

Charity registration number 1195875

Company registration number 12192946 (England and Wales)

PROGHIST LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

PROGHIST LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr James Baker Dr Adam Crymble Dr Sofia Papastamkou Riva Quiroga Dr Anna-Maria Sichani Dr Zoe Leblanc Dr Jessica Parr	(Appointed 10 October 2022)
Charity number	1195875	
Company number	12192946	
Registered office	Mocatta House Trafalgar Place Brighton BN1 4DU	
Independent examiner	West & Berry Limited Mocatta House Trafalgar Place Brighton BN1 4DU	

PROGHIST LIMITED

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PROGHIST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2023

The trustees present their annual report and financial statements for the year ended 30 September 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The charity's objects are to advance the education for the public in the humanities by such means as the trustees deem appropriate, including but not limited to educational tutorials, articles and research in all aspects of that subject and to publish the useful results into the public domain.

The core aim of the charity is in publishing open-access, peer reviewed, multilingual article-length tutorials.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

This year has been a year of expansion for ProgHist.

In 2022-23, we continued our core work of publishing diamond open-access, peer reviewed, multilingual, and article-length tutorials (often referred to as 'lessons'). We also undertook a number of noteworthy tasks:

- Our partnership with Jisc and the National Archives (UK) produced a series of articles on computational analysis of large-scale digital collections;
- We created the new role of Publishing Manager, and grew our team by hiring a new Publishing Assistant; and
- We began a major review of our technical infrastructure with a view to redesigning our technological stack.

We opened the year with 27 institutional partners and closed the year with 29, 3 of whom were 'gold tier' partners, and with new partners ready to join in 2023-24.

Due to changes to Google web analytics, site usage data comparisons with the previous period are not possible. 0.5m users visited the site in this period, with one-fifth returning periodically through the year. 20.1m impressions (over 55k per day) were registered via Google Search during the period. Importantly, the data suggests that the project continues to expand its multi-lingual footprint, with 7 predominantly non-Anglophone countries (Mexico, Spain, Colombia, France, Brazil, Argentina, and Chile) among the top 10 locations from which readers visited the site in this period, accounting for roughly two-thirds of visitors from the top 10 countries.

Financial review

The Charity's finances have improved steadily as it has continued to grow in its fourth year since incorporating as a company limited by guarantee.

There was a surplus for the year of £2,843 (2022: £7,566) and unrestricted funds at 30th September 2023 stood at £30,140 (2022: £22,965). During the year total income was £38,084 (2022: £37,398), with expenditure of £35,241 (2022: £29,832).

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained and surpassed in the year with unrestricted reserves at the year end at £30,140.

PROGHIST LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

Structure, governance and management

The charity is a company limited by guarantee with company registration number 12192946 and is governed by its Memorandum and Articles of Association, as updated by the members' special resolution on 31st August 2021. ProgHist is also a registered charity, with charity registration number 1195875.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Dr James Baker

Dr Adam Crymble

Dr Sofia Papastamkou

Riva Quiroga

Dr Anna-Maria Sichani

Dr Zoe Leblanc

Dr Jessica Parr

(Appointed 10 October 2022)

Method of recruitment and appointment of trustees

Our Trustees are all members of the Programming Historian Editorial Board, including but not limited to Managing Editors of our four language publications, each on 3-year appointments.

If we need to recruit in the future we would seek to balance retaining a strong presence from the Programming Historian Editorial Board with new Trustees that have knowledge and experience in publishing, library and collection services, financial planning, and education.

The Trustees meet on a quarterly basis, with additional meetings called if needed.

None of the trustees have any beneficial interest in the charitable company. All of the trustees are members of the company and guarantee to contribute a sum not exceeding £10 in the event of a winding up.

Organisational structure and decision making

The Chair of ProgHist is Dr Adam Crymble. The Treasurer is Dr James Baker. The secretary at Trustees Meetings is Anisa Hawes. We have one class of member, Member (Editorial Board), which is restricted to members of the Programming Historian Editorial Board. There is no cost of membership, it is non-transferable, and grants an invitation to our Annual General Meeting. Also invited to our Annual General Meeting (as an Advisory Member) are representatives from each member of our Institutional Partner Programme, the mechanism through which institutions (typically higher education institutions) financially support our work.

The day-to-day running of the charity is overseen by the trustees with the support of the secretary.

The trustees' report was approved by the Board of Trustees.

James Baker

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Dr James Baker

Trustee

Date: 14/03/2024
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PROGHIST LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 30 SEPTEMBER 2023

The trustees, who are also the directors of ProgHist Limited for the purpose of company law, 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).

Company Law 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, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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 Companies Act 2006. 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.

PROGHIST LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PROGHIST LIMITED

I report to the trustees on my examination of the financial statements of ProgHist Limited (the charity) for the year ended 30 September 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

M D Westbury FCCA
West & Berry Limited

Michelle Westbury FCCA

Mocatta House
Trafalgar Place
Brighton
BN1 4DU

Dated: 18/03/2024

PROGHIST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<u>Income from:</u>							
Donations and legacies	3	38,084	-	38,084	27,616	-	27,616
Charitable activities	4	-	-	-	-	9,782	9,782
Total income		<u>38,084</u>	<u>-</u>	<u>38,084</u>	<u>27,616</u>	<u>9,782</u>	<u>37,398</u>
<u>Expenditure on:</u>							
Charitable activities	5	<u>30,909</u>	<u>4,332</u>	<u>35,241</u>	<u>20,076</u>	<u>9,756</u>	<u>29,832</u>
Net income/(expenditure) for the year/ Net movement in funds		7,175	(4,332)	2,843	7,540	26	7,566
Fund balances at 1 October 2022		<u>22,965</u>	<u>9,189</u>	<u>32,154</u>	<u>15,425</u>	<u>9,163</u>	<u>24,588</u>
Fund balances at 30 September 2023		<u><u>30,140</u></u>	<u><u>4,857</u></u>	<u><u>34,997</u></u>	<u><u>22,965</u></u>	<u><u>9,189</u></u>	<u><u>32,154</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

PROGHIST LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 30 SEPTEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	10		811		-
Current assets					
Cash at bank and in hand		36,887		34,348	
Creditors: amounts falling due within one year	11	(2,701)		(2,194)	
Net current assets			34,186		32,154
Total assets less current liabilities			34,997		32,154
Income funds					
Restricted funds	12		4,857		9,189
Unrestricted funds			30,140		22,965
			34,997		32,154

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 14/03/2024

James Baker

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Dr James Baker
Trustee

Company registration number 12192946

PROGHIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

1 Accounting policies

Charity information

ProgHist Limited is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Mocatta House, Trafalgar Place, Brighton, BN1 4DU.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

PROGHIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	3 years straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

PROGHIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	4,130	3,278
Membership fees	33,954	24,338
	<u> </u>	<u> </u>

4 Charitable activities

	Charitable Activities
	2022
	£
Services provided under contract	9,782
	<u> </u>

PROGHIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

5 Charitable activities

	Charitable Expenditure on activities	Charitable Expenditure on activities
	2023 £	2022 £
Staff costs	29,009	20,801
Depreciation and impairment	406	-
Copy editing costs	1,825	1,817
Consultancy costs	-	4,500
Subscriptions	246	215
Insurance	219	236
Computer expenses	502	259
Other costs	495	133
Donations for prizes	500	-
	<u>33,202</u>	<u>27,961</u>
Share of support costs (see note 6)	419	251
Share of governance costs (see note 6)	1,620	1,620
	<u>35,241</u>	<u>29,832</u>
Analysis by fund		
Unrestricted funds	30,909	20,076
Restricted funds	4,332	9,756
	<u>35,241</u>	<u>29,832</u>

6 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Bank fees	72	-	72	30	-	30
Payroll costs	347	-	347	221	-	221
Accountancy	-	1,620	1,620	-	1,620	1,620
	<u>419</u>	<u>1,620</u>	<u>2,039</u>	<u>251</u>	<u>1,620</u>	<u>1,871</u>
Analysed between Charitable activities	419	1,620	2,039	251	1,620	1,871

Governance costs includes payments to the accountants of £1,350 + vat (2022: £1,350 + vat).

PROGHIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	2	2
	<u>2</u>	<u>2</u>
Employment costs	2023	2022
	£	£
Wages and salaries	26,999	19,924
Other pension costs	557	227
	<u>27,998</u>	<u>20,801</u>
	<u>27,998</u>	<u>20,801</u>

There were no employees whose annual remuneration was more than £60,000.

9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

10 Tangible fixed assets

	Computers £
Cost	
Additions	1,216
At 30 September 2023	<u>1,216</u>
Depreciation and impairment	
Depreciation charged in the year	405
At 30 September 2023	<u>405</u>
Carrying amount	
At 30 September 2023	<u>811</u>

PROGHIST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

11 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	846	446
Other creditors	208	76
Accruals and deferred income	1,647	1,672
	<u>2,701</u>	<u>2,194</u>

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 October 2021	Incoming resources	Resources expended	Balance at 1 October 2022	Resources expended	Balance at 30 September 2023
	£	£	£	£	£	£
Jisc / The National Archives	9,163	9,782	(9,756)	9,189	(4,332)	4,857

13 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 30 September 2023 are represented by:					
Tangible assets	488	323	811	-	-
Current assets/(liabilities)	29,652	4,534	34,186	22,965	32,154
	<u>30,140</u>	<u>4,857</u>	<u>34,997</u>	<u>22,965</u>	<u>32,154</u>

14 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).