

## Digital Preservation Coalition, Annual General Meeting 2020

### Arrangements

Members are cordially invited to the Eighteenth Annual General Meeting of the Digital Preservation Coalition which will be held at 1515 on Tuesday 1<sup>st</sup> December. The meeting will be held online. Members are invited to join by phone or video conference.

Papers are attached along with the DPC Jargon Buster and connection details. The AGM is being chaired by Juan Bicarregui, Chair of the Digital Preservation Coalition.

### Agenda

1. Welcome
2. Introduction and formal notice of meeting
3. Apologies
4. Minutes of the Seventeenth AGM, 3<sup>rd</sup> December 2019, University of London, London (DPCAGM20B)
5. 2019-20 Annual Report of the DPC (William Kilbride– Verbal Report)
6. The 2019-20 Annual Accounts of the DPC (DPCAGM20C)
7. Elections
  - a. Chair (Nominated: Juan Bicarregui)
  - b. Vice Chair (Nominated: Kevin Ashley)
8. Appointment of Auditors
9. Any Other Business

1600 (approx.) Close

### Connection Details

Join Zoom Meeting

<https://us02web.zoom.us/j/83953295594>

Dial by location. Meeting ID: 839 5329 5594		
+44 203 051 2874 United Kingdom	+33 1 7037 9729 France	+31 20 794 0854 Netherlands
+44 203 481 5237 United Kingdom	+33 1 7095 0103 France	+31 20 794 6519 Netherlands
+44 203 481 5240 United Kingdom	+33 1 7095 0350 France	+31 20 794 6520 Netherlands
+44 203 901 7895 United Kingdom	+33 1 8699 5831 France	+31 20 794 7345 Netherlands
+44 131 460 1196 United Kingdom	+33 1 7037 2246 France	+31 20 241 0288 Netherlands
+61 3 7018 2005 Australia	+49 695 050 2596 Germany	+64 4 886 0026 New Zealand
+61 7 3185 3730 Australia	+49 69 7104 9922 Germany	+64 9 884 6780 New Zealand
+61 8 6119 3900 Australia	+49 30 5679 5800 Germany	+64 3 659 0603 New Zealand
+61 8 7150 1149 Australia	+49 69 3807 9883 Germany	
+61 2 8015 6011 Australia		+41 43 210 71 08 Switzerland
	+30 211 198 4488 Greece	+41 44 529 92 72 Switzerland
+43 12 535 501 Austria	+30 231 118 0599 Greece	+41 22 591 00 05 Switzerland
+43 12 535 502 Austria		+41 22 591 01 56 Switzerland
+43 670 309 0165 Austria	+353 1 653 3898 Ireland	+41 31 528 09 88 Switzerland
+43 72 011 5988 Austria	+353 6 163 9031 Ireland	+41 43 210 70 42 Switzerland
+43 120 609 3072 Austria	+353 1 240 8941 Ireland	
	+353 1 536 9320 Ireland	+65 3158 7288 Singapore
+32 2 788 0172 Belgium	+353 1 653 3895 Ireland	+65 3165 1065 Singapore
+32 2 788 0173 Belgium	+353 1 653 3897 Ireland	
+32 1579 5132 Belgium		+27 87 550 3946 South Africa
+32 2 290 9360 Belgium	+39 021 241 28 823 Italy	+27 87 551 7702 South Africa
+32 2 585 5574 Belgium	+39 069 480 6488 Italy	+27 21 426 8190 South Africa
+32 2 588 4188 Belgium	+39 020 066 7245 Italy	+27 21 426 8191 South Africa
+1 647 558 0588 Canada	+352 2786 4277 Luxembourg	+1 253 215 8782 USA
+1 778 907 2071 Canada	+352 342 080 9265 Luxembourg	+1 301 715 8592 USA
+1 204 272 7920 Canada	+352 2786 1188 Luxembourg	+1 312 626 6799 USA
+1 438 809 7799 Canada		+1 346 248 7799 USA
+1 587 328 1099 Canada	+52 556 826 9800 Mexico	+1 408 638 0968 USA
+1 647 374 4685 Canada	+52 558 659 6001 Mexico	+1 646 876 9923 USA
	+52 229 910 0061 Mexico	+1 669 900 6833 USA
	+52554 161 4288 Mexico	
+45 47 37 25 75 Denmark		
+45 89 88 37 88 Denmark		
+45 32 70 12 06 Denmark		
+45 32 71 31 57 Denmark		
+45 32 72 80 10 Denmark		
+45 32 72 80 11 Denmark		

Find your local number: <https://us02web.zoom.us/j/83953295594>

## DPC Jargon Buster

**4C:** Collaboration to clarify the costs of curation, an EU funded project in which DPC was a member

**ADS:** Archaeology Data Service, a digital archive specialising in archaeological data based in York

**AIP:** Archival Information Package, a package of information held within an *OAIS*

**AHDS:** Arts and Humanities Data Service, a data service for higher education, closed in 2008

**AIATSIS:** Australian Institute for Aboriginal and Torres Straits Islands Studies, a DPC member

**APA:** Alliance for Permanent Access, a European network of which DPC was a member, set up *APARSEN*

**APARSEN:** a Network of Excellence funded by the European Commission in which DPC was a member, see *APA*

**ARA:** Archives and Records Association, successor to Society of Archivists (*SOA*) and a DPC member

**ASA:** Australian Society of Archivists, a DPC member

**ASCII:** American Standard Code for Information Interchange, standard for electronic text

**BL:** British Library, a DPC member

**BS10008:** a British standard pertaining to the evidential weight of digital objects

**CCSDS:** Consultative Committee for Space Data Systems, originators of the *OAIS* standard

**Characterization:** stage of ingest processes where digital objects are analysed to assess their composition and validity

**Checksum:** a unique numerical signature derived from a file. Used to compare copies

**Core Trust Seal:** a lightweight certification process for DP practices, see *Data Seal of Approval*

**Data Seal of Approval:** a peer evaluation process for digital preservation which informed the *Core Trust Seal*

**DCC:** Digital Curation Centre, data management advisory service for research, a DPC member

**DHN:** Digital Heritage Network, a DPC Ally operating in the Netherlands.

**DigCurVE –** Digital Curation in Vocational Education, assessment project funded by EU on training provision in Europe

**DIP:** Dissemination Information Package, the data disseminated from an *OAIS*

**DPA:** Digital Preservation Award, biannual prize awarded by the *DPC*

**DPCRAM:** DPC Rapid Assessment Model, a lightweight maturity model for digital preservation

**DPTP:** Digital Preservation Training Programme, an online training course run by *ULCC*

**DRAMBORA:** Digital Repository Audit Methodology Based on Risk Assessment

**DROID:** tool developed and distributed by TNA to identify file formats. Based on *PRONOM*

**Emulation:** the process of running old versions of software on modern hardware see also *virtualization*

**Encapsulation:** a process where digital objects are captured with information necessary to interpret them

**EOSC:** European Open Science Cloud, a strategic agency to support data sharing and access in Europe

**FAIR:** a set of principles for research data which call for data to be Findable Accessible Interoperable and Reusable

**GIF:** Graphic Interchange Format, an image which typically uses *lossy compression*

**GIS:** Geographical Information System, a system that processes mapping and data together

**IAEA:** International Atomic Energy Agency, a DPC member

**ICA:** International Council on Archives

**ICPSR:** Inter University Consortium for Political and Social Research, US-based organisation allied to DPC

**Ingest:** the process of turning an *SIP* into an *AIP*, ie putting data into a digital archive

**Ingex:** tool kit developed by BBC R&D to manage the ingest of audio visual collections

**iPres:** international conference on digital preservation to be hosted by the DPC in 2022

**ISO:** International Organization for Standardization, body that promotes standards

**JISC:** Joint Information Systems Committee of the Higher Education Funding Councils

**JPEG:** Joint Photographic Experts Group, a format for digital photographs which is *lossy*

**JPEG 2000:** a revision of the *JPEG* format which can use *lossless compression*

**KB:** Koninklijke Bibliotheek, national library of the Netherlands, partner in *APARSEN* and *APA* home to *LIBER* and *NCDD*

**LIBER:** network of European Research Libraries involved in *APARSEN* and *AP*, offices at the *KB*

**LOC:** Library of Congress, a member of the DPC

**LOCKSS:** Lots of Copies Keeps Stuff Safe a DP principle made into a toolkit for E-Journal preservation, see *UKLA*

**Lossless compression:** a mechanism for reducing file sizes that retains all original data

**Lossy compression:** a mechanism for reducing file sizes which typically discards data

**METS:** Metadata Encoding and Transmission Standard, a standard for presenting metadata

**Memento:** an innovative tool which allows time based discovery of web pages, winner of DPA 2010

**Migration:** the process of moving data from one format to another

**NARA:** US National Archives and Records Administration

**NDA:** Nuclear Decommissioning Authority, a DPC member

**NDAD:** UK National Digital Archive of Datasets, formerly funded by *TNA* and operated by *ULCC*

**NDIIPP:** National Digital Information Infrastructure and Preservation Programme – a major programme from the LOC

**NDSA:** National Digital Stewardship Alliance, a DPC ally operating in the USA

**Nestor:** German network of expertise in digital preservation, a DPC ally operating in Germany

**Novice to Know-How:** DPC online training platform, co-funded by TNA

**NLI:** National Library of Ireland, a DPC member

**NLS:** National Library of Scotland, a DPC member

**NLW:** National Library of Wales, a DPC member

**NRS:** National Records of Scotland successor to the NAS, A DPC member

**NSLA:** National and State Libraries of Australia, DPC Member

**OAIS:** Open Archival Information System, a reference model describing a digital archive

**OCLC:** Online Computer Library Center, Inc., US-based library and research group

**Open Planets/Preservation Foundation (OPF):** membership organization sustaining outputs from the *PLANETS* project

**Open source:** software in which the underlying code is available for free

**PDF:** Portable Document Format, a format for producing and sharing documents

**PDF/A:** a version of the PDF standard intended for archives

**PLANETS:** a project funded by the EC to develop a suite of DP tools. Now maintained by *OPF*

**PORTICO:** service provider that provides value-added long term digital storage for publishers and libraries, DPC member

**PREMIS:** Preservation Metadata: Information Strategies, metadata standard

**PRONI:** Public Record Office of Northern Ireland, a DPC member

**PRONOM:** a database of file formats with notes on associated issues. Used with *DROID*

**RCUK:** Research Councils UK, former name of UKRI, a DPC member

**RDA:** Research Data Alliance, a global network funded to develop policy and good practice in research data

**RIMPA:** Records and Information Management Professionals Australasia, a DPC Member

**RLG:** Research Libraries Group, US research group that produced *TDR*. Now part of *OCLC*

**RLUK:** Research Libraries UK

**SaaS:** software as a service, architecture whereby software is managed remotely by a service provider (see also *cloud*)

**SAP:** global IT company based in Germany, leaders of the *TIMBUS* project

**Significant properties:** concept whereby identifying the most important elements element of a file will aid preservation

**SIP:** Submission Information Package, data received into an *OAIS*

**STFC:** Science and Technology Facilities Council, a constituent part of UKRI and the lead of APARSEN

**STM:** Science Technology and Medicine – major area of publishing, sometimes meaning the STM Publishers Association

**TDR:** Trusted Digital Repository, a standard which characterises ‘trust’ in a digital archive

**TIMBUS:** an EC-funded project which is investigating the preservation of online services. DPC is a partner

**TNA:** The National Archives

**TRAC:** Trusted Repository Audit and Certification, toolkit for auditing a digital repository

**UKDA:** UK Data Archive University of Essex, digital archive for social and economic data, a DPC member

**UKLA:** UK LOCKSS Alliance, a service of *Edina* which offered E-journal preservation

**UKRI:** UK Research and Innovation, body established from the research councils in 2019 to invest in research

**UKWAC:** UK Web Archiving Consortium

**ULCC:** University of London Computer Centre, host of *NDAD* and creators of *DPTP*

**UNISA:** University of South Africa, a DPC member

**UNOG:** United Nations Office in Geneva

**UNRMICT:** UN Residual Mechanism of the International Criminal Tribunal, a DPC member

**Virtualization:** creation of a virtual rather than actual instance of software or hardware (see also *emulation*)

**WDPD:** World Digital Preservation Day a DPC activity normally the first Thursday in November

**XML:** Extensible Markup Language, a widely used format for encoding information

## Digital Preservation Coalition, Annual General Meeting 2019

### Draft Minutes

The Seventeenth Annual General Meeting of the Digital Preservation Coalition (DPC) was held at **15.00 on Thursday 3<sup>rd</sup> December 2019** in Room G37, Senate House, The University of London, Malet Street, London WC1E 7HU England.

**In attendance:** Juan Bicarregui (Chair), Kevin Ashley (DCC), Michael Popham (Bodleian Libraries), Jane Winters (University of London), Tuan Pham (University of Cambridge), Glenn Cumiskey (British Museum), Paul Stokes (JISC), Michael Day (BL), Lise Jailant (University of Loughborough), Jacob Bickford (University of Westminster), Claire Brunnen (University of Westminster), Erin Liu (University of the Arts London), William Kilbride (DPC), Alyson Campbell (invited non-member)

**Dial in:** Hannah Smith (HES), Sally McInnes (NLW), Joanna Finnegan (NLI), Sean Rippington (University of St Andrews), Sarah Higgins (University of Aberystwyth), Gareth Cole (University of Loughborough)

**Apologies:** Maureen Pennock (BL), Susan Corrigall (NRS), John Sheridan (TNA), Natalie Harrower (DRI), Hania Smerecka (Lloyds), Chris Loftus (University of Sheffield), Stuart Lewis (NLS), Jamie Shiers (CERN), Roxana Maurer (BnL), Simon Tucker (NDA), Mike Anson (Bank of England), Richard Ovendon (University of Oxford), Herve L'Heurs (UK Data Archive), Matthew Woollard (UK Data Archive)

#### 1. Welcome

Juan Bicarregui opened the meeting.

#### 2. Introduction and formal notice of meeting

JB called the meeting to order noting that 'This was the Seventeenth Annual General Meeting of the DPC convened under the provisions of the Companies Act and the DPC Articles of Association which state that no more than 15 months may elapse between the date of one annual general meeting and that of the next. Due notice has been given to members by email on 11<sup>th</sup> November 2019.'

#### 3. Apologies

Maureen Pennock (BL), Susan Corrigall (NRS), John Sheridan (TNA), Natalie Harrower (DRI), Hania Smerecka (Lloyds), Chris Loftus (University of Sheffield), Stuart Lewis (NLS), Jamie Shiers (CERN), Roxana Papiatsu-Maurer (BnL), Simon Tucker (NDA), Mike Anson (Bank of England), Richard Ovendon (University of Oxford), Herve L'Heurs (UK Data Archive), Matthew Woollard (UK Data Archive)

#### 4. Minutes of the Sixteenth AGM, held on Thursday 13<sup>th</sup> December 2018

The minutes were confirmed as a true account of the meeting and approved as such.

#### 5. 2018-19 Annual Report of the DPC (William Kilbride – Verbal Report)

William gave a brief presentation on the work of the DPC 2018-19

- 42 events including 12 webinars and 9 members' Lounges
- major international conference and Digital Preservation Awards
- World Digital Preservation Day incredibly successful
- Executive Guide to Digital Preservation released
- 11 training grants offered
- 9 new members, 3 new supporters
- 1 new staff member – Jen Mitcham

JB thanked the staff and congratulated them on an excellent year.

#### **6. The 2018-19 Annual Accounts of the DPC**

Alyson Campbell presented the accounts which were in line with what had been presented previously and a surplus of £40K had been achieved. This was in line with budget and was for the planned sustainability of the organisation.

New auditors, Alexander Sloan had been appointed this year and, following a comprehensive and thorough process, provided an audit report with no issues that required the attention of the Board.

#### **7. Election of Chair and Vice-Chair of the DPC**

Jane Winters took over as Chair for this part of the meeting.

- a) Election of Chair: Juan Bicarregui nominated

Proposed by Tuan Pham and Michael Popham seconded

There were no other candidates and Juan Bicarregui was elected as Chair.

- b) Election of Vice Chair: Kevin Ashley nominated

Proposed by Glenn Cumiskey and seconded by Paul Stokes

There were no other candidates. Kevin Ashley elected.

#### **8. Appointment of Auditors**

Alexander Sloan were proposed to be DPC auditors in the forthcoming year and the Executive Board approved the appointment.

#### **9. Any Other Business**

There was no other business.

Meeting closed at 15.22



**Alexander Sloan**

Accountants and Business Advisers

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**DIGITAL PRESERVATION COALITION**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2020**

**PAGES FOR FILING WITH REGISTRAR**

Company Registration No. 04492292 (England and Wales)

# DIGITAL PRESERVATION COALITION

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# DIGITAL PRESERVATION COALITION

## BALANCE SHEET

AS AT 31 JULY 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	5		4,417		5,460
<b>Current assets</b>					
Debtors	6	37,145		64,881	
Cash at bank and in hand		380,969		226,062	
		<u>418,114</u>		<u>290,943</u>	
<b>Creditors: amounts falling due within one year</b>	7	<u>(183,152)</u>		<u>(118,424)</u>	
<b>Net current assets</b>			234,962		172,519
<b>Total assets less current liabilities</b>			<u>239,379</u>		<u>177,979</u>
<b>Reserves</b>					
Other reserves			170,380		151,039
Designated supporters fund			9,039		9,039
Income and expenditure account			59,960		17,901
<b>Members' funds</b>			<u>239,379</u>		<u>177,979</u>

The directors of the company have elected not to include a copy of the income and expenditure account within the financial statements.

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

The financial statements were approved by the board of directors and authorised for issue on 1 December 2020 and are signed on its behalf by:

Dr W Kilbride  
**Director**

Company Registration No. 04492292

The notes on pages 3 to 8 form an integral part of these financial statements.

# DIGITAL PRESERVATION COALITION

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 JULY 2020

	Other reserves	Designated Supporter Fund	Income and expenditure	Total
	£	£	£	£
<b>Balance at 1 August 2018</b>	116,849	4,139	16,715	137,703
<b>Year ended 31 July 2019:</b>				
Profit and total comprehensive income for the year	-	-	40,276	40,276
Transfers	34,190	4,900	(39,090)	-
<b>Balance at 31 July 2019</b>	151,039	9,039	17,901	177,979
<b>Year ended 31 July 2020:</b>				
Profit and total comprehensive income for the year	-	-	61,400	61,400
Transfers	19,341	-	(19,341)	-
<b>Balance at 31 July 2020</b>	170,380	9,039	59,960	239,379

£168,701 of other reserves represents four months worth of budgeted forthcoming expenditure. £1,679 of other reserves represents the Australasia activity profit for the year.

The notes on pages 3 to 8 form an integral part of these financial statements.

# DIGITAL PRESERVATION COALITION

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2020**

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### **1 Accounting policies**

#### **Company information**

Digital Preservation Coalition is a private company limited by guarantee and incorporated in England and Wales. The registered office is Triune Court, Monks Cross Drive, York, YO32 9GZ.

#### **1.1 Accounting convention**

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

This company is a qualifying entity for the purposes of FRS 102. The company has therefore taken advantage of exemptions from the following disclosure requirements:

- Section 7 'Statement of Cash Flows': Presentation of a statement of cash flow and related notes and disclosures;
- Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues': Interest income/expense and net gains/losses for each category of financial instrument; basis of determining fair values; details of collateral, loan defaults or breaches, details of hedges, hedging fair value changes recognised in profit or loss and in other comprehensive income;

#### **1.2 Going concern**

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

#### **1.3 Income and expenditure**

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

#### **1.4 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:

Computer equipment	33% straight line
Fixtures, fittings and equipment	20% straight line

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 credited or charged to surplus or deficit.

# DIGITAL PRESERVATION COALITION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

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### 1 Accounting policies

(Continued)

#### 1.5 Impairment of fixed assets

At each reporting period end date, the company 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). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and 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.

#### 1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **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.

##### **Classification of financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

# DIGITAL PRESERVATION COALITION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

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### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, 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.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business 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.

#### 1.8 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

#### 1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company 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.

#### 1.11 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation in the period are included in profit or loss.

### 2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors 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.

# DIGITAL PRESERVATION COALITION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

### 3 Operating surplus

	2020 £	2019 £
Operating surplus for the year is stated after charging:		
Exchange differences apart from those arising on financial instruments measured at fair value through profit or loss	27	-
Depreciation of owned tangible fixed assets	3,702	3,784
	<u>          </u>	<u>          </u>

### 4 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2020 Number	2019 Number
Full time	8	7
	<u>          </u>	<u>          </u>

The aggregate compensation relating to Key Management Personnel was £347,957 (2019: £296,184).

### 5 Tangible fixed assets

	Computer equipment £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>			
At 1 August 2019	21,732	4,264	25,996
Additions	2,659	-	2,659
	<u>          </u>	<u>          </u>	<u>          </u>
At 31 July 2020	24,391	4,264	28,655
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Depreciation and impairment</b>			
At 1 August 2019	17,273	3,263	20,536
Depreciation charged in the year	3,254	448	3,702
	<u>          </u>	<u>          </u>	<u>          </u>
At 31 July 2020	20,527	3,711	24,238
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Carrying amount</b>			
At 31 July 2020	3,864	553	4,417
	<u>          </u>	<u>          </u>	<u>          </u>
At 31 July 2019	4,459	1,001	5,460
	<u>          </u>	<u>          </u>	<u>          </u>

# DIGITAL PRESERVATION COALITION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

### 6 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	30,746	52,706
Other debtors	196	-
Prepayments and accrued income	6,203	12,175
	<u>37,145</u>	<u>64,881</u>

### 7 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Trade creditors		6,951	1,068
Corporation tax		449	558
Other taxation and social security		16,174	8,304
Deferred income	8	127,709	74,331
Other creditors		6,136	11,874
Accruals		25,733	22,289
		<u>183,152</u>	<u>118,424</u>

### 8 Deferred income

	2020 £	2019 £
Other deferred income	<u>127,709</u>	<u>74,331</u>

### 9 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

### 10 Audit report information

As the income statement has been omitted from the filing copy of the financial statements, the following information in relation to the audit report on the statutory financial statements is provided in accordance with s444(5B) of the Companies Act 2006:

The auditor's report was unqualified.

The senior statutory auditor was David Jeffcoat.  
The auditor was Alexander Sloan.

# DIGITAL PRESERVATION COALITION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2020**

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### 11 Operating lease commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	3,686	3,072

Operating lease payments recognised as an expense during the year totalled £5,717 (2019: £5,976).

### 12 Covid-19

In March 2020, the World Health Organisation declared the Covid-19 outbreak a pandemic. The effects of lockdown presented challenges and disruption to Digital Preservation Coalition's operations at the end of the financial year and into 2020/21,. Whilst there have not been significant adverse financial effects to date, the long-term financial implications of the pandemic are not yet known.

The Directors have considered the period up to the date of approval of the financial statements and are not aware of any events having arisen after the balance sheet date which require specific disclosure nor indicate an impairment to assets held at 31 July 2020.

### 13 Related party transactions

There were no related party transactions which require disclosure in the accounts (2019: None).