalf by

**Mrs Jean Anderson, Treasurer**

**6 June 2007**

## **Association for Literary and Linguistic Computing**

### **Independent Examiners' Report to the Trustees on the unaudited financial statements of Association for Literary and Linguistic Computing.**

We report on the financial statements of Association for Literary and Linguistic Computing for the year ended 31 December 2006 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 2005).

#### **Respective responsibilities of Trustees and Independent Examiners**

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 Act") does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to our attention.

#### **Basis of independent examiners' report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the financial statements.

#### **Independent Examiners' statement**

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

- (1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act; and to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**Alexander Sloan**  
**Chartered Accountants**

**6 June 2007**

**144 West George Street,**  
**Glasgow,**  
**G2 2HG**

**Association for Literary and Linguistic Computing**

**Statement of financial activities**

**for the year ended 31 December 2006**

	Notes	Unrestricted funds £	2006 Total £	2005 Total £
<b>Incoming resources</b>				
<b>Incoming resources from generated funds</b>				
Investment income	2	2,373	2,373	1,825
<b>Incoming resources from charitable activities</b>				
	3	78,974	78,974	25,695
<b>Total incoming resources</b>		<u>81,347</u>	<u>81,347</u>	<u>27,520</u>
<b>Resources expended</b>				
<b>Charitable activities</b>				
	4	(52,226)	(52,226)	(31,740)
<b>Governance costs</b>				
	5	(1,530)	(1,530)	(2,042)
<b>Total resources expended</b>		<u>(53,756)</u>	<u>(53,756)</u>	<u>(33,782)</u>
<b>Net incoming/(outgoing) resources</b>		27,591	27,591	(6,262)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>54,916</u>	<u>54,916</u>	<u>61,178</u>
<b>Total funds carried forward</b>		<u><u>82,507</u></u>	<u><u>82,507</u></u>	<u><u>54,916</u></u>

The notes on pages 7 to 10 form an integral part of these financial statements.

## Association for Literary and Linguistic Computing

### Balance sheet as at 31 December 2006

	Notes	2006		2005	
		£	£	£	£
<b>Current assets</b>					
Debtors	7	8,836		1,860	
Cash at bank and in hand		87,780		63,363	
		<u>96,616</u>		<u>65,223</u>	
<b>Creditors: amounts falling due within one year</b>	8	<u>(14,109)</u>		<u>(10,307)</u>	
<b>Net current assets</b>			82,507		54,916
<b>Net assets</b>			<u>82,507</u>		<u>54,916</u>
<b>Funds</b>					
Unrestricted funds	10		82,507		54,916
			<u>82,507</u>		<u>54,916</u>

The financial statements were approved by the Trustees on 3 June 2007 and signed on their behalf by

**Jean Anderson, Treasurer**  
6 June 2007

The notes on pages 7 to 10 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 2006

### 1. Accounting policies

#### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005 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

	2006	2005
	£	£
Interest received	2,373	1,825
	<u>2,373</u>	<u>1,825</u>

### 3. Incoming resources from charitable activities

	2006	2005
	£	£
Journal Income	78,974	25,695
	<u>78,974</u>	<u>25,695</u>

## Association for Literary and Linguistic Computing

### Notes to the financial statements for the year ended 31 December 2006

#### 4. Costs of charitable activities

	2006	2005
	£	£
Bursaries	2,500	3,577
Association for Computers in Humanities	17,699	10,858
Journal editorial expenses	4,390	4,862
Printing of Journal supplement	2,926	-
Annual AGM conference	5,352	5,265
ALLC committee meetings	5,258	7,101
Text encoding initiative	10,451	-
Editorial costs of digital Journal	3,206	-
General expenses	48	65
Interest and finance charges	396	12
	<u>52,226</u>	<u>31,740</u>

The following grants were paid out by the charity:

	£
M Hosio	500
I Juuso	500
A Zollner-Weber	500
L Gibson	500
N Pappa	500
	<u>2,500</u>

#### 5. Governance costs

	2006	2005
	£	£
Legal and professional	-	1,692
Independent Examiners' Fee	1,530	350
	<u>1,530</u>	<u>2,042</u>

#### 6. Trustees' emoluments

There were no employees during the year apart from the Trustees.

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

## Association for Literary and Linguistic Computing

### Notes to the financial statements for the year ended 31 December 2006

<b>7.</b>	<b>Debtors</b>	<b>2006</b>	<b>2005</b>		
		£	£		
	Accrued income (due from OUP)	8,836	1,860		
		<u>          </u>	<u>          </u>		
<b>8.</b>	<b>Creditors: amounts falling due within one year</b>	<b>2006</b>	<b>2005</b>		
		£	£		
	Accruals	14,109	10,307		
		<u>          </u>	<u>          </u>		
<b>9.</b>	<b>Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Total funds</b>		
		£	£		
	Fund balances at 31 December 2006 as represented by:				
	Current assets	82,507	82,507		
		<u>          </u>	<u>          </u>		
		<u>82,507</u>	<u>82,507</u>		
<b>10.</b>	<b>Unrestricted funds</b>	<b>1 Jan '06</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31 Dec '06</b>
		£	£	£	£
	General Fund	54,916	81,347	(53,756)	82,507
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
		<u>54,916</u>	<u>81,347</u>	<u>(53,756)</u>	<u>82,507</u>

#### **Purposes of unrestricted funds**

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 2006

### 11. Transactions with Trustees

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

	£
E Burr	320
L Gallet-Blanchard	351
J Anderson	563
H Short	30
LL Opas Hänninen	701
E Ore	156
D Buzetti	159
L Hunyadi	412
M Deegan	390
M Terras	153
D Robey	48
	<hr/>
	3,283
	<hr/> <hr/>

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

	£
J Anderson	450
M Terras	450
H Short	450
D Robey	450
LL Opas Hänninen	450
M Deegan	450
	<hr/>
	2,700
	<hr/> <hr/>

**Association for Literary and Linguistic Computing**

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

## Association for Literary and Linguistic Computing

### Detailed income and expenditure account for the year ended 31 December 2006

	2006		2005	
	£	£	£	£
<b>Income</b>				
<b>Investment income</b>				
Interest received	<u>2,373</u>		<u>1,825</u>	
		2,373		1,825
<b>Income from charitable activities</b>				
Journal Income	<u>78,974</u>		<u>25,695</u>	
		78,974		25,695
<b>Total income</b>		<u>81,347</u>		<u>27,520</u>
<b>Total expenditure</b>		<u>(53,756)</u>		<u>(33,782)</u>
<b>Net surplus/(deficit) for the year</b>		<u><u>27,591</u></u>		<u><u>(6,262)</u></u>

## Association for Literary and Linguistic Computing

### Schedule of expenditure for the year ended 31 December 2006

	2006		2005	
	£	£	£	£
<b>Expenditure</b>				
<b>Charitable activities</b>				
Bursaries	2,500		3,577	
Association for Computers in Humanities	17,699		10,858	
Journal editorial expenses	4,390		4,862	
Printing of journal supplement	2,926		-	
Annual AGM conference	5,352		5,265	
ALLC committee meetings	5,258		7,101	
Text encoding initiative	10,451		-	
Editorial costs of digital Journal	3,206		-	
General expenses	48		65	
Bank charges	396		12	
	<hr/>		<hr/>	
		52,226		31,740
<b>Governance Costs</b>				
Legal and professional	-		1,692	
Independent Examiners' Fee	1,530		350	
	<hr/>		<hr/>	
		1,530		2,042
<b>Total expenditure</b>		<hr/> <hr/>		<hr/> <hr/>
		53,756		33,782