

**Association for Literary and Linguistic Computing**  
**Report and Financial Statements**  
**for the year ended 31 December 2007**

**Charity number: 279971**

# Association for Literary and Linguistic Computing

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## Association for Literary and Linguistic Computing

### Legal and administrative information

<b>Charity Name</b>	Association for Literary and Linguistic Computing
<b>Charity Registration Number</b>	279971
<b>Trustees</b>	Prof. David Robey, President Prof. Harold Short, Chair Dr Lisa Lena Opas-Hänninen, Secretary Mrs Jean Anderson, Treasurer Dr Marilyn Deegan, Editor LLC
<b>Correspondence Address</b>	Centre for Computing in the Kings College London 7 Arundel Street London WC2R 3DX
<b>Website</b>	<a href="http://www.allc.org">www.allc.org</a>
<b>Independent Examiner</b>	Alan Cunningham C.A. Alexander Sloan Chartered Accountants 144 West George Street Glasgow G2 2HG
<b>Bankers</b>	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 2007**

The Trustees are pleased to present their report and the financial statements of the charity for the year ended 31 December 2007.

### **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") 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 revised the Constitution of the Association, and the first elections under the revised constitution will take place in May-June 2008. The Objectives clause was updated to reflect developments over the past 20 years in higher education and in technology, and these changes were submitted to the Charity Commission for approval.

Four Young Scholar Bursaries were awarded grants at the June 2007 conference at the University of Illinois Urbana-Champaign.

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

### **Trustees' Report for the year ended 31 December 2007**

#### **ACHIEVEMENTS AND PERFORMANCE (Contd.)**

The admission, to the Alliance of Digital Humanities Organisations (ADHO), of the Canadian Society for Digital Humanities / Société pour l'étude des médias interactifs was approved at committee meetings at Illinois in June 2007, to take effect from 1 January 2008.

There has been continuing discussion of the role that should be played by the Journal of the Canadian society - Text Technology - as complementing ADHO's major print publication Literary and Linguistic Computing and its online Journal Digital Humanities Quarterly. All are seen as vital to the Association's remit to disseminate scholarship among its members in higher education and well beyond. Further Project Support funding was made available for retro-digitisation of the ALLC Bulletin and the ALLC Journal, and the Text Encoding Initiative project 'Training by Example'. The Trustees received a report from the Text Encoding Initiative Council on the satisfactory progress of the internationalisation project.

#### **FINANCIAL REVIEW**

The Association receives 70% of the profit arising from the Journal, "Literary and Linguistic Computing". 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 £45,799 per Note 3 (page 8) comprises two advance payments of the profit share arising on the Journal's 2007 profit which were received during 2007 and the balance of the 2007 profit share which was received by the Association during 2008.

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 for Digital Humanities 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 £17,527 per Note 7, Creditors on page 10 include the provisional share of profit (arising from the Journal's 2007 profit) payable by the Association to ACH and the Canadian Society for Digital Humanities amounting to £10,910 and £2,124 respectively.

Per the Statement of Financial Activities on page 6, the Association reported net incoming resources (i.e. surplus) of £9,917 for the year and has accumulated reserves of £92,424 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 2007, the Association's free reserves per Unrestricted Funds on page 10 amounted to £92,424 which was above the required level and influenced by the profit share arising from the growth in sales and profits of the OUP Journal.

At their meeting on 24 June, the Trustees will give consideration to the Association increasing its expenditure on bursaries, workshops and project grants with a view to reducing the Association's current level of reserves.

**Association for Literary and Linguistic Computing**

**Trustees' Report  
for the year ended 31 December 2007**

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

This report was approved by the Trustees on 24 June 2008 and signed on their behalf by

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

**Jean Anderson**  
**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 2007 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 Act") does not apply. It is my 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 my attention.

#### **Basis of Independent Examiner's Report**

My 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 I do not express an audit opinion on the view given by the financial statements.

#### **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 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 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**

**144 West George Street**  
**Glasgow**

**24 June 2008**

**Association for Literary and Linguistic Computing**

**Statement of Financial Activities**

**for the year ended 31 December 2007**

	Unrestricted funds	2007 Total	2006 Total	
	Notes £	£	£	
<b>Incoming resources</b>				
<b>Incoming resources from generated funds</b>				
Investment income	2	3,614	3,614	2,373
<b>Incoming resources from charitable activities</b>				
	3	45,799	45,799	78,974
<b>Total incoming resources</b>		<u>49,413</u>	<u>49,413</u>	<u>81,347</u>
<b>Resources expended</b>				
<b>Charitable activities</b>				
	4	(38,096)	(38,096)	(52,226)
<b>Governance costs</b>				
	5	(1,400)	(1,400)	(1,530)
<b>Total resources expended</b>		<u>(39,496)</u>	<u>(39,496)</u>	<u>(53,756)</u>
<b>Net incoming resources</b>		9,917	9,917	27,591
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>82,507</u>	<u>82,507</u>	<u>54,916</u>
<b>Total funds carried forward</b>		<u><u>92,424</u></u>	<u><u>92,424</u></u>	<u><u>82,507</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 2007

	Notes	2007		2006	
		£	£	£	£
<b>Current assets</b>					
Debtors	7	2,299		8,836	
Cash at bank and in hand		107,652		87,780	
		<u>109,951</u>		<u>96,616</u>	
<b>Creditors: amounts falling due within one year</b>	8	<u>(17,527)</u>		<u>(14,109)</u>	
<b>Net current assets</b>			92,424		82,507
<b>Net assets</b>			<u>92,424</u>		<u>82,507</u>
<b>Funds</b>					
Unrestricted funds	10		92,424		82,507
			<u>92,424</u>		<u>82,507</u>

The financial statements were approved by the Trustees on 24 June 2008 and signed on their behalf by

**Prof. Harold Short**  
Trustee/Chair

**Jean Anderson**  
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 2007

### 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

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Interest received	3,614	2,373
	<u>3,614</u>	<u>2,373</u>

### 3. Incoming resources from charitable activities

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
Journal Income	45,799	78,974
	<u>45,799</u>	<u>78,974</u>

## Association for Literary and Linguistic Computing

### Notes to the financial statements for the year ended 31 December 2007

#### 4.1 Costs of charitable activities

	2007	2006
	£	£
Bursaries (see Note 4.2)	2,000	2,500
Association for Computers in Humanities	11,631	17,699
Journal editorial expenses	4,394	4,390
Printing of journal supplement	-	2,926
Annual AGM conference	3,166	5,352
ALLC committee meetings	5,986	5,258
Text encoding initiative	760	10,451
Editorial costs of digital Journal	3,662	3,206
Canadian Society for Digital Humanities	5,201	-
General expenses	814	48
Bank charges	482	396
	<u>38,096</u>	<u>52,226</u>

#### 4.2 Bursaries

During the year, bursaries of £2,000 were paid to the undernoted in accordance with the charity's objects.

	£
Raffaele Viglianti	500
Maki Mikiyaki	500
Suzana Sukovic	500
Ron Van Den Branden	500
	<u>2,000</u>

#### 5. Governance costs

	2007	2006
	£	£
Independent Examiner's Fee	1,400	1,530
	<u>1,400</u>	<u>1,530</u>

## Association for Literary and Linguistic Computing

### Notes to the financial statements for the year ended 31 December 2007

<b>6.</b>	<b>Net incoming resources for the year</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
	Net incoming resources is stated after charging:		
	Auditors' remuneration	1,400	1,530
		<u>          </u>	<u>          </u>
<b>7.</b>	<b>Debtors</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
	Accrued income	2,299	8,836
		<u>          </u>	<u>          </u>
<b>8.</b>	<b>Creditors: amounts falling due within one year</b>	<b>2007</b>	<b>2006</b>
		<b>£</b>	<b>£</b>
	Accruals	17,527	14,109
		<u>          </u>	<u>          </u>
<b>9.</b>	<b>Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Total funds</b>
		<b>£</b>	<b>£</b>
	Fund balances at 31 December 2007 as represented by:		
	Current assets	109,951	109,951
	Current liabilities	(17,527)	(17,527)
		<u>          </u>	<u>          </u>
		<u>92,424</u>	<u>92,424</u>

## Association for Literary and Linguistic Computing

### Notes to the financial statements for the year ended 31 December 2007

10. Unrestricted funds	1 Jan '07	Incoming	Outgoing	31 Dec '07
	£	£	£	£
General Fund	82,507	49,413	(39,496)	92,424
	<u>82,507</u>	<u>49,413</u>	<u>(39,496)</u>	<u>92,424</u>

#### Purposes of unrestricted funds

##### *General Fund*

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

#### 11. Trustees' remuneration and reimbursed expenses

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

	£
Mrs Jean Anderson	63
Prof. Harold Short	192
Dr Lisa Lena Opas-Hänninen	603
Prof. David Robey	242
	<u>1,100</u>

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

	£
Prof. Harold Short, Chair	450
Prof. David Robey, President	310
Dr Lisa Lena Opas-Hänninen, Secretary	450
	<u>1,210</u>

**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 2007

	2007		2006	
	£	£	£	£
<b>Income</b>				
<b>Investment income</b>				
Interest received	<u>3,614</u>		<u>2,373</u>	
		3,614		2,373
<b>Income from charitable activities</b>				
Journal Income	<u>45,799</u>		<u>78,974</u>	
		<u>45,799</u>		<u>78,974</u>
<b>Total income</b>		<u>49,413</u>		<u>81,347</u>
<b>Total expenditure</b>		<u>(39,496)</u>		<u>(53,756)</u>
<b>Net surplus for the year</b>		<u><u>9,917</u></u>		<u><u>27,591</u></u>

## Association for Literary and Linguistic Computing

### Schedule of expenditure for the year ended 31 December 2007

	2007		2006	
	£	£	£	£
<b>Expenditure</b>				
<b>Charitable activities</b>				
Bursaries	2,000		2,500	
Association for Computers in Humanities	11,631		17,699	
Journal editorial expenses	4,394		4,390	
Printing of journal supplement	-		2,926	
Annual AGM conference	3,166		5,352	
ALLC committee meetings	5,986		5,258	
Text encoding initiative	760		10,451	
Editorial costs of digital Journal	3,662		3,206	
Canadian Society for Digital Humanities	5,201		-	
General expenses	814		48	
Bank charges	482		396	
		38,096		52,226
<b>Governance Costs</b>				
Independent Examiner's Fee	1,400		1,530	
		1,400		1,530
<b>Total expenditure</b>		39,496		53,756