

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

England & Wales · Charity number 313014

Details

Other names THE LIBRARY ASSOCIATION

Status Registered

Legal form Other

Company number [RC000780](#)

Registered 1964-05-05

Register [View on the Charity Commission register](#)

Contact

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Activities

Objects: FOR THE BENEFIT OF THE PUBLIC TO PROMOTE EDUCATION AND KNOWLEDGE THROUGH THE ESTABLISHMENT AND DEVELOPMENT OF LIBRARIES AND INFORMATION SERVICES AND TO ADVANCE INFORMATION SCIENCE (BEING THE SCIENCE AND PRACTICE OF THE COLLECTION, COLLATION, EVALUATION AND ORGANISED DISSEMINATION OF INFORMATION)

Activities: CILIP works for the benefit of the public to promote education and knowledge through the establishment and development of libraries and information services and to advance information science (being the science and practice of the collection, collation, evaluation and organized dissemination of information)

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** UNITED KINGDOM, THE CHANNEL ISLANDS AND THE ISLE OF MAN
- Isle Of Man
- Jersey
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£3,254,335	£4,128,477	£11,068,858	47
2023-12-31	£3,730,510	£6,484,381	£11,084,434	44
2022-12-31	£3,849,026	£4,291,071	£22,709,931	47
2021-12-31	£4,032,534	£3,870,109	£23,940,480	47
2020-12-31	£3,946,319	£3,926,700	£16,807,695	41

Trustees

Name	Role	Appointed
Kate Robinson	Chair	2024-01-25
Alison Brettle Professor		2021-01-28
Andrew John Duncan Preater		2024-01-25
Anthony Adeloye		2025-04-01
Binni Brynolf		2020-01-01
David Smith		2026-01-01
Dr Helen Mary Workman PhD MCLIP		2020-01-01
Elizabeth Clare Jolly		2021-04-01
Janet Peden		2025-01-01
Nicole Weber		2026-02-20
Stephen James Phillips		2021-01-28
Steve Williams		2026-04-09
Sue Williamson		2025-01-01
Surash Patel		2024-01-25

Linked charities

- ARUNDELL ESDAILE MEMORIAL FUND (313014-1)

Accounts

**CHARTERED INSTITUTE OF LIBRARY AND INFORMATION
PROFESSIONALS**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1 - 2
Trustees' Report	3 - 21
Independent Auditor's Report on the Financial Statements	22 - 25
Charity Statement of Financial Activities	26
Consolidated Statement of Financial Activities	27
Consolidated Balance Sheet	28
Charity Balance Sheet	29
Consolidated Statement of Cash Flows	30
Notes to the Financial Statements	31 - 75

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2024

Trustees

Kate Robinson BA (Hons) DipLib MA FCLIP FRSA, Chair from January 2024
(appointed 25 January 2024)
Cornelia Andersson MBA MCLIP (appointed 25 January 2024)¹
Surash Patel (appointed 25 January 2024)¹
Jonathan Waterfield (appointed 25 January 2024)¹
Andrew Preater MCLIP (appointed 25 January 2024)
Corin Peacock BA (Hons) MA (appointed 25 January 2024)
Binni Brynolf
Helen Workman
Simon Burton
Stephen Phillips BLib MCLIP, Treasurer from January 2024
Alison Brettle BA (Hons) MSc PhD
Sue Ball BA MCLIP
Liz Jolly BA (Hons) DipILS FCLIP FRSA PFHEA
Anthony Adeloye (appointed 1 April 2025)
Sue Williamson (appointed 1 January 2025)
Janet Peden (appointed 1 January 2025)

¹ Co-opted

Presidential Team (ex-officio Board observers)

President

Sue Lacey Bryant (Hons) DipLib MSc MCLIP MIHM from January 2025
Sue Williamson MBE from January 2024 to December 2024

Vice-President

Carryl Allardice OBE from January 2025
Sue Lacey Bryant BA (Hons) DipLib MSc MCLIP MIHM from January 2024 to December 2024

Senior Leadership Team

Nick Poole OBE BA MA, Chief Executive Officer until 31 March 2024
Louis Coiffait-Gunn BA (Hons) MPhil, Chief Executive Officer from 8 May 2024
Duncan Anthony, Chief Operating Officer until 30 September 2025
Jo Cornish FCLIP, Chief Development Officer until July 2025
Sonia Ramdhian BA (Hons) MA MCILIP Chief Development Officer from July 2025
Sonia Ramdhian BA (Hons) MA MCLIP, Director of Sector Development until July 2025
Angela Shaw BSc (Hons) MSc DChA CG (Affiliated), Operations Director until Nov 2024
Laura Chisling ACMA Interim Finance Director from February 2025
Debbie Sharp CIPD Head of People and Operations from 1 January 2025
Rob Green BA (Hons), Editor, Information Professional
Sean McNamara BA (Hons) MCLIP, Head of CILIP in Scotland
Pete Baker, Head of Publishing until 1 May 2024
Andrew James BA (Hons) MA, Director of Content and Publishing from 29 April 2024
Emma Watkins, Director of Business Development
Rabeea Arif, Director of Research and Development

Charity registered number

313014

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Company registered number

RC000780

Principal office

c/o Woburn House, 20-24 Tavistock Square, London, WC1H 9HQ

Independent auditor

PEM Audit Limited, Salisbury House, Station Road, Cambridge, CB1 2LA

Bankers

Bank of Scotland, Teviot House, 41 South Gyle Crescent, Edinburgh, EH12 9XD

Unity Trust Bank PLC, Nine Brindley Place, Birmingham, B1 2HB

CCLA, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Solicitors

Bates Wells, 10 Queen Street Place, London, EC4R 1BE

Defined benefit pension scheme

Isio, 3 Hardman Square, Manchester, M3 3EB

Group stakeholder pension scheme

Scottish Widows, 69 Morrison Street, Edinburgh, EH3 8YF

Investment advisors

Barnett Waddingham, 2 London Wall Place, London, EC2Y 5AU

Investment managers

M&G Investments, 10 Fenchurch Street, London, EC3M 5AG

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees present here their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) and its 100%-owned subsidiary CILIP Pathways Limited for the Financial Year ended 31 December 2024.

CILIP is a charity operating under Royal Charter (incorporated in the UK under registration number RC000780) registered with the Charity Commission (number 313014). The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter.

IMPACT:

CILIP changes lives by improving education, literacy and prosperity for all. We achieve this by raising standards in libraries, information and knowledge management.

VISION:

A professional community, dedicated to changing lives through quality information, services, and expertise.

MISSION:

To be the leading professional membership association for people working in information, knowledge, libraries, and related disciplines.

VALUES:

We will stand for and actively champion the values that unite our profession:

- Social justice
- Intellectual freedom
- Evidence-based practice

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

President's foreword

Marking the many ways in which members, through volunteer-run CILIP groups and networks, and with the leadership and support of the central CILIP team, worked together through 2024 in the best interests of the public, the whole profession and the membership, I commend this annual report to you.

With an increased focus on advocacy, CILIP's voice as a champion of library, knowledge and information services grew stronger and clearer through the year – celebrating the expertise of members running vital services at the heart of successful communities; supporting learning, literacy and social mobility; and building the economy of the future.

Following submission of the independent review of English Public Libraries led by Baroness Sanderson in January 2024, and responding to ongoing financial pressures on public services, the association published our Future Libraries toolkit. This draws on potential scenarios already shared in Come Rain or Shine. I encourage teams all across the profession to tap into the practical activities it suggests as tools to help navigate uncertainty and prepare for the future. In a significant shift, we have pivoted from a discrete 'behind the scenes' approach towards more public campaigning, launching our Public Libraries at Risk campaign and the accompanying At Risk Monitor in March. Ahead of the General Election in July, CILIP wrote to every prospective parliamentary candidate, setting out 10 Pledges the sector can be trusted to deliver for the next government and for citizens. We then set to work engaging with the newly elected government, with welcome letters to new ministers and responding to proposals relevant to members – on everything from school curriculum and assessment changes to raising the alarm about changes to the Level 7 Apprenticeship Levy.

CILIP also saw a change of leadership in 2024 as Nick Poole, former Chief Executive Officer, moved on to a new role in the creative industries after eight years at the helm. Trustees, staff, members and partner organisations all expressed gratitude for his insightful leadership and tireless work on behalf of the sector. Nick was subsequently honoured with an OBE for services to libraries, arts and museums. In June, CILIP welcomed Louis Coiffait-Gunn as our incoming CEO. Drawing on experience in policy and public affairs, Louis brings a passion for the impact that world-class library, knowledge and information services make on society.

Thanks to our senior leadership team and leading lights in member networks, CILIP forged ahead with a range of approaches to advocacy, raising the profession's profile in the media and to complement this national effort, published the CILIP Connect Toolkit in September – a practical guide to help members raise the profile of libraries by connecting with local, regional and national policy makers. CILIP continued to focus on key campaigns including 'Great School Libraries' and 'Facts Matter and Green Libraries'. With new timing, Libraries Week was held in June focusing on how Libraries Change Lives. This new campaign showcases the different ways libraries positively impact individual users and whole communities across a range of themes, gathering nearly 200 case studies and counting. This was further celebrated at a packed parliamentary reception in October focused on one of the themes – opening up opportunities.

Tackling contemporary issues as well as ongoing development needs, CILIP members continued to benefit from a rich blend of opportunities to connect, learn and exchange knowledge, through a wide range of events. CILIP Conference in July took intellectual freedom as its central theme, reflecting a concerning trend towards 'truth-decay' around the world. CILIP Members' Fest in October provided a glorious mix of training, workshops and discussions online and in-person, amplifying the message that together #WeAreCILIP. Rewired 2024 focused on AI use cases and regulation, digital literacy and data stewardship. Meanwhile, the 2024/25 catalogue from Facet Publishing continued to demonstrate our commitment to high quality content that advances the profession.

Strengthening our partnerships was another key theme – collaborating with Employer Partners and other organisations to address key information challenges for our society. For example, CILIP played an active role in the Health and Digital Literacy Partnership and joined the Creative Rights in AI Coalition in December to push for greater transparency and legal compliance from AI companies.

I'm pleased that over this past year, CILIP's central role in raising the profile of the profession was complemented by taking steps to enhance our communications, improve engagement with members, and strengthen internal systems and processes. Further steps to modernise our infrastructure and enhance our

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

digital presence have been agreed over the new few years. Future focused, CILIP closed out the year looking ahead to further work to articulate the impact of the profession, while engaging in the development of the next CILIP strategy for 2026 onwards.

Please read on. This report highlights a year of wide-ranging activity by CILIP, spanning well-established services to the professional community alongside raising our profession's voice and sharing our belief in the power of the services we deliver. Libraries change lives.

Sue Lacey Bryant

Sue Lacey Bryant
CILIP Vice-President 2024 and President 2025

Date: 16 October 2025

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

Chair's introduction

As this report exemplifies, 2024 was another year of action and progress for CILIP. We appointed our new CEO, engaged a new government, invested in new digital improvements and kick-started the process of developing our new 2026-2030 strategy.

While much progress has been made, there is still much to do in the face of the challenging headwinds facing the profession; from the promises of generative AI and rioters setting a library on fire, to sluggish economic growth and the cost-of-living crisis. Across CILIP's broad and inclusive membership, we and the wider sector that we serve face ongoing change. As ever, this offers both opportunities and challenges, with CILIP continuing its vital work supporting professional recognition, representation, expertise and community across the four Nations of the UK and beyond.

I am convinced that the wisdom and values held by our profession will help guide us – and our communities of users – through these changing times together. This is very much a joint effort, involving all of our individual and organisational members, volunteers, staff team and partners. We should all be proud of what we have achieved in 2024 and excited about what is to come.

On behalf of the CILIP Board of Trustees, I commend this Annual Report to you as an accurate account of the performance of the charity over the course of 2024. I look forward to the coming year and to working together to progress our new strategy.

Kate Robinson

Kate Robinson BA (Hons) DipLib MA FCLIP FRSA

Date: 16 October 2025

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

We Are CILIP strategy and objectives

Guided by our Charter, CILIP's charitable objects are to work for the benefit of the public to promote education and knowledge.

Strategic priorities

We Are CILIP, our 2021-25 strategy and action plan set out four contexts for our professional future:

- Equity and social justice
- Digital transformation
- Sustainability
- Leadership

Our strategy is under-pinned by a business plan that aims to:

1. Help us transition to a new business model following the sale of our premises in central London.
2. Deliver sustainable growth in membership and drive value for our members.
3. Maintain and where possible grow our diversified/non-membership revenue streams.

Drawing on the key priorities from We Are CILIP, the core activities within the 2023-2025 business plan are:

1. Continuing Professional Development (CPD): To deliver high-quality CPD events and training that enable our members to enhance their skills, knowledge, and expertise.
2. Membership Services: To provide excellent membership services that support our members and enable them to maximize the benefits of membership.
3. Professional Standards: To uphold and develop professional standards that promote excellence in libraries, information and knowledge management.
4. Content and publishing: To deliver high-quality books, journals, magazines and other content which enable our members to improve their skills and develop their expertise.
5. Advocacy: To advocate for the value of our profession and the important role of our members in organisations and society.
6. Research and Development: To work in collaboration to deliver R&D programmes which advance our strategic goals.

There will be a continued period of consolidation to build infrastructure and work towards digital improvement, both of which will support long-term growth and income diversification in alignment with the strategy, as well as supporting the aims of CILIP's business plan to grow the organisation's range of income sources:

- Membership
- Advertising
- Magazine publishing
- Events and awards
- Professional services
- Research and development
- Fundraising
- Training
- Merchandising

Services and activities

Our work to deliver the We Are CILIP strategy is focused around four sets of services and activities on behalf of our membership:

- Community - We will grow and nurture our membership as a professional Community of Practice, supporting knowledge exchange and unlocking the expertise, know-how and creativity of our members.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

- Recognition - We will help our members succeed by offering market leading professional recognition and certification that is recognised and endorsed by employers in all sectors and worldwide, based on our Royal Charter
- Representation - We will increase the visibility and influence of our profession, representing the interests of our members with employers, decision-makers, the public and the media.
- Expertise - We will celebrate the expertise of our members and support them in their skills development and CPD in order to maintain professional standards.

Values

CILIP's work is inspired by our values, which include a commitment to social justice, intellectual freedom and evidence-based practice.

Four Nations together

CILIP works to deliver public benefit across England, Scotland, Wales and Northern Ireland, and shares knowledge and best practice between them. In Wales and Northern Ireland, our work is led by National Committees, CILIP Cymru Wales and CILIP Ireland. In Scotland, it is led by our partner organisation, CILIP in Scotland, which is independently registered with the Office of the Scottish Charity Regulator (OSCR, number SC038532).

Public benefit statement

As a Charity, CILIP is established for purposes which further public benefit, and the Trustees operate the Charity in furtherance of these purposes. The Trustees have regard to the Charity Commission's public benefit guidance when developing the strategy and activities of the Charity. Our Royal Charter commits us to 'promote education and knowledge through the establishment and development of libraries and information services and to advance information science.' We deliver on this commitment through the following powers:

- Act as the professional body for information professionals
- Promote professional education and training
- Provide conferences and events
- Support professional skills, qualifications and certification
- Promote study and research in librarianship and information science
- Scrutinise legislation that affects our profession
- Encourage the adequate provision of library and information services
- Maintain a directory of Registered Practitioners
- Develop international links with other professional associations overseas
- Provide member services and support
- Undertake trading activity to sustain our operations

Membership information

CILIP is the only chartered body in the world dedicated to uniting, supporting, and advocating for information professionals and librarians in all sectors. CILIP is pleased to have welcomed hundreds of new members to CILIP during the past year.

Any member can undertake professional registration with CILIP, and all those who meet the required standard receive official recognition in the form of Certification, Chartership or Fellowship, with a Knowledge Management designation also available at Chartership and Fellowship level. These professional standards are recognised by a wide range of employers in the UK and internationally. All three levels of professional registration have been certified by the Scottish Credit and Qualifications Framework, and have been deemed to be equivalent to a Higher Certificate for Certification, a Bachelor's degree for Chartership, and a Master's degree for Fellowship.

CILIP has a network of volunteer mentors and support officers who can support individuals going through the process of Professional Registration, and there are also a range of resources specially tailored to professional registration candidates.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

CILIP's commitment to all those working within the library, information and knowledge management sectors is a unique strength. It acts as a unifying body for the profession and helps to raise the profile of all those working in associated roles. It means that CILIP can advocate across sectors, build coalitions and partnerships, and develop new relationships to benefit all those who either work in or make use of information services. Members have benefitted from our core offer of community, advice, representation and access to expertise.

CILIP membership is not only an investment in people's skills and development, but also an investment in the future of the profession by helping to ensure that libraries, information, and knowledge management services are valued and relevant in a world that is increasingly reliant on access to high-quality information.

Volunteers at CILIP

Volunteers are the lifeblood of CILIP's work, without whom we could not achieve any of the impact described in this report. We benefit from a network of more than 1,000 active volunteers who contribute countless person hours of time, effort, and expertise to support our strategic aims and increase the sector's positive impact on society. CILIP would like to gratefully acknowledge the work of all our volunteer mentors, professional registration support officers, assessors, committee officers, Trustees, and countless others for their tremendous contribution to our successes.

Member Networks, Branches, and National Committees

Across the UK, CILIP's Member Networks (Regional Member Networks in England, Special Interest Groups), Diversity Networks, the Branches in Scotland, and Devolved Nation committees in Northern Ireland and Cymru Wales support a hugely impactful community of practice on behalf of all our members as well as the wider sector. Our Networks, Branches and Devolved Nation committees drive engagement, create new content and ideas, support professional development, and ensure that our strategic development is rooted in specialist professional knowledge, evidence and expertise. They also allow CILIP to be more responsive, to develop thought-leadership and evidence-based practice, and to ensure that our support for our members is grounded in the contemporary realities for each of the sectors in which we operate.

Our Diversity Networks are open to all those working in our sectors and professions, not only CILIP members, so allow our wider community to recognise and celebrate the contribution to our profession of people with lived experience of the protected characteristics under the 2010 Equality Act, while also providing a vital platform for career development and mutual support.

All CILIP members can choose to be a member of one or more Regional Member Networks, Branches, or Devolved Nation groups, and may join any Special Interest Group that they wish, namely:

1. Academic and Research Libraries Group (ARLG)
2. Commercial, Legal and Scientific Information Group (CLSIG)
3. Community, Diversity and Equality Group (CDEG)
4. Digital Technology Group (DTG)
5. Government Information Group (GIG)
6. Health Libraries Group (HLG)
7. Information Literacy Group (ILG)
8. International Library and Information Group (ILIG)
9. Knowledge and Information Management Group (KIM)
10. Library and Information History Group (LIHG)
11. Library and Information Research Group (LIRG)
12. Local Studies Group (LSG)
13. Marketing and Communication Group (MCG)
14. Metadata and Discovery Group (MDG)
15. Prison Libraries Group (PrLG)
16. Public and Mobile Libraries Group (PMLG)
17. Rare Books and Special Collections Group (RBSCG)
18. Retired Professionals Group (RPG)
19. School Libraries Group (SLG)
20. UK e-Information Group (UKeIG)

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

21. Youth Libraries Group (YLG)

CILIP Pathways Limited

CILIP Pathways is CILIP's wholly owned trading subsidiary which exists to provide assessment services in support of apprenticeships in libraries, information, archives and knowledge management services, and related professions.

CILIP Pathways supports CILIP's public mission by providing open and inclusive routes for a greater diversity of candidates to develop a career in libraries, information or knowledge – ensuring that their services are responsive to and reflective of the needs of the widest possible audience.

CILIP Pathways was accepted by the regulator to assess the new Level 7 Archives and Record Manager apprenticeship, which launched in October 2023. This is a three-year apprenticeship, so assessment activity and associated income is due to begin in 2027.

With the announcement of the defunding of all Level 7 apprenticeships, for those aged 22 or older at the point of enrolment, from 2026 onwards there is a focus to get a third cohort together for the Level 7 Archives and Records Management apprenticeship before the funding closes for those aged 22 or older.

There are currently 29 apprentices on programme for this apprenticeship expected to come through for assessment in 2026, 2027 and 2028.

In June 2025 Skills England replaced IfATE as the executive agency, sponsored by the Department for Education, to ensure both young people and adults have clear education and training pathways.

CILIP is working with IfATE/Skills England, apprenticeship learning providers and apprenticeship standard trailblazer groups to review the best options for higher level funded apprenticeships for the sector now that all Level 7 apprenticeships will only be funded for those aged 21 or under after January 2026. The directors are confident that there are continued opportunities for growth in the Level 3 apprenticeship and options for alternative apprenticeship levels to achieve long term growth of the assessment service.

Growth of the assessment service

The Level 3 Library, information and archive services assistant apprenticeship continues to go from strength to strength with a slight increase in numbers of apprentices assessed year on year for 2024 and is predicted to increase again in 2025.

CILIP Pathways has taken on new assessors in 2024 and has further recruitment planned in 2025 to ensure that there is continued capacity for the forecasted number of apprentices.

CILIP Pathways is forecast to continue to grow the number and range of assessments it undertakes whilst maintaining rigorous quality control.

CILIP's stakeholders

CILIP is committed to achieving impact through partnership. We therefore work with a wide range of stakeholders across industry, government, the third sector, and the media. The majority of these relationships are non-financial and depend on the mutual contribution of time and capacity towards shared aims. However, CILIP also maintains a financial relationship with a range of stakeholders including:

Individual stakeholders

- Arts Council England
- Authors Licencing and Collecting Society
- Health Education England
- Knowledge Rights 21
- Yoto
- Nielsen Book Services Ltd.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

- Scholastic Ltd
- Shared Intelligence Ltd
- Welsh Government

Stakeholder groups

- Organisational members of the CILIP Employer Partner Scheme
- Organisational members of the CILIP Supplier Partner Scheme
- Sector Learning Providers, including academic institutions accredited by CILIP

Achievements and performance

2024 was another incredibly active year for the CILIP community, with a broad and varied work programme delivering significant positive impact for our members and society in line with our mission of changing lives by raising standards in libraries, information and knowledge.

Key achievements against our strategy include:

Community

- The Green Libraries Campaign held its second annual conference at the British Library in 2024 where over 180 delegates representing libraries across the sector came together to discuss the unique position libraries hold in educating, raising awareness and taking action on the environment.
- Green Libraries Week 2024 showcased more than 250 events in public, school, national and health libraries across the UK under the theme of 'Every Library a Green Library'.
- CILIP Annual Conference 2024 was held in Birmingham in July, bringing people from across the sector together to discuss the latest developments, share ideas, and make new connections. The main theme was Shaping the Future of Knowledge, exploring the future we seek to build, with a headline theme of intellectual freedom, and sessions considering the sustainable development of the sector.
- CILIP began to implement the important work under its Community Strategy, including the new Member Council. The implementation of the strategy continues with the development and adoption of new Community Agreements with CILIP Member Networks.

Recognition

- CILIP Pathways Limited activities have continued through 2024. During the year ended 31 December 2024, it generated a profit of £75,229 before gift aid payments, compared to a profit of £52,665 in 2023. In 2024, the number of assessments being conducted by CILIP Pathways for the original Level 3 sector apprenticeship increased as predicted. In 2024 the CILIP Pathways Manager and Officer roles had their hours extended to full time from part time, to keep pace with demand and potential growth. Of the two funded projects secured in 2022, one is multi-year and activity was delivered as planned in 2024. The second had its 2023 activity paused at the funder's request, and when reviewed in 2024 it was decided that a refund was to be made as the planned project was no longer required.
- CILIP completed its review of the Accreditation Services model and designed a new model to be used when Accreditation services resume in 2025.
- 2024 saw the first apprentices continue their professional journey by taking the conversion pathway to allow qualified Level 3 sector apprentices achieve CILIP Certification (ACLIP).

Representation

- Our new Trust Libraries election campaign highlighted 10 areas where the profession can deliver for society and the new government. This was sent to every Prospective Parliamentary Candidate, all 650 elected MPs, and then to all relevant ministers and committee members.
- For higher education library services, we signed a joint letter calling for cost restraint from publishers, aggregators and other suppliers given the rising pressure on university finances. We also initiated a new funded project for Knowledge Rights 21 on eBooks.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

- For public libraries, our Public Libraries At Risk monitor entered a new more public phase with a day of action in October that saw CILIP write to senior staff, every councillor, local MPs, and local press at 21 local authorities. We also helped engineer and brief into a well-attended debate in the House of Lords. We continued to respond in the press, especially around the election, to the worrying closures and job losses, while making the case alongside partners for how the public library network can deliver the new government's "missions".

We continued our advocacy work for school libraries through the Great School Libraries campaign – an evidence-based campaign led by CILIP, CILIP School Libraries Group (SLG), and the School Library Association (SLA). This included responding to the Curriculum and Assessment Review, encouraging questions in Parliament, and commenting in the press – especially on worrying reports of censorship. We continued working with public affairs consultancy Inflect to develop a strategy to help support the organisation and membership with public affairs and advocacy. This includes developing simple messages on behalf of different groups of members that resonate with elected representatives at all levels of government and their officials. Inflect also provided training to a new Response Team of key CILIP staff and volunteers and supported the development of a new advocacy toolkit for members, CILIP Connect.

Expertise

- Our second Libraries Rewired conference was a huge success. This one-day digital transformation event showcased a wide range of tech solutions and got delegates and exhibitors talking about the future of libraries.
- Through the Anti-Racist Wales Action Plan's funding from the Welsh Government, training on four modules on understanding anti-racism, acquisitions, cataloguing and classification, and community has been developed and delivered to public libraries across Wales. CILIP would also welcome interest from other institutions. The goal of the training is to ensure public libraries use their spending power to embed anti-racist practice and to facilitate equality of access and outcomes.
- After consultation with members and other stakeholders was undertaken CILIP's intellectual freedom policy was updated and launched at Conference in July 2024.

Other achievements

- The 2024 Yoto Carnegies marked the successful culmination of Yoto's three-year headline sponsorship, with their commitment continuing through the launch of the new Carnegies patronage scheme, where Yoto was announced as founding patron for a further three years. This year also saw the introduction of a shortlist announcement panel at the London Book Fair and the first-ever Carnegies Book Town Takeover in Sedbergh with over 500 young people and shortlisted authors and illustrators. Engagement in the Carnegies shadowing scheme grew to over 40,000 young participants, reflecting continued investment in young people's reading for pleasure. The awards ceremony moved to the Cambridge Theatre, home of the RSC's *Matilda the Musical*, and hundreds of shadowers joined the audience, with a total record attendance of 1,000+ guests (up from 250 in 2023). Media reach expanded significantly, with more than 385+ pieces of coverage (up 54% from 2023) demonstrating the Carnegies place as the UK's leading book awards for children and young people, as it continues to inspire and empower the next generation to create a better world through books and reading. The 2024 awards ceremony was also selected as a finalist in the UK's Conference & Events Awards for Best Development of an Existing Awards Event, recognising the programme's strategic growth and renewed impact.
- Facet Publishing released 13 new agenda-setting and thought-leading publications, including the bestselling title *The Kind Librarian* by Helen Rimmer and the vitally important *Practical Tips for Equality, Diversity and Inclusion in Libraries* by Beth Montague-Hellen. Facet was awarded a Silver BIC Metadata Excellence Award and *Introduction to Healthcare Knowledge and Library Services* edited by Geoff Walton et al won the Information Resources KM & IM Award. New digital sales partnerships were established with Kortext and Torossa and translation deals with publishers in China, Japan and Vietnam were secured.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Project grants and delivery

- A grant of £42,000 was secured from Knowledge Rights 21 to deliver a 7-month research and advocacy project to promote better pro-library regulation for eBook lending in the public, further and higher education library sectors in the UK.
- A grant of £43,000 was secured from Arts Council England to deliver a 4-month research project (Dec '24 - March '25) to synthesize and distil the findings from 20 years of public library research reports by drawing the lines between the learnings, existing best practice, and evidence base to create a set of recommendations that aligns with the new government's missions.
- Two grants of £5,050 and £13,000 respectively were secured from the Welsh Government to translate the 'Safe and Inclusive Public Library Services' report and the 'Digital Leadership for Libraries course' for delivery to Welsh public library staff.

A grant of £115,000 was secured (in December 2024) from Arts Council England to develop and deliver (between January 2025 - March 2026) a leadership-based training programme for the public library workforce in England to develop skills to address future challenges in areas of Digital Skills and Futures Literacy.

Fundraising

CILIP raises funds in support of its charitable objectives through a variety of activities:

- Applying for grant-in-aid from arms-length bodies, grant-making trusts, foundations, and research funders:
- Soliciting individual donations via our main website, campaign sites, and other communications
- Soliciting lifetime giving, bequests, and donations from individuals
- Securing sponsorship from businesses, organisations, and related enterprises

All fundraising activity is carried out in-house and does not make use of third parties or volunteers. Complaints relating to fundraising activities are managed through CILIP's published Complaints Procedure. The number of complaints is monitored as part of CILIP's overall quality assurance by the Senior Leadership Team. There were no complaints in 2024 (2023: None).

All communications relating to fundraising are carried out in the context of CILIP's Equalities, Diversity, and Inclusion (EDI) Policy, which also encompasses the safeguarding of vulnerable people. Communications are carried out in compliance with current Data Protection legislation and periodically reviewed. CILIP's fundraising activities include both restricted and unrestricted (general purpose) funds.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Operations and governance

CILIP's operational and governance activities focus on strengthening accountability, improving risk management, ensuring regulatory compliance, and maintaining effective leadership across all parts of the organisation. This work provides the foundation for delivering our charitable objectives and supporting our members.

Outcome	Activity	Impact
Effective Governance and Leadership	Continued strong leadership and governance across the CILIP Trustee Board, CILIP Cymru Wales, CILIP Ireland, and our affiliated partner CILIP in Scotland	CILIP has benefited from clear, accountable leadership at all levels of the organisation, ensuring that strategic objectives are advanced and member interests are well represented.
Accountability and Transparency	Regular review and publication of non-restricted governance papers on the CILIP website	Members and the wider public are able to scrutinise CILIP's governance decisions and processes, reinforcing transparency and trust. The functionality to support this is being embedded in the development of CILIP's new website, scheduled for launch in 2026.
Financial Stewardship and Compliance	Completion of the 2023 audit and preparation of the 2024 financial statements	The 2023 statutory audit was successfully completed. The auditors confirmed the Trustees' assessment of CILIP as a going concern. The audited accounts were approved by the membership, providing visibility of CILIP's financial position and performance.
Office Premises and Facilities	Maintenance of office premises in London and Glasgow	CILIP and CILIP in Scotland have continued to provide accessible and well-maintained office spaces, supporting staff, members, and stakeholders across the UK.
Risk Management and Control	Ongoing maintenance and review of the organisational Risk Registers	The Risk Register continues to be managed by the Senior Leadership Team and reviewed by the Finance, Audit and Risk Committee, with ultimate oversight by the Trustee Board. This ensures that strategic, financial, operational, and reputational risks are actively monitored and mitigated. In 2025, a comprehensive review of the Risk Register will be undertaken to reflect progress on 2024 risks and to strengthen CILIP's risk management framework, with particular attention to financial risk.

Principal risks and uncertainties

The Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk Committee (FAR) provides assurance to the Board that this system is adequate and appropriate. The Senior Management Team is responsible for implementing the system of risk management and internal control and for identifying and evaluating risks, putting in place appropriate mitigating action and monitoring and reporting progress.

There has been considerable focus on improving the risk management governance and identifying appropriate risks to CILIP. This has resulted in an improved wider scope risk register, and a gap analysis of existing controls compared to controls identified as required. FAR have been tasked with assisting management to understand the current risk appetite, to evaluate the effectiveness of existing controls and identify areas for improvement. FAR and management will recommend an ongoing risk management process for periodic review and updates.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

Key Financial risks identified include:

- Lack of growth in member numbers / decline in existing membership revenue
- Lack of appropriate strategic direction or focus which is in turn with evolving needs and business / operating environment
- Cyber Breach

The current strength of the balance sheet and cash reserves means that's CILIP can withstand a downturn or stalling in financial performance for the short term. Maximising investment income is a key focus based on advice from our Investment Manager, however planned drawdowns of reserves to fund short term operational needs and the digital investment both decrease the available funds and associated investment income.

The defined benefit pension scheme no longer carries a major financial liability and is moving towards buy out to be concluded in 2026. In 2024 there are pension scheme admin costs of £647k (which is an accounting entry, no cash payment). When the scheme is closed this expense will no longer be incurred. Surplus funds currently held in the Escrow account will protect CILIP from any additional costs and it is expected that between £1.9m and £2.5m will be returned to CILIP.

With regard to membership revenue there is consistency in the level of membership income from 2023 to 2024 which indicates relative stability in income levels. The future focus, enabled by our investment in a new digital platform, will be to drive previously untapped market potential for growth in membership and associated commercial activity.

To mitigate the risk of insufficient strategic direction CILIP has implemented a robust strategic planning framework evidenced by a clearly articulated vision and set of strategic objectives which are informed by the relevant business and operating environment.

In mitigating any cyber risk, CILIP has strengthened its cyber defence by joining the Cyber Essential Accreditation programme with a Phishing Monitoring and reporting.

The key financial risks identified could represent a significant risk to CILIP's overall ability to fund its operation in its current form. Any of these events would trigger the need for CILIP's executive and Trustees to review the operational plan and reshape the organisation to focus on delivering the core offer, whilst being mindful not to undermine member benefits or the charitable purpose or terms of the Royal Charter.

Financial review

The financial statements were in the format required under the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102), and the Statement of Financial Activities (SOFA) reflects the strategic priorities of CILIP.

Overview of the 2024 financial position and performance of CILIP and CILIP Pathways Limited

CILIP's (group) income decreased by £474,882 from £3,730,510 in 2023 to £3,254,335 in 2024. This 13% decrease was mainly due to decreases in Donations and Legacies, Investments, Rental income, and Publications and Advertising.

CILIP's (group) expenditure decreased by 36% from £6,484,381 in 2023 to £4,128,477 in 2024. This was in part due to significant losses on sale of fixed assets and defined benefit past service costs totalling £1.8m in the previous year.

In 2024, following the sale of 7 Ridgmount Street in 2023, the proceeds have been utilised to eliminate the deficit on the Defined Benefit Pension scheme. This process is now coming to an end in autumn 2025 and we anticipate the return of funds from any surplus by mid 2026. With the building sale complete, we have been able to invest the remainder of the proceeds from the sale, which will provide CILIP with a regular source of income via dividends.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

The released funds also enable the necessary investment to help ensure CILIP's long term growth and 2024 was the beginning of the programme of digital improvement which will conclude in 2026. This investment will support CILIP's income generation activity as part of its current strategy and beyond. It will bring new systems and processes, which will help create higher-quality experiences for our members, free up time for staff and volunteers, and enable the smooth running of CILIP's financial operations.

Reserves

The total of the group's reserves in 2024 was £11,068,858 (2023: £11,084,434) which consists of unrestricted funds £10,517,582 (2023: £10,460,166), including designated funds £1,226,231 (2023: £149,055).

Restricted funds stand at £551,276 (2023: £624,268). Free reserves £9,291,351 (2023: £10,311,111) are the sum of the central operations fund and Member networks.

The central operations fund at the end of the year includes the funds held in Escrow for the fulfilment of the pension scheme of £2,833,555 (2023: £2,799,477), and fixed asset investments of £6,504,528. The balance on the central operations fund after taking these balances into account is negative £833,704.

Further details about the funds are as stated below:

CILIP's reserves policy is designed to determine the level of reserves required to:

- cover periods of low income (resulting from adverse market conditions or a fall in membership income) while remedial action is taken
- to mitigate an unexpected loss which may have arisen either as a result of a one-off project or as a high rated financial risk as identified in the risk register.
- to cover unforeseen expenditure
- to allow a managed adjustment of the operating model to reduce expenditure until costs and revenues can be brought back into line
- to support long-term growth, development and sustainability
- to ensure sufficient funds to underwrite the trading subsidiary's liabilities
- to generate income via investment

Central office reserves stood at £8,504,379 as of 31 December 2024 (2023: £9,573,030).

Under the policy in place in 2024, the reserves required to fund central operations are a minimum of three months' operating costs £1,025,177 (2023: £1,036,594), and a maximum of six months' operating costs £2,050,354 (2023: £2,073,188).

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserves stood at £786,972 in 2024 (2023: £738,081).

In 2025 the Reserves Policy has been updated and amended. The reserves required to fund central operations are a minimum of 25% of operational expenditure if operating in a surplus, and 50% if operating as a deficit. For Member Networks a minimum of one years budgeted costs are required.

Unrestricted funds

1. CILIP's central operations activities

CILIP's central operational activities during the year had a net deficit of £158,797 coupled with a gain of £230,020 on investment assets (2023: £94,972 loss). The total reserve carried forward in 2024 for central office activities was £8,504,379; in 2023 it was £9,573,030 as per note 26 and discussed above.

2. Member Networks activities

Our Member Networks continue to provide a range of high-quality events, conferences and training opportunities. The total reserve carried forward to 2024 for Member Network activities was £786,972 (2023: £738,081) as per note 26.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

3. Designated funds activities

Designated funds consist of the fixed asset reserve and development fund reserve. The total fixed asset reserve carried forward to 2024 was £22,838 (2023: £25,662).

The trustees are considering designating the following funds for investment in CILIP's development and transformation work, and to support our plans for membership growth/retention and income diversification.

Digital improvement plans are underway including the replacement of a legacy website, content management system, learning platform and membership management platform. This work will start to come on-line externally through 2026.

CILIP's transformation/development designated fund comprises the designations in the table below.

	2024	2023
	£	£
Member Network development fund	17,579	17,579
My Library By Right campaign fund	1,942	1,942
Central office master plan building repairs fund	75,549	75,549
Member Network CPD Forum development fund	4,103	4,103
Infrastructure development fund	24,220	24,220
Digital transformation	1,080,000	-
TOTAL	1,203,393	123,393

4. Pension reserves

At the end of 2023, the sale of the Ridgmount Street property meant that the trustees could settle the outstanding pension scheme liabilities. The movement on the pension reserve as described in note 31 means that in 2024 the pension scheme deficit was £nil (2023: £Nil).

5. Restricted funds activities

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund. The movement on the restricted fund is analysed in note 26.

6. Subsidiaries

CILIP Pathways Limited was set up to conduct assessments including apprenticeship assessments, and assessment service for the library, information, knowledge, and data management and adjacent professions. Pathways' customers are sector employers and organisations; the employers of apprentices; the apprentices; and apprenticeship-training providers. In 2024, CILIP Pathways Limited made profit of £75,229 before the gift aid donation of £75,229 to CILIP (2023 profit of £52,665).

Investment powers and selection of investments

The Royal Charter gives powers to the Trustees to invest the monies of the Institute not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit. The Byelaws allow the Trustee Board to delegate power to an investment manager to buy and sell investments on behalf of the Institute, within a prescribed investment policy.

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee make decisions on which fund managers are used.

CILIP's investment policy:

- to maximise the total return from short- and long-term investments, in terms of both income and capital growth, within agreed and acceptable levels of investment risk, and

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

- to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

The Trustees will not invest directly in investments which conflict with CILIP's aims and objectives as set out in the Royal Charter. CILIP's investment fund became a significant contributor to CILIP's income following the sale of our premises at 7 Ridgmount Street. Barnett Waddingham, a professional services consultancy, were contracted to work with the CILIP Trustee Board to review the organisation's funding needs, appetite for risk, and to define a long-term investment strategy.

CILIP maintains financial investments and reserves in accordance with our Reserves Policy. The CILIP Finance, Audit and Risk Committee maintains oversight and scrutiny of investment performance. Given the increased value of investments now held the trustees reviewed the reserves policy in 2025 and the investment policy in the forthcoming year.

CILIP holds units in both M&G Charifund and in M&G Charity Multi Asset Fund.

M&G Charifund had a net yield of 1.6% in 2024 (2023: -2.4%). Charifund has a strong long-term performance record over time. The value of the total investments decreased to £567,626 (2023: £902,802) due largely to investment disposals, with unrealised net gain of £14,422 (2023: net loss £22,616) due to fluctuations in the stock market.

M&G Charity Multi Asset Fund had a net yield of 3.4% in 2024. (-1.1% in 2023). The value of the total investments is £5,936,901.

These funds are the proceeds of the building sale, less costs and the money held in Escrow.

Going concern assessment

Building the foundations of CILIP's long-term financial sustainability requires proactive action in relation to the increasing deficit and challenging membership landscape. The board of trustees has the following list of proactive actions:

- Review the financial strategy to ensure alignment with the goal of long term sustainability
- Conduct a comprehensive review of the value of the membership offering
- Explore and expand alternative income streams
- Review the investment policy to optimise returns
- Undertake a cost effectiveness audit across all operations
- Invest in digital transformation.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for a period of at least twelve months from the approval of these financial statements and consider that there are no material uncertainties over CILIP's financial viability. Accordingly, the Trustees are of the view that CILIP is a going concern.

Future plans

Looking ahead, CILIP has plans to grow our impact and support for everyone working in libraries, information and knowledge management. The "We Are CILIP" strategy and associated business plan run to the end of 2025, so is in year 4 of 5 in 2024. It defines our ambitions in four key areas:

- To continue to grow and empower the CILIP Community as a true community-of-practice, providing timely and authoritative support for all information professionals
- To achieve significant growth in CILIP's role as an advocate for librarians, information and knowledge management, with a particular focus on media, Government and employers in all four Nations
- To improve, streamline and open up our systems of professional development and recognition, with the aim of providing broader, more diverse and inclusive pathways into the profession

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

- To deliver significant expansion in the scope of our professional events, training and publishing activities with a particular focus on digital transformation

Planned investments in digital improvements in 2025-26 will significantly improve the organisation's services to members, as well as our ability to attract and retain membership.

Trustees' analysis

Properly supported information and knowledge professionals leverage information and technology effectively, for the benefit of the public. They are essential for businesses, governments, the economy and society as a whole.

CILIP's members are critical to our future economy, and following the 2024 General Election, CILIP engaged in an increased programme of advocacy and influencing on behalf of the profession. This important work will be funded by CILIP's membership and other diversified income. The next priority is further development and growth in our primary trading activities and membership.

To support our membership, and our ambition to attract and retain a significant number of new members, we are also working with our Devolved Nations and Member Networks to embed our Community Strategy, including the newly established Members Council which will ensure a richer ongoing dialogue between the organisation and membership.

Structure, governance and management

CILIP is a charity operating under Royal Charter registered with the Charity Commission (registered charity number 313014).

CILIP Trustee Board

Members of the Board are Trustees of CILIP for the purpose of charity legislation. The Board has twelve members elected directly by the membership, with a provision for up to three additional co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process.

During 2024, 13 Trustee Board members were in place, all of whom were individual members of CILIP. There are 15 Trustees in 2025 detailed below in this report, with the latest list always published on CILIP's website under 'Governance'.

Reporting to the Board is the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities. It also provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance, and finance.

The Finance, Audit and Risk Committee

The purpose of the Finance, Audit and Risk Committee is to oversee CILIP's financial management and control; monitor and review the outcomes of external audit; scrutinise the risk management systems of CILIP; and monitor performance, governance, elections and information governance, reporting to the Board. The Committee contributes to audit planning, identifying areas of concern, receives and reviews the audit report, and monitors the management response. In 2024 there were 3 independent members, Alison Wheeler, Carol Edwards and Kirsty Ellis. In 2025 there are 3 independent members, Kirsty Ellis, Nicole Weber and Zia Rezvi.

Following consideration of the Audit Findings Report, risk management, internal controls, and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2024, they identified workstreams to tighten and enhance internal controls as recommended by the auditors.

Trustee selection, induction, and training

Trustee selection methods are as detailed in the CILIP Byelaws and Regulations, which provide for a combination of election or nomination (Byelaws 30-34), and co-option (Byelaws 35-38) to the Trustee Board.

These details are on the CILIP website in the Governance section.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

An induction and development day is held for new trustees which includes existing trustees. The focus is on the role of the Trustee Board and individual trustees, as well as on their financial and risk-management responsibilities, and collective decision-making.

Each new Trustee receives a welcome pack, which includes:

- A copy of the governing Charter, Bye-laws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP Trustees
- A copy of the conflict-of-interest policy
- A register of interest form
- The latest Trustee Annual Report and Accounts
- Briefings on key current issues for CILIP
- Changes to key legislation or other rules affecting CILIP

Chief Executive Officer and other key management personnel in 2024

Day-to-day management of the charity is delegated by the Trustees to the Chief Executive Officer, who is responsible for managing staff and resources to implement the decisions made by the Trustee Board. The Chief Executive Officer is also included as key management personnel, and their salary is reviewed and agreed by the Trustee Board. Key management personnel who are the Trustees and the senior leadership team are set out on page 1.

Office of the President

The office of the President comprises the President and the Vice-President. They are directly elected by the membership and are independent of the Trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio (i.e. non-voting observers) on the Trustee Board.

The Annual General Meeting

The Annual General Meeting, normally held in October each year, approves the member subscription rate for the following year (if it's above the Consumer Price Index) and agrees the appointment of CILIP's auditors (if necessary that year). It also approves by resolution any proposed changes to CILIP's Royal Charter and Byelaws (subject to approval by the Privy Council in some cases). In other respects, its role is mainly advisory and the CILIP Trustee Board must give serious consideration to its recommendations.

EGM in 2024

In March 2024 CILIP held an Extraordinary General Meeting following the completion of the 2022 financial audit in order to present the audited accounts, update the membership on the intention to change auditors one year ahead of the planned schedule and move to multi-year contracts with auditors, as is standard practice. In addition, the EGM updated members on the Trustee Board's intention to start reviewing CILIP's governing documents to bring them in line with the contemporary operation of the charity, this work is still in progress:

- to streamline and simplify the expression of governance processes
- to reduce the current duplication of provisions in multiple documents
- to avoid naming specific groups, networks or documents, whose names will change over time
- to reflect changes in legislation and best practice
- to remove legacy 'artefacts' which ought previously to have been removed

Following review, proposed amendments will be put to the membership as a vote in future AGMs in a phased manner as the work progresses.

Auditors

Our auditor Peters Elworthy and Moore transferred their audit registration and therefore that part of their business to a newly incorporated limited company, PEM Audit Limited, on 1 September 2025. Accordingly, Peters Elworthy and Moore ceased to be the Charity's auditor with the Trustees duly appointing PEM Audit Limited to fill the vacancy arising.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

Statement of Trustees' Responsibilities

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

Charity 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 its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Observe the methods and principles in the charities SORP FRS102 (2019).
3. Make judgments and estimates that are reasonable and prudent.
4. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
5. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations and the provisions of the Royal Charter.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Annual Report and Accounts complies with current statutory requirements, the requirements of CILIP's Royal Charter and the current Statement of Recommended Practice on Accounting and Reporting by Charities.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Kate Robinson

**Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Honorary Chair**

Date: 16 October 2025

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

OPINION

We have audited the financial statements of Chartered Institute of Library and Information Professionals (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 December 2024 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charity's affairs as at 31 December 2024 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS (CONTINUED)

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditor's Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- the parent Charity has not kept sufficient accounting records; or
- the parent Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charity or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS (CONTINUED)

in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and noncompliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence; capabilities and skills to identify or recognise noncompliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the group through discussions with trustees and other management, and from our knowledge of charity law and experience;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the Charities Act 2011 and taxation legislation;
- in addition; we considered provisions of other laws and regulations which do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's ability to operate or to avoid material penalties;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence;
- we reviewed the minutes of Trustees' meetings to identify any references to noncompliances with laws and regulations;
- we assessed the susceptibility of the group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur,
- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and noncompliance with laws and regulations.

As a result of the above risk assessment procedures we identified the greatest risk of material misstatement on the financial statements arising from irregularities and fraud to be within the potential for management to override controls together with the risk of fraudulent revenue recognition. We considered the risk of fraudulent revenue recognition to be most prevalent in the cut-off of revenue. In response to these identified risks, we designed procedures which included but were not limited to:

- performed analytical procedures to identify any unusual or unexpected relationships;
- performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business
- assessed whether judgements and assumptions made in determining the accounting estimates set out in note 3 were indicative of potential bias;
- performed substantive testing for a sample of income transactions from accounting records to supporting documentation to ensure that all income was appropriately recognised in the correct period and any restrictions appropriately recognised.

In response to the risk of irregularities and noncompliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- assessing the extent of compliance with laws and regulations identified above through making enquiries of management and inspecting legal correspondence;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS (CONTINUED)

- reviewing any correspondence with relevant regulators such as the Charity Commission.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of noncompliance. Auditing standards also limit the audit procedures required to identify noncompliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

USE OF OUR REPORT

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Nikki Loan

PEM Audit Limited

Registered Auditor
Salisbury House
Station Road
Cambridge
CB1 2LA

Date: 16 October 2025

PEM Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**CHARITY STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Note				
INCOME FROM:					
Donations and legacies	4	112,736	116,167	228,903	418,847
Charitable activities	5	2,418,692	-	2,418,692	2,465,871
Other trading activities	6	-	-	-	186,312
Investments	7	543,878	34,907	578,785	662,820
TOTAL INCOME		3,075,306	151,074	3,226,380	3,733,850
EXPENDITURE ON:					
Raising funds	8	-	-	-	203,214
Charitable activities	9	3,856,009	242,422	4,098,431	4,407,130
Other expenditure	10	2,091	-	2,091	1,826,565
TOTAL EXPENDITURE		3,858,100	242,422	4,100,522	6,436,909
NET EXPENDITURE BEFORE NET GAINS/(LOSSES) ON INVESTMENTS		(782,794)	(91,348)	(874,142)	(2,703,059)
Net gains/(losses) on investments		230,020	14,546	244,566	(114,626)
NET EXPENDITURE		(552,774)	(76,802)	(629,576)	(2,817,685)
Transfers between funds	26	(3,810)	3,810	-	-
NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES) OTHER RECOGNISED GAINS/(LOSSES):		(556,584)	(72,992)	(629,576)	(2,817,685)
Actuarial gains/(losses) on defined benefit pension schemes	31	43,000	-	43,000	(7,719,000)
Pension surplus not recognised	31	571,000	-	571,000	(1,038,000)
NET MOVEMENT IN FUNDS		57,416	(72,992)	(15,576)	(11,574,685)
RECONCILIATION OF FUNDS:					
Total funds brought forward	26	10,460,166	624,268	11,084,434	22,659,119
Net movements in funds		57,416	(72,992)	(15,576)	(11,574,685)
TOTAL FUNDS CARRIED FORWARD	26	10,517,582	551,276	11,068,858	11,084,434

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
INCOME FROM:					
Donations and legacies	4	37,507	116,167	153,674	316,020
Charitable activities	5	2,418,692	-	2,418,692	2,465,871
Other trading activities	6	103,184	-	103,184	285,799
Investments	7	543,878	34,907	578,785	662,820
TOTAL INCOME		3,103,261	151,074	3,254,335	3,730,510
EXPENDITURE ON:					
Raising funds	8	27,955	-	27,955	250,686
Charitable activities	9	3,856,009	242,422	4,098,431	4,407,130
Other expenditure	10	2,091	-	2,091	1,826,565
TOTAL EXPENDITURE		3,886,055	242,422	4,128,477	6,484,381
NET EXPENDITURE BEFORE NET GAINS/(LOSSES) ON INVESTMENTS		(782,794)	(91,348)	(874,142)	(2,753,871)
Net gains/(losses) on investments		230,020	14,546	244,566	(114,626)
NET EXPENDITURE		(552,774)	(76,802)	(629,576)	(2,868,497)
Transfers between funds	26	(3,810)	3,810	-	-
NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES)		(556,584)	(72,992)	(629,576)	(2,868,497)
OTHER RECOGNISED GAINS/(LOSSES):					
Actuarial gains/(losses) on defined benefit pension schemes	31	43,000	-	43,000	(7,719,000)
Pension surplus not recognised	31	571,000	-	571,000	(1,038,000)
NET MOVEMENT IN FUNDS		57,416	(72,992)	(15,576)	(11,625,497)
RECONCILIATION OF FUNDS:					
Total funds brought forward	26	10,460,166	624,268	11,084,434	22,709,931
Net movement in funds		57,416	(72,992)	(15,576)	(11,625,497)
TOTAL FUNDS CARRIED FORWARD	26	10,517,582	551,276	11,068,858	11,084,434

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**CONSOLIDATED BALANCE SHEET
AS AT 31 DECEMBER 2024**

	Note	2024 £	2023 £
FIXED ASSETS			
Intangible assets	16	130,492	-
Tangible assets	17	22,838	25,662
Investments	18	6,504,528	6,716,701
		<u>6,657,858</u>	<u>6,742,363</u>
CURRENT ASSETS			
Stocks	19	61,451	56,851
Debtors	20	531,799	523,202
Investments	21	-	383,663
Cash held in escrow account	22	2,833,555	2,799,477
Cash at bank and in hand		1,553,267	1,607,577
		<u>4,980,072</u>	<u>5,370,770</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	23	(558,778)	(1,005,452)
		<u>4,421,294</u>	<u>4,365,318</u>
NET CURRENT ASSETS			
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>11,079,152</u>	<u>11,107,681</u>
Creditors: amounts falling due after more than one year	24	(10,294)	(23,247)
TOTAL NET ASSETS		<u><u>11,068,858</u></u>	<u><u>11,084,434</u></u>
GROUP FUNDS			
Restricted funds	26	551,276	624,268
Unrestricted funds	26	10,517,582	10,460,166
TOTAL FUNDS		<u><u>11,068,858</u></u>	<u><u>11,084,434</u></u>

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

Kate Robinson

Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Honorary Chair
 Date: 16 October 2025

The notes on pages 31 to 75 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**CHARITY BALANCE SHEET
AS AT 31 DECEMBER 2024**

	Note	2024 £	2023 £
FIXED ASSETS			
Intangible assets	16	130,492	-
Tangible assets	17	22,838	25,662
Investments	18	6,504,528	6,716,701
		<u>6,657,858</u>	<u>6,742,363</u>
CURRENT ASSETS			
Stocks	19	61,451	56,851
Debtors	20	530,228	520,421
Investments	21	-	383,663
Cash held in escrow	22	2,833,555	2,799,477
Cash at bank and in hand		1,480,373	1,562,058
		<u>4,905,607</u>	<u>5,322,470</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	23	(484,313)	(957,152)
		<u>4,421,294</u>	<u>4,365,318</u>
NET CURRENT ASSETS			
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>11,079,152</u>	<u>11,107,681</u>
Creditors: amounts falling due after more than one year	24	(10,294)	(23,247)
TOTAL NET ASSETS		<u><u>11,068,858</u></u>	<u><u>11,084,434</u></u>
CHARITY FUNDS			
Restricted funds	26	551,276	624,268
Unrestricted funds	26	10,517,582	10,460,166
TOTAL FUNDS		<u><u>11,068,858</u></u>	<u><u>11,084,434</u></u>

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

Kate Robinson

Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Honorary Chair
 Date: 16 October 2025

The notes on pages 31 to 75 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	2024 £	2023 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash used in operating activities	28	(1,193,513)	(16,058,579)
CASH FLOWS FROM INVESTING ACTIVITIES			
Dividends, interests and rents from investments		517,330	547,820
Proceeds from the sale of tangible fixed assets		-	24,520,747
Purchase of intangible assets		(112,790)	-
Purchase of tangible fixed assets		(8,973)	(27,147)
Proceeds from sale of investments		812,000	417,801
Purchase of investments		-	(6,707,371)
Movement in Escrow account		(34,078)	(2,799,477)
NET CASH PROVIDED BY INVESTING ACTIVITIES		1,173,489	15,952,373
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayments of borrowing		(34,286)	(68,571)
NET CASH USED IN FINANCING ACTIVITIES		(34,286)	(68,571)
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR		(54,310)	(174,777)
Cash and cash equivalents at the beginning of the year		1,607,577	1,782,354
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	29	1,553,267	1,607,577

The notes on pages 31 to 75 form part of these financial statements

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. GENERAL INFORMATION

The Chartered Institute of Library Information Professionals (CILIP) is a charity under Royal Charter (registered company number RC000780) registered with the Charity Commission of England and Wales (registered charity number 313014). Its registered office is disclosed on page 1. A description of the nature of the Group's operations and principle activities is provided in the Trustees' Report.

The functional and presentational currency of CILIP is pounds sterling. The financial statements are rounded to the nearest £.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.

Chartered Institute of Library and Information Professionals meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

In accordance with the reduced disclosure exemptions permitted by paragraph 1.12 of FRS 102, the Group has taken advantage of the exemption from preparing its own individual Statement of Cash Flows as disclosures equivalent to those required by the FRS are already included in the consolidated Statement of Cash Flows.

2.2 GOING CONCERN

With reasonable cash reserves and a robust budget process/operational plan, the Trustees confirm that, after reviewing the Group's forecasts and projections, they have a reasonable expectation that CILIP has adequate resources to continue its activities for twelve months from the date of approval of the financial statements and consider that there are no material uncertainties over CILIP's financial viability. Accordingly, the Trustees are of the view that CILIP is a going concern.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. ACCOUNTING POLICIES (CONTINUED)**2.3 INCOME**

All income is included in the Statement of Financial Activities (SOFA) when CILIP is legally entitled to it, ultimate receipt is reasonably certain and the amount to be recognised can be measured reliably.

Membership income is the subscription received from members to buy a right to services and other benefits and this is recognised as income from charitable activities.

Income from rent, royalties, interest, dividend and other income is accounted for when receivable and can be measured reliably by CILIP.

Donation and grants (including government grants) income is recognised when there is evidence of entitlement to the gift, receipt is probable and the amount can be measured reliably.

Legacy income is recognised when it is probable that it will be received. Legacy receipt is probable when:

- there has been grant of probate;
- the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay the legacy; and
- any conditions attached to the legacy are either within the control of the Group or have been met.

2.4 EXPENDITURE

All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party on an accruals basis, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to each activity. Where costs cannot be directly attributed to a particular heading, they have been allocated to activities on a basis consistent with the use of the resource.

Support costs have been allocated to activities on the following basis:

Building costs: square footage occupied (prior year)

Personnel costs: per capita basis

ICT and finance costs: estimated time spent

Governance costs: proportion of total charitable expenditure and cost of raising funds

Governance costs relate to the organisational administration in compliance with constitutional and statutory requirements.

Costs of raising funds are primarily those incurred in raising funds for CILIP's charitable activities and the activities of CILIP Pathways Limited.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

2.5 OPERATING LEASES

Rental incomes under operating leases where substantially all of the benefits and risks of ownership remain with the lessors are recognised in the statement of financial activities as income.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

2. ACCOUNTING POLICIES (CONTINUED)

2.6 EMPLOYEE BENEFITS

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Termination benefits are accounted for on an accruals basis and in line with FRS 102.

2.7 GOVERNMENT GRANTS

Government grants relating to tangible fixed assets are treated as deferred income and released to the Consolidated Statement of Financial Activities upon the completion of the relevant performance-related conditions. Other grants that are not subject to performance-related conditions are credited to the Consolidated Statement of Financial Activities as the grant proceeds are received. Grants received prior to the revenue recognition criteria being satisfied are recognised as a liability.

2.8 SOFTWARE DEVELOPMENT (UNDER CONSTRUCTION)

Intangible assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable, and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Intangible assets that are under construction are classified as under construction and are transferred into the appropriate category on project completion, when amortisation then commences.

Amortisation is provided on the following basis:

Software	- 20 % Straight line

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. ACCOUNTING POLICIES (CONTINUED)

2.9 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Fixtures, fittings and equipment	-	20% per annum on cost
Computer and programmes	-	25% per annum on cost

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Consolidated Statement of Financial Activities.

2.10 INVESTMENTS

Investments listed on a recognised stock exchange are stated at fair value at the Balance Sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Unlisted investments, where there is no reliable fair value, are held at cost and reviewed annually for impairment.

Investments in subsidiaries are valued at cost less provision for impairment.

2.11 STOCKS

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow-moving items. In the case of work in progress and finished goods, costs consist of direct materials, direct labour and attributable overheads. Net realisable value means estimated selling price less all further costs to completion and all costs to be incurred in marketing, selling and distribution.

2.12 FINANCIAL INSTRUMENTS

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. ACCOUNTING POLICIES (CONTINUED)**2.13 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered and net of any bad debt provision. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.14 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.15 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

2.16 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. ACCOUNTING POLICIES (CONTINUED)**2.17 PENSIONS****Defined contribution pension scheme**

Payments made by CILIP into the group stakeholder salary sacrifice pension scheme on behalf of individual employees are charged to the Statement of Financial Activities as incurred.

Defined benefit pension scheme

The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by contributions from the employer in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. The Pensions Act 2004 sets out a statutory funding objective: that every pension scheme must have sufficient and appropriate assets to cover its funding target (referred to in legislation as Technical Provisions) and if there is a shortfall the pension scheme trustees and the employer are required to agree a Recovery Plan to make this good. The pension scheme was closed to new members on 1 April 2009 and was closed to existing members for further accruals from 31 March 2011.

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the Statement of Financial Activities together with other recognised gains and losses. The Trustees of the Charity and the Pension Fund have agreed to a buy-out of the scheme. Further details of the defined benefit pension scheme are set out in the notes to the accounts.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Defined benefit pension scheme

The valuation of the defined benefit pension scheme asset/liability is subject to many actuarial assumptions, such as future interest rates, inflation, pension increases and mortality rates. Small variations in the assumptions can cause material swings in the value of the defined benefit asset/liability disclosed on the Balance Sheet. The pension scheme asset/liability is also impacted by payments made to the scheme by the sponsoring employer. More detail is given in note 31. At the reporting date, reasonable possible changes to one of the relevant actuarial assumptions, with the other assumptions held constant, would have affected the defined benefit asset/liability by the amounts shown below

On the 31 December 2024, the defined benefit asset was capped at nil as the sponsoring employer may not be able to recover any overpayment directly on final closure of the scheme (2023: asset capped at nil).

Cash held in escrow

As described in note 22, £2,833,555 is held in an escrow account. The Trustees currently believe that between £1.9m and £2.5m of the balance may be returned for the unrestricted use of CILIP, with the remainder paying for pension scheme costs. The Charity receives a quarterly dividend from the moneys held, which is added to the escrow account.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

4. INCOME FROM DONATIONS AND LEGACIES - GROUP

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Donations from individuals	1,193	-	1,193
Legacies	36,314	-	36,314
Grants	-	116,167	116,167
	<u>37,507</u>	<u>116,167</u>	<u>153,674</u>

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations from individuals	1,163	-	1,163
Legacies	44,148	-	44,148
Grants	9,154	261,555	270,709
	<u>54,465</u>	<u>261,555</u>	<u>316,020</u>

Included in grants are government grants amounting to £87,902 (2023: £231,864), which comprise £24,300 (2023: £185,600) from Arts Council England; £54,602 (2023: £46,264) from the Welsh Government; and £9,000 (2023: £Nil) from Health Education England.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

INCOME FROM DONATIONS AND LEGACIES - CHARITY

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Donations from individuals	1,193	-	1,193
Legacies	36,314	-	36,314
Grants	-	116,167	116,167
Donation from CILIP Pathways Ltd	75,229	-	75,229
	<u>112,736</u>	<u>116,167</u>	<u>228,903</u>
	<u>112,736</u>	<u>116,167</u>	<u>228,903</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations from individuals	1,163	-	1,163
Legacies	44,148	-	44,148
Grants	9,154	261,555	270,709
Donation from CILIP Pathways Ltd	102,827	-	102,827
	<u>157,292</u>	<u>261,555</u>	<u>418,847</u>
	<u>157,292</u>	<u>261,555</u>	<u>418,847</u>

5. INCOME FROM CHARITABLE ACTIVITIES - GROUP AND CHARITY

	Unrestricted funds 2024 £	Total funds 2024 £
Training, events & conferences	589,949	589,949
Advertising & publications	657,762	657,762
Professional services	32,012	32,012
Membership	1,138,969	1,138,969
	<u>2,418,692</u>	<u>2,418,692</u>
	<u>2,418,692</u>	<u>2,418,692</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

5. INCOME FROM CHARITABLE ACTIVITIES - GROUP AND CHARITY (CONTINUED)

	Unrestricted funds 2023 £	Total funds 2023 £
Training, events & conferences	454,956	454,956
Advertising & publications	785,369	785,369
Professional services	87,473	87,473
Membership	1,138,073	1,138,073
	<u>2,465,871</u>	<u>2,465,871</u>

6. INCOME FROM OTHER TRADING ACTIVITIES - GROUP

Income from non charitable trading activities

	Unrestricted funds 2024 £	Total funds 2024 £
CILIP Pathways Ltd income	103,184	103,184

	Unrestricted funds 2023 £	Total funds 2023 £
CILIP Pathways Ltd income	99,487	99,487
Rent and service charges	186,312	186,312
	<u>285,799</u>	<u>285,799</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

8. EXPENDITURE ON RAISING FUNDS - GROUP

	Unrestricted funds 2024 £	Total funds 2024 £
Rent and service charge support costs	-	-
CILIP Pathways Ltd	27,955	27,955
	<u>27,955</u>	<u>27,955</u>

	Unrestricted funds 2023 £	Total funds 2023 £
Rent and service charge support costs	203,864	203,864
CILIP Pathways Ltd	46,822	46,822
	<u>250,686</u>	<u>250,686</u>

EXPENDITURE ON RAISING FUNDS - CHARITY

	Total funds 2024 £
Rent and service charge support costs	-

	Unrestricted funds 2023 £	Total funds 2023 £
Rent and service charge support costs	203,214	203,214

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

9. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES - GROUP AND CHARITY

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Training, events & conferences	952,181	75,278	1,027,459
Advertising & publications	1,051,104	-	1,051,104
Professional services	128,220	82,171	210,391
Membership	1,553,700	774	1,554,474
Projects	170,804	84,199	255,003
	3,856,009	242,422	4,098,431

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Training, events & conferences	329,487	-	329,487
Advertising & publications	481,989	-	481,989
Professional services	3,271,691	323,963	3,595,654
	4,083,167	323,963	4,407,130

10. OTHER EXPENDITURE - GROUP AND CHARITY

	Unrestricted funds 2024 £	Total funds 2024 £
Loss on sale of fixed assets	2,091	2,091

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

10. OTHER EXPENDITURE - GROUP AND CHARITY (CONTINUED)

	Unrestricted funds 2023 £	Total funds 2023 £
Loss on sale of fixed assets	521,565	521,565
Defined benefit pension scheme past service cost	1,305,000	1,305,000
	<u>1,826,565</u>	<u>1,826,565</u>

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Training, events & conferences	581,996	445,463	1,027,459
Advertising & publications	594,693	456,411	1,051,104
Professional services	187,670	22,721	210,391
Membership	763,207	791,267	1,554,474
Projects	103,702	151,301	255,003
	<u>2,231,268</u>	<u>1,867,163</u>	<u>4,098,431</u>

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Training, events & conferences	279,813	49,674	329,487
Advertising & publications	346,604	135,385	481,989
Professional services	2,123,241	1,472,413	3,595,654
	<u>2,749,658</u>	<u>1,657,472</u>	<u>4,407,130</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Training, events & conferences 2024 £	Advertising & publications 2024 £	Professional services 2024 £	Membership 2024 £
Staff costs	156,386	368,312	165,309	666,921
Other direct costs	359,535	226,381	9,671	49,325
Professional costs	66,075	-	12,690	46,961
	<u>581,996</u>	<u>594,693</u>	<u>187,670</u>	<u>763,207</u>

	Projects 2024 £	Total funds 2024 £
Staff costs	-	1,356,928
Other direct costs	103,702	748,614
Professional costs	-	125,726
	<u>103,702</u>	<u>2,231,268</u>

	Training, events & conferences 2023 £	Advertising & publications 2023 £	Professional services 2023 £	Membership 2023 £
Staff costs	54,823	167,970	1,199,958	-
Business driver and other direct costs	194,990	176,336	615,110	-
Professional costs	30,000	2,298	264,047	-
Other costs	-	-	44,126	-
	<u>279,813</u>	<u>346,604</u>	<u>2,123,241</u>	<u>-</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)

ANALYSIS OF DIRECT COSTS (continued)

	Projects 2023 £	Total funds 2023 £
Staff costs	-	1,422,751
Business driver and other direct costs	-	986,436
Professional costs	-	296,345
Other costs	-	44,126
	-	2,749,658

ANALYSIS OF SUPPORT COSTS

	Training, events & conferences 2024 £	Advertising & publications 2024 £	Professional services 2024 £	Membership 2024 £
Staff costs	186,360	207,782	10,112	359,791
Admin	7,021	13,519	938	26,735
Marketing	1,819	13,608	917	6,805
Finance	119,407	133,681	6,479	231,511
Personnel	16,214	18,078	880	31,304
Building	13,882	15,478	754	26,800
ICT	93,574	46,253	2,251	94,448
Governance	7,186	8,012	390	13,873
	445,463	456,411	22,721	791,267

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)
ANALYSIS OF SUPPORT COSTS (continued)

	Projects 2024 £	Total funds 2024 £
Staff costs	72,309	836,354
Admin	2,093	50,306
Marketing	7	23,156
Finance	46,331	537,409
Personnel	6,291	72,767
Building	5,386	62,300
ICT	16,096	252,622
Governance	2,788	32,249
	151,301	1,867,163

	Training, events & conferences 2023 £	Advertising & publications 2023 £	Professional services 2023 £	Membership 2023 £
Finance	29,482	78,619	845,156	-
Personnel	5,319	21,276	223,396	-
Building	633	1,887	60,095	-
ICT	10,610	28,293	304,154	-
Governance costs	3,630	5,310	39,612	-
	49,674	135,385	1,472,413	-

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)
ANALYSIS OF SUPPORT COSTS (continued)

	Projects 2023 £	Total funds 2023 £
Finance	-	953,257
Personnel	-	249,991
Building	-	62,615
ICT	-	343,057
Governance costs	-	48,552
	-	1,657,472

12. AUDITORS' REMUNERATION - GROUP

	2024 £	2023 £
Fees payable to the Charity's auditor in respect of:		
Audit of CILIP consolidated accounts	36,500	31,550
Preparation of CILIP and CILIP Pathways accounts	5,200	4,950
Tax services	1,315	1,250
Accounts assistance	15,198	4,820

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

13. STAFF COSTS - GROUP

	2024 £	2023 £
Wages and salaries	1,844,769	1,611,687
Social security costs	181,852	154,540
Contribution to defined contribution pension scheme	166,660	136,280
	<u>2,193,281</u>	<u>1,902,507</u>

During the year, no redundancy and termination costs were incurred (2023: £103,459).

During 2024, CILIP did not use the services of agency staff (2023: £86,944).

The average headcount during the year was 47 (2023: 44).

The key management personnel of CILIP comprises the trustees, member network committee members, the Chief Executive Officer, Chief Commercial Officer, Chief Development Officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £811,195 (2023: £668,505).

The number of employees whose emoluments exceeded £60,000 in the year was:

	2024 Number	2023 Number
£60,001 to £70,000	1	1
£70,001 to £80,000	2	-
£80,001 to £90,000	-	1

14. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 December 2024, expenses totalling £1,464 were reimbursed or paid directly to 6 Trustees (2023: £1,162 to 6 Trustees). The expenses related to travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year, CILIP paid £2,269 (2023: £1,324) in respect of Trustees' indemnity insurance on behalf of Trustees. 23 free places are made available for attendance at the Annual Conference, which are taken by both staff and Trustees.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

15. INVESTMENT IN SUBSIDIARY COMPANIES

Name of company	Country of registration	Holding and operation	Proportion	Nature of business
CILIP Pathways Limited	England	Company limited by guarantee and not having a share capital	100%	Apprenticeship assessment

CILIP Pathways Limited (registered company no 12497166) incorporated on 4 March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers. The results of the company's trading activities during 2024 are set out below.

Profit and Loss Account

	2024 £	2023 £
Turnover	103,184	99,487
Cost of sales	(28,180)	(29,879)
Gross profit	75,004	69,608
Administration expenses	225	(16,943)
Profit before gift aid payment	75,229	52,665
Gift aid donation to parent charity	(75,229)	(102,827)
(Loss)/profit before and after taxation	-	(50,162)

Summarised Balance Sheet

	2024 £	2023 £
Debtors	15,030	9,611
Cash	72,894	45,519
Current assets	87,924	55,130
Creditors and accrued charges	(87,924)	(55,130)
Total net assets	-	-
Total reserves	-	-

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

16. INTANGIBLE ASSETS
GROUP AND CHARITY

	Software development (under construction) £
COST	
Additions	130,492
At 31 December 2024	130,492
NET BOOK VALUE	
At 31 December 2024	130,492
At 31 December 2023	-

As the software is an asset under construction, no amortisation is charged.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. TANGIBLE FIXED ASSETS

GROUP AND CHARITY

	Fixtures and fittings £	Computer equipment £	Other fixed assets £	Total £
COST				
At 1 January 2024	146,982	383,873	302,218	833,073
Additions	-	8,973	-	8,973
Disposals	(146,982)	(342,776)	(302,218)	(791,976)
At 31 December 2024	-	50,070	-	50,070
DEPRECIATION				
At 1 January 2024	146,982	358,211	302,218	807,411
Charge for the year	-	9,706	-	9,706
On disposals	(146,982)	(340,685)	(302,218)	(789,885)
At 31 December 2024	-	27,232	-	27,232
NET BOOK VALUE				
At 31 December 2024	-	22,838	-	22,838
At 31 December 2023	-	25,662	-	25,662

18. FIXED ASSET INVESTMENTS

	Listed investments £	Unlisted investments £	Total £
GROUP AND CHARITY			
COST OR VALUATION			
At 1 January 2024	6,716,700	1	6,716,701
Disposals	(840,401)	-	(840,401)
Revaluations	244,566	-	244,566
Transfers between classes	383,662	-	383,662
AT 31 DECEMBER 2024	6,504,527	1	6,504,528

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

18. FIXED ASSET INVESTMENTS (CONTINUED)

Current asset investments have been transferred to fixed asset investments as this reflects the intention to hold these investments for the longer term.

Unlisted investments: Library Services Limited

At 31 December 2024 and 31 December 2023, CILIP held one share out of 1,000 share issued in Library Services Limited, an unlisted company.

Listed investments comprised the following:

	2024 £	2023 £
M&G Charity Multi Asset Fund Inc	5,936,901	6,197,562
M&G Equities Investment Fund for Charities (Charifund) GBP Inc	567,626	492,029
M&G Dividend Fund GBP A Inc	-	27,109
	<u>6,504,527</u>	<u>6,716,700</u>

19. STOCKS

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Work in progress books	6,035	2,633	6,035	2,633
Finished books	55,416	54,218	55,416	54,218
	<u>61,451</u>	<u>56,851</u>	<u>61,451</u>	<u>56,851</u>

20. DEBTORS

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
DUE WITHIN ONE YEAR				
Trade debtors	212,833	237,361	199,633	227,750
Amounts owed by group undertakings	-	-	13,459	6,830
Other debtors	179,871	43,245	178,786	43,245
Prepayments and accrued income	139,095	242,596	138,350	242,596
	<u>531,799</u>	<u>523,202</u>	<u>530,228</u>	<u>520,421</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

21. CURRENT ASSET INVESTMENTS

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Listed investments	-	383,663	-	383,663

Current asset investments have been transferred to fixed asset investments as this reflects the intention to hold these investments for the longer term.

22. CASH HELD IN ESCROW

CILIP is a sponsoring employer of a defined benefit pension scheme known as the Chartered Institute of Library and Information Professionals Pension and Assurance Scheme. To secure the scheme for its members, and to ensure CILIP's long-term viability, CILIP entered into a framework agreement with the scheme Trustees (Vidett). As part of that framework agreements, CILIP agreed to sell the Property and agreed that the proceeds of sale would be apportioned as follows:

1. A payment to the Scheme equal to the outstanding deficit repair contributions due under the existing schedule of contributions agreed as part of the valuation of the Scheme required under the statutory scheme funding regime.
2. Funds for CILIP to use at its discretion (with the caveat under the Framework Agreement that £1.5m of this payment shall not be used or applied by CILIP except for the purposes of maintaining or improving its long-term employer covenant).
3. Funds, equal to at least the section 75 deficit of the Scheme (calculated immediately prior to the sale of the Property) less the amount paid to the Scheme under paragraph (a) above, into an escrow account.

Under its Royal Charter, CILIP has the power to deal with its property and make payments to the scheme (as required by a responsible employer). The Escrow fund is held jointly by Vidett and CILIP and covers the on-going costs associated with pension scheme.

23. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
CBIL loan	-	34,286	-	34,286
Trade creditors	105,689	112,962	102,256	88,944
Other taxation and social security	43,655	63,242	43,655	63,242
Other creditors	53,743	238,556	33,743	238,556
Accruals and deferred income	355,691	556,406	304,659	532,124
	558,778	1,005,452	484,313	957,152

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Deferred income at 1 January	351,096	488,964	331,856	458,994
Deferred income during the year	235,073	351,096	196,486	331,856
Amounts released from previous periods	(351,096)	(488,964)	(331,856)	(458,994)
	235,073	351,096	196,486	331,856

Deferred income comprises advance conference and membership income; plus contract income for CILIP Pathways Ltd.

24. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Other creditors	10,294	23,247	10,294	23,247

25. FINANCIAL INSTRUMENTS

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
FINANCIAL ASSETS				
Financial assets measured at fair value through income and expenditure	6,504,528	7,100,364	6,504,528	7,100,364
Financial assets measured at amortised cost	4,861,388	4,979,988	4,787,668	4,874,298
	11,365,916	12,080,352	11,292,196	11,974,662
FINANCIAL LIABILITIES				
Other financial liabilities measured at amortised cost	333,999	662,811	298,121	679,190

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

25. FINANCIAL INSTRUMENTS (CONTINUED)

Financial assets measured at fair value include investments.

Financial assets measured at amortised cost include: short term deposits, cash in hand, trade debtors and other debtors.

Financial liabilities measured at amortised cost include trade creditors, other taxes and social security costs, other creditors and accruals.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

26. STATEMENT OF FUNDS

GROUP STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2024 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Fixed asset reserve	25,662	-	(9,706)	6,882	-	22,838
Development fund	123,393	-	(49,182)	1,129,182	-	1,203,393
	<u>149,055</u>	<u>-</u>	<u>(58,888)</u>	<u>1,136,064</u>	<u>-</u>	<u>1,226,231</u>
GENERAL FUNDS						
Central operations fund	9,573,030	2,721,427	(2,880,224)	(1,139,874)	230,020	8,504,379
CILIP Pathways Ltd funds	-	103,184	(103,184)	-	-	-
Member networks	738,081	245,650	(196,759)	-	-	786,972
Pension reserve	-	33,000	(647,000)	-	614,000	-
	<u>10,311,111</u>	<u>3,103,261</u>	<u>(3,827,167)</u>	<u>(1,139,874)</u>	<u>844,020</u>	<u>9,291,351</u>
TOTAL UNRESTRICTED FUNDS	<u>10,460,166</u>	<u>3,103,261</u>	<u>(3,886,055)</u>	<u>(3,810)</u>	<u>844,020</u>	<u>10,517,582</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

26. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2024 £
RESTRICTED FUNDS						
K Pierce - Legacy	8,193	-	-	-	390	8,583
F Robinson - Legacy	10,102	-	-	-	481	10,583
Colin Mears - Legacy	359,991	24,166	(47,156)	-	9,151	346,152
D Chilcot - Legacy	14,996	830	-	-	-	15,826
GA Cooks legacy - CILIP Cymru	157,417	9,910	(15,445)	-	4,104	155,986
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97
Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	6,817	-	-	-	325	7,142
Arundell Esdaile Esdaile Memorial Prize	1,999	-	-	-	95	2,094
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
Designing Libraries	3,057	-	(3,057)	-	-	-
Welsh government anti racist library collection	23,836	36,552	(69,563)	-	-	(9,175)
Digital Leadership for Welsh Translation	-	13,000	(13,308)	308	-	-
Safe and inclusive Welsh translation income	-	5,050	(5,113)	63	-	-
Great school libraries	4,466	-	-	-	-	4,466
ACE - future libraries	8,191	-	(15,250)	7,059	-	-

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

26. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - CURRENT YEAR (continued)

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2024 £
ACE - green libraries phase 1b	15,409	24,300	(35,059)	(4,650)	-	-
Digital Health Literacy - Health Education England	-	9,000	(10,030)	1,030	-	-
KR21 Knowledge Rights	-	28,266	(28,441)	-	-	(175)
	624,268	151,074	(242,422)	3,810	14,546	551,276
TOTAL OF FUNDS	11,084,434	3,254,335	(4,128,477)	-	858,566	11,068,858

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

26. STATEMENT OF FUNDS (CONTINUED)

GROUP STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Fixed asset reserve	1,520,412	-	(10,674)	(1,484,076)	-	25,662
Development fund	143,352	-	(19,959)	-	-	123,393
	<u>1,663,764</u>	<u>-</u>	<u>(30,633)</u>	<u>(1,484,076)</u>	<u>-</u>	<u>149,055</u>
GENERAL FUNDS						
Revaluation reserve	23,399,496	-	-	(23,399,496)	-	-
Central operations fund	634,380	3,036,618	(3,897,727)	9,894,731	(94,972)	9,573,030
CILIP Pathways Ltd funds	50,812	99,487	(150,299)	-	-	-
Member networks	696,760	183,080	(141,759)	-	-	738,081
Pension reserve	(4,450,000)	115,000	(1,940,000)	15,032,000	(8,757,000)	-
	<u>20,331,448</u>	<u>3,434,185</u>	<u>(6,129,785)</u>	<u>1,527,235</u>	<u>(8,851,972)</u>	<u>10,311,111</u>
TOTAL UNRESTRICTED FUNDS	<u>21,995,212</u>	<u>3,434,185</u>	<u>(6,160,418)</u>	<u>43,159</u>	<u>(8,851,972)</u>	<u>10,460,166</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

26. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
RESTRICTED FUNDS						
K Pierce - Legacy	10,482	-	-	-	(2,289)	8,193
F Robinson - Legacy	12,923	-	-	-	(2,821)	10,102
Colin Mears - Legacy	370,951	1,066	-	(3,974)	(8,052)	359,991
D Chilcot - Legacy	13,389	630	-	977	-	14,996
GA Cooks legacy - CILIP Cymru	161,206	-	-	-	(3,789)	157,417
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97
Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	8,962	-	-	-	(2,145)	6,817
Arundell Esdaile Esdaile Memorial Prize	2,557	-	-	-	(558)	1,999
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
ACE Independent Review of Public Library	162	-	-	(162)	-	-
Green Libraries	15,460	-	(15,460)	-	-	-
ACE - Future Skills in Public Libraries	63,929	10,000	(33,929)	(40,000)	-	-
ACE - Working Internationally Phase 2	5,000	3,600	(8,600)	-	-	-
Workforce Mapping Project	19,000	-	(19,000)	-	-	-
Designing Libraries	20,904	11,150	(28,997)	-	-	3,057
Welsh government anti racist library collection	-	46,264	(22,428)	-	-	23,836

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

26. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR (CONTINUED)

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
Great school libraries	-	51,615	(47,149)	-	-	4,466
ACE - future libraries	-	80,000	(71,809)	-	-	8,191
ACE - Safe and inclusive libraries	-	20,000	(20,000)	-	-	-
ACE - green libraries phase 1b	-	72,000	(56,591)	-	-	15,409
	714,719	296,325	(323,963)	(43,159)	(19,654)	624,268
TOTAL OF FUNDS	22,709,931	3,730,510	(6,484,381)	-	(8,871,626)	11,084,434

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

CHARITY STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 December 2024 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Fixed asset reserve	25,662	-	(9,706)	6,882	-	22,838
Development fund	123,393	-	(49,182)	1,129,182	-	1,203,393
	<u>149,055</u>	<u>-</u>	<u>(58,888)</u>	<u>1,136,064</u>	<u>-</u>	<u>1,226,231</u>
GENERAL FUNDS						
Central operations fund	9,573,030	2,796,656	(2,955,453)	(1,139,874)	230,020	8,504,379
Member networks	738,081	245,650	(196,759)	-	-	786,972
Pension reserve	-	33,000	(647,000)	-	614,000	-
	<u>10,311,111</u>	<u>3,075,306</u>	<u>(3,799,212)</u>	<u>(1,139,874)</u>	<u>844,020</u>	<u>9,291,351</u>
TOTAL UNRESTRICTED FUNDS	<u>10,460,166</u>	<u>3,075,306</u>	<u>(3,858,100)</u>	<u>(3,810)</u>	<u>844,020</u>	<u>10,517,582</u>
RESTRICTED FUNDS						
K Pierce - Legacy	8,193	-	-	-	390	8,583
F Robinson - Legacy	10,102	-	-	-	481	10,583
Colin Mears - Legacy	359,991	24,166	(47,156)	-	9,151	346,152
D Chilcot - Legacy	14,996	830	-	-	-	15,826
GA Cooks legacy - CILIP Cymru	157,417	9,910	(15,445)	-	4,104	155,986
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	6,817	-	-	-	325	7,142
Arundell Esdaile Esdaile Memorial Prize	1,999	-	-	-	95	2,094
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
Designing Libraries	3,057	-	(3,057)	-	-	-
Welsh government anti racist library collection	23,836	36,552	(69,563)	-	-	(9,175)
Digital Leadership for Welsh Translation	-	13,000	(13,308)	308	-	-
Safe and inclusive Welsh translation income	-	5,050	(5,113)	63	-	-
Great school libraries	4,466	-	-	-	-	4,466
ACE - future libraries	8,191	-	(15,250)	7,059	-	-
ACE - green libraries phase 1b	15,409	24,300	(35,059)	(4,650)	-	-
Digital Health Literacy - Health Education England	-	9,000	(10,030)	1,030	-	-
KR21 Knowledge Rights	-	28,266	(28,441)	-	-	(175)
	<u>624,268</u>	<u>151,074</u>	<u>(242,422)</u>	<u>3,810</u>	<u>14,546</u>	<u>551,276</u>
TOTAL OF FUNDS	<u>11,084,434</u>	<u>3,226,380</u>	<u>(4,100,522)</u>	<u>-</u>	<u>858,566</u>	<u>11,068,858</u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

CHARITY STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 December 2023 £
UNRESTRICTED FUNDS						
Fixed asset reserve	1,520,412	-	(10,674)	(1,484,076)	-	25,662
Development fund	143,352	-	(19,959)	-	-	123,393
	<u>1,663,764</u>	<u>-</u>	<u>(30,633)</u>	<u>(1,484,076)</u>	<u>-</u>	<u>149,055</u>
GENERAL FUNDS						
Revaluation reserve	23,399,496	-	-	(23,399,496)	-	-
Central operations fund	634,380	3,139,445	(4,000,554)	9,894,731	(94,972)	9,573,030
Member networks	696,760	183,080	(141,759)	-	-	738,081
Pension reserve	(4,450,000)	115,000	(1,940,000)	15,032,000	(8,757,000)	-
	<u>20,280,636</u>	<u>3,437,525</u>	<u>(6,082,313)</u>	<u>1,527,235</u>	<u>(8,851,972)</u>	<u>10,311,111</u>
TOTAL UNRESTRICTED FUNDS	<u>21,944,400</u>	<u>3,437,525</u>	<u>(6,112,946)</u>	<u>43,159</u>	<u>(8,851,972)</u>	<u>10,460,166</u>
RESTRICTED FUNDS						
K Pierce - Legacy	10,482	-	-	-	(2,289)	8,193
F Robinson - Legacy	12,923	-	-	-	(2,821)	10,102
Colin Mears - Legacy	370,951	1,066	-	(3,974)	(8,052)	359,991
D Chilcot - Legacy	13,389	630	-	977	-	14,996
GA Cooks legacy - CILIP Cymru	161,206	-	-	-	(3,789)	157,417
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	8,962	-	-	-	(2,145)	6,817
Arundell Esdaile Esdaile Memorial Prize	2,557	-	-	-	(558)	1,999
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
ACE Independent Review of Public Library	162	-	-	(162)	-	-
Green Libraries	15,460	-	(15,460)	-	-	-
ACE - Future Skills in Public Libraries	63,929	10,000	(33,929)	(40,000)	-	-
ACE - Working Internationally Phase 2	5,000	3,600	(8,600)	-	-	-
Workforce Mapping Project	19,000	-	(19,000)	-	-	-
Designing Libraries	20,904	11,150	(28,997)	-	-	3,057
Welsh government anti racist library collection	-	46,264	(22,428)	-	-	23,836
Great school libraries	-	51,615	(47,149)	-	-	4,466
ACE - future libraries	-	80,000	(71,809)	-	-	8,191
ACE - Safe and inclusive libraries	-	20,000	(20,000)	-	-	-
ACE - green libraries phase 1b	-	72,000	(56,591)	-	-	15,409
	<u>714,719</u>	<u>296,325</u>	<u>(323,963)</u>	<u>(43,159)</u>	<u>(19,654)</u>	<u>624,268</u>
TOTAL OF FUNDS	<u>22,659,119</u>	<u>3,733,850</u>	<u>(6,436,909)</u>	<u>-</u>	<u>(8,871,626)</u>	<u>11,084,434</u>

Restricted funds

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The International Library and Information Group (CILIP special interest group) manage the award for CILIP.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

Arundell Esdaile Memorial Fund was set up to endow a lecture given periodically on librarianship and bibliography. Only the interest from the fund may be used.

Catherine Hamilton Memorial Prize awarded for the most outstanding Master's dissertation in the broad area of information retrieval or electronic text management.

K Pierce – legacy assists librarians to carry out engagements which would further the interests of librarianship in attending conferences overseas (not IFLA).

F Robinson – legacy was set up to reward innovation in library administration and particularly aimed at para professionals. Only the interest from the fund may be used.

The Colin Mears legacy provides funds for the Colin Mears Awards for the illustration of children's books.

The D Chilcot legacy provides funds to be utilised for information facilities at CILIP and education purposes.

Bob McKee-CILIP/IFLA Aspire award helps new professionals develop through networking at UK and international events. IFLA provides an international bursary to support new professionals.

Arts Council England (ACE) grant given for the independent review of Public Libraries financing.

ACE-Future skills in Public libraries grant given for the Induction pack and digital skills training for public libraries workforce.

ACE-Working internationally Phase 2 grant given to continue to develop international working for public libraries in England.

Workforce mapping project is a consortium of organisations embarking on mapping libraries and information manager's workforce within the United Kingdom.

Designing Libraries is a Community Interest Company that CILIP currently supports until they are able to operate independently.

Welsh Government – Anti-Racist Wales Action Plan – grant in support of a training plan for public libraries in Wales.

Great school libraries – grant in support of the Great School Libraries campaign to bring back libraries and access to librarians in every school in the UK.

ACE - future libraries is a project that will challenge and engage librarians and library leaders to reimagine libraries in a world of climate change, population shift and digital advancement.

ACE - Safe and inclusive libraries funding to provide clear decision making guidance to public librarians and staff who make decisions around stock, public internet access, use of space and public programming.

ACE - green libraries phase 1b funding to support the Green Libraries Campaign, a project helping libraries reduce their environmental impact and promote sustainability in their communities.

The GA Cooks legacy was donated for use by the Welsh Member Network of CILIP.

Digital leadership for Welsh translation - grant in support of Welsh translations.

Safe and inclusive Welsh translation income - grant in support of Welsh translations.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Health Education England (HEE) - grant to support the delivery of the Health Literacy Partnership project, the aim of which is to develop a sustainable platform of knowledge exchange and resources that integrate health literacy into business as usual across sectors.

KR21 Knowledge Rights - funding from the International Federation of Library Associations and Institutions to develop a framework of proposed amendments to regulation to create a more supportive environment for eBook buying and lending in public and academic libraries.

Deficit balances are carried forward on funds where fund receipts are expected.

Designated funds

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves. The transfer to this reserve represents the net impact of additions and disposals.

The transformation/development fund is designated for investment in CILIP's development and transformation work, and to support our plans for membership growth/retention and income diversification.

27. ANALYSIS OF NET ASSETS BETWEEN FUNDS

GROUP ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	22,838	-	22,838
Intangible fixed assets	130,492	-	130,492
Fixed asset investments	6,009,244	495,284	6,504,528
Current assets	4,924,080	55,992	4,980,072
Creditors due within one year	(558,778)	-	(558,778)
Creditors due in more than one year	(10,294)	-	(10,294)
TOTAL	10,517,582	551,276	11,068,858

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

27. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

GROUP ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	25,662	-	25,662
Fixed asset investments	6,224,672	492,029	6,716,701
Current assets	5,238,531	132,239	5,370,770
Creditors due within one year	(1,005,452)	-	(1,005,452)
Creditors due in more than one year	(23,247)	-	(23,247)
TOTAL	10,460,166	624,268	11,084,434

CHARITY ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	22,838	-	22,838
Intangible fixed assets	130,492	-	130,492
Fixed asset investments	6,009,244	495,284	6,504,528
Current assets	4,849,615	55,992	4,905,607
Creditors due within one year	(484,313)	-	(484,313)
Creditors due in more than one year	(10,294)	-	(10,294)
	10,517,582	551,276	11,068,858

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

CHARITY ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	25,662	-	25,662
Fixed asset investments	6,224,672	492,029	6,716,701
Current assets	5,190,231	132,239	5,322,470
Creditors due within one year	(957,152)	-	(957,152)
Creditors due in more than one year	(23,247)	-	(23,247)
	<u>10,460,166</u>	<u>624,268</u>	<u>11,084,434</u>

28. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2024 £	Group 2023 £
Net expenditure for the period (as per Statement of Financial Activities)	<u>(629,576)</u>	<u>(2,868,497)</u>
ADJUSTMENTS FOR:		
Depreciation charges	9,706	10,674
(Gain)/loss on investments	(244,566)	114,626
Dividends, interest and rents from investments	(581,521)	(662,820)
Loss on sale of fixed assets	2,091	521,564
(Increase)/decrease in stocks	(4,600)	14,612
Decrease/(increase) in debtors	83,996	(99,771)
(Decrease)/increase in creditors	(443,043)	3,033
Defined benefit pension scheme actuarial movements	614,000	(13,092,000)
NET CASH USED IN OPERATING ACTIVITIES	<u><u>(1,193,513)</u></u>	<u><u>(16,058,579)</u></u>

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

29. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2024 £	Group 2023 £
Cash in hand	1,553,267	1,607,577

The balance above excludes cash held in escrow (see note 22).

30. ANALYSIS OF CHANGES IN NET DEBT

	At 1 January 2024 £	Cash flows £	Other non- cash changes £	At 31 December 2024 £
Cash at bank and in hand	1,607,577	(54,310)	-	1,553,267
	-	-	-	-
Debt due within 1 year	(34,286)	34,286	-	-
Long-term investments	6,716,701	(595,836)	383,663	6,504,528
Short-term investments	383,663	-	(383,663)	-
	8,673,655	(615,860)	-	8,057,795

31. PENSION COMMITMENTS

CILIP's existing employees were entitled to join the Scottish Widows group stakeholder salary sacrifice pension scheme, which is funded by 5% of salary contribution from employees and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time. Staff may opt-out of the scheme at any time. The amount paid into the scheme by CILIP in 2024 was £166,660 (2023: £136,280). The amount within trade creditors in note 23 above was £25,554 (2023: £21,176).

The Group operates a defined benefit pension scheme.

This is a separate trustee administered fund, holding the pension scheme assets to meet long term pension liabilities. The results of the most recent triennial actuarial valuation as at 31 December 2022 revealed a funding shortfall of £11,755,000. In accordance with the updated schedule of contributions, CILIP paid £9.5m in March 2023 and £2.45m in December 2023 to repair the deficit. A further £3.05m was paid in December 2023 to cover future expenses and the cost of the insurance buy-in premium paid in December 2023. Following these contributions, CILIP became no longer liable for the payment of regular deficit repair contributions. Ongoing scheme costs are covered from funds held jointly in escrow. The amount held in escrow has been used during the period for contributions to the scheme, as shown below. The amount remaining in escrow at the year end was £2,833,555 (2023: £2,799,477).

The full actuarial valuation carried out at 31 December 2022 was updated to 31 December 2024 by a qualified actuary, independent of the scheme's sponsoring employer.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

31. PENSION COMMITMENTS (CONTINUED)

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	At 31 December 2024 %	At 31 December 2023 %
Discount rate	5.35	4.6
Allowance for pension in payment increases of RPI (p.a.)	3.3	3.25
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2	1.85
Allowance for pension in payment increases of CPI or 3% p.a. if less	2.15	2
Allowance for commutation of pension for cash at retirement	20	20
Inflation RPI	3.25	3.1
Inflation CPI	2.75	2.5

	At 31 December 2024 Years	At 31 December 2023 Years
MORTALITY RATES (IN YEARS)		
- for a male aged 40 now	25.6	25.5
- for a male aged 60 now	24	24
- for a female aged 40 now	28.5	28.5
- for a female aged 60 now	27.1	27

The Group's share of the assets in the scheme was:

	At 31 December 2024 £	At 31 December 2023 £
Insured annuities	17,793,000	19,284,000
Cash and other liquid assets	467,000	1,038,000
TOTAL FAIR VALUE OF ASSETS	18,260,000	20,322,000

The actual return on scheme assets was £402,000 loss (2023 - £6,015,000 loss).

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

31. PENSION COMMITMENTS (CONTINUED)

The amounts recognised in the Consolidated Statement of Financial Activities are as follows:

	2024	2023
	£	£
Interest income	(897,000)	(943,000)
Interest cost	864,000	828,000
Administrative expenses	647,000	635,000
TOTAL AMOUNT RECOGNISED IN THE CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES	614,000	520,000

Movements in the present value of the defined benefit obligation were as follows:

	2024	2023
	£	£
Opening defined benefit obligation	19,284,000	17,403,000
Interest cost	864,000	828,000
Actuarial (gains)/losses	(1,342,000)	761,000
Benefits paid	(1,013,000)	(1,013,000)
Past service costs	-	1,305,000
CLOSING DEFINED BENEFIT OBLIGATION	17,793,000	19,284,000

Movements in the fair value of the Group's share of scheme assets were as follows:

	2024	2023
	£	£
Opening fair value of scheme assets	20,322,000	12,953,000
Interest income	897,000	943,000
Actuarial losses	(1,299,000)	(6,958,000)
Contributions by employer	-	15,032,000
Benefits paid	(1,013,000)	(1,013,000)
Expenses paid	(647,000)	(635,000)
CLOSING FAIR VALUE OF SCHEME ASSETS	18,260,000	20,322,000

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP. In the prior year, the freehold building was subject to a charge over its full value to cover shortfalls in the pension scheme.

At the year end, the defined benefit asset was £467,000. The pension scheme value in the financial statements is capped at £nil as the sponsoring employer may not be able to recover any overpayment directly.

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

DEFINED BENEFIT COSTS RECOGNISED IN OTHER COMPREHENSIVE INCOME

	2024 £	2023 £
Return on plan assets in excess of interest income	1,299,000	6,958,000
Actuarial (loss)/gain	(1,342,000)	761,000
Pension surplus not recognised	(571,000)	1,038,000
TOTAL (GAIN)/LOSS	(614,000)	8,757,000

32. CORPORATION TAXATION

CILIP is a registered charity and as such is exempt from taxation of its income and gains to the extent that they fall within the exemptions available to charities under the Taxes Act and are applied to its charitable objectives.

33. OPERATING LEASE COMMITMENTS

At 31 December 2024 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Land and buildings		
Not later than 1 year	11,650	37,300
Later than 1 year and not later than 5 years	-	11,752
	11,650	49,052

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2024 £	2023 £
Operating lease rentals	43,517	25,548

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

34. RELATED PARTY TRANSACTIONS**CILIP Benevolent Fund Registered Charity No. 237352**

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. CILIP provides £1,000 towards their running costs on a yearly basis. CILIP receives some donations on behalf of the Benevolent fund. £1,771 was received and paid over during the year to December 2024 (2023: £8,139) of which £Nil (2023: £305) was outstanding.

The John Campbell Trust Registered Charity No. 802262

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2024 and 2023.

Library Services Trust Registered Charity No. 287404

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2024 and 2023.

CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP

CB Resourcing recruitment agency, of which Simon Burton is a director, gave £250 (2023: £950) in respect of sponsorship for Employers Forum.

CILIP Pathways Ltd

At the year end, the balance due from CILIP Pathways was £13,459 (2023: £6,830 due from). During the year, a gift aid donation of £75,229 was received by CILIP from CILIP Pathways (2023: £102,827).

Accounts

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1 - 2
Trustees' Report	3 - 24
Independent Auditor's Report on the Financial Statements	25 - 28
Charity Statement of Financial Activities	29
Consolidated Statement of Financial Activities	30
Consolidated Balance Sheet	31 - 32
Charity Balance Sheet	33 - 34
Consolidated Statement of Cash Flows	35
Notes to the Financial Statements	36 - 75

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees

Kate Robinson BA (Hons) DipLib MA FCLIP FRSA, Chair from January 2024
(appointed 25 January 2024)
Cornelia Andersson MBA MCLIP (appointed 25 January 2024)¹
Surash Patel (appointed 25 January 2024)¹
Jonathan Waterfield (appointed 25 January 2024)¹
Andrew Preater MCLIP (appointed 25 January 2024)
Corin Peacock BA (Hons) MA (appointed 25 January 2024)
Binni Brynolf
Helen Workman
Simon Burton
Stephen Phillips BLib MCLIP, Treasurer from January 2024
Alison Brettell BA (Hons) MSc PhD
Sue Ball BA MCLIP
Liz Jolly BA (Hons) DipILS FCLIP FRSA PFHEA
Alison Wheeler MBE PG Cert Mnet MCLIP, Treasurer until December 2023
Sue Lacey Bryant BA (Hons) DipLib MSc FCLIP MIHM, Chair until January 2024

¹ Co-opted

Presidential Team (ex-officio Board observers)

President

Sue Williamson MBE from 25 January 2024
John Trevor-Allen BA (Hons) MSc Econ FCLIP from 1 January 2023 to January 2024
Kate Robinson BA (Hons) DipLib MA FCLIP FRSA from 1 January 2022 to January 2023

Vice-President

Sue Lacey Bryant BA (Hons) DipLib MSc MCLIP MIHM from January 2024
John Trevor-Allen BA (Hons) MSc Econ FCLIP from 1 January 2022 to January 2023

Senior Leadership Team

Nick Poole OBE BA MA, Chief Executive Officer until 31 March 2024
Louis Coiffait-Gunn BA (Hons) MPhil, Chief Executive Officer from 8 May 2024
Duncan Anthony, Chief Operating Officer from April 2023
Jo Cornish FCLIP, Chief Development Officer from June 2021
Angela Shaw BSc (Hons) MSc DChA CG (Affiliated), Operations Director from July 2023 to Nov 2024
Rob Green BA (Hons), Editor, Information Professional
Sean McNamara BA (Hons) MCLIP, Head of CILIP in Scotland
Sonia Ramdhian BA (Hons) MA MCLIP, Director of Sector Development from August 2023
Pete Baker, Head of Publishing from July 2019 to 1 May 2024
Andrew James BA (Hons) MA, Director of Content and Publishing from 29 April 2024
Emma Watkins, Director of Business Development from July 2023
Rabeea Arif, Director of Research and Development from August 2023
Claire Robe, Head of Sector Development until 23 March 2023
Paul Jessop, Director of Transformation until 30 June 2023
Freddy Castrillon, Head of Facilities until 30 May 2023
Gemma Wood, Head of Sales and Marketing until 14 February 2023

Charity registered number

313014

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

Company registered number

RC000780

Principal office

Room 150, British Library, 96 Euston Road, London, NW1 2DB

Independent auditor

Peters Elworthy & Moore, Salisbury House, Station Road, Cambridge, CB1 2LA

Bankers

Bank of Scotland, Teviot House, 41 South Gyle Crescent, Edinburgh, EH12 9XD

Unity Trust Bank PLC, Nine Brindley Place, Birmingham, B1 2HB

CCLA, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Solicitors

Bates Wells, 10 Queen Street Place, London, EC4R 1BE

Defined benefit pension scheme

Isio, 3 Hardman Square, Manchester, M3 3EB

Group stakeholder pension scheme

Scottish Widows, 69 Morrison Street, Edinburgh, EH3 8YF

Investment advisors

Barnett Waddingham, 2 London Wall Place, London, EC2Y 5AU

Investment managers

M&G Investments, 10 Fenchurch Street, London, EC3M 5AG

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees present here their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) and its 100%-owned subsidiary CILIP Pathways Limited for the Financial Year ended 31 December 2023.

CILIP is a charity operating under Royal Charter (incorporated in the UK and registered number RC000780) registered with the Charity Commission (number 313014). The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter.

IMPACT:

CILIP changes lives by improving education, literacy and prosperity for all. We achieve this by raising standards in libraries, information and knowledge management.

VISION:

A professional community, dedicated to changing lives through quality information, services, and expertise.

MISSION:

To be the leading professional membership association for people working in information, knowledge, libraries, and related disciplines.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

President's foreword

It has been an honour to serve as Vice-President of CILIP in 2023 and as President in 2024.

CILIP continues to cement its position at the forefront of thought leadership for the profession, both nationally and internationally, while Facet Publishing is continually broadening its range of titles. Alongside CILIP School Libraries Group and the School Library Association, we have led on the Great School Libraries campaign, publishing the Equal Futures report in March 2023 in collaboration with other partners. The work on Green Libraries goes from strength to strength, and in November 2023 we convened the inaugural Libraries Rewired conference about the rapid changes in technology and shaping library sector responses. This was so successful that we shall be repeating it in November 2024.

Our main CILIP Annual Conference was refreshed, rebranded, and relaunched with a focus on leadership. To celebrate 125 years of our Royal Charter, we launched the CILIP 125 campaign and invited nominations for 125 emerging leaders across the profession. The resulting cohort are hugely inspirational and illustrate so clearly that leadership exists at all levels in an organisation but needs to be nurtured.

The Welcome to Libraries booklet, while aimed at public libraries, illustrates for all what it means to be part of our profession and emphasises the importance of the ethics and values that underpin everything we do. We also undertook the commission from Arts Council England to update the guidance for Managing Safe and Inclusive Library Services, which as we are seeing across the world, has never been timelier in underpinning the role that libraries play in creating a climate of mutual respect and inclusivity, and promoting intellectual freedom.

The CILIP training programme continues to provide a wide range of high-quality learning opportunities. We devised a anti-racist library collections training programme for Welsh Libraries in support of the Welsh Government's Anti-Racist Wales Action Plan. CILIP also continues to support the development of diverse pathways into the profession through the library apprenticeships programme, with hundreds of apprentices graduating from the Level 3 course and the development of Level 7 in the pipeline. CILIP Pathways Limited has been appointed assessors for the Level 7 Archives and Record Managers apprenticeship, underlining its position as the leading End Point Assessment Organisation for the profession and related fields.

Our Come Rain or Shine report and accompanying Futures Literacy Toolkit (due early 2024) explore the techniques of futures literacy. Together, they aim to provide a blueprint for strategic planning in times of turbulence and change, supporting library services to plan based on their own user demographics and circumstances. They emphasise leadership throughout the organisation as being crucial to success and highlight the support that CILIP can give across the whole profession.

Underpinning all of this is a growing success story in fund-raising to help us deliver all this exciting work. We have also introduced a brilliant range of merchandise to advocate for the role libraries play. Another key factor is the strength of the partnerships that CILIP is continually nurturing to help us deliver the best results for our profession. For example, CILIP led a consortium to commission a comprehensive Workforce Mapping Project to provide up-to-date data about those working in the sector, their skills and their training needs as an essential evidence base for the development of the sector and to monitor performance.

Finally, I am really excited to see the work being done on streamlining the way CILIP works with our Special Interest Groups, Regional Member Networks, Diversity Networks, and other groups of volunteers, with the introduction of a new Member Council that places members' voices directly at the centre of Trustee Board discussions. The opportunities for everyone to have their say will be hugely amplified through this work and will make CILIP even more effective as a cohesive organisation. In 2024, Members' Week during 14-18 October will give everyone the opportunity to find out more about this.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

If you're already a CILIP member thank you and please do encourage others to join. If you're not yet, I urge you to consider it. Remember that the more members we have, the louder our voice is, because *We Are CILIP*.

A handwritten signature in dark ink, reading "Sue Williamson". The signature is written in a cursive, flowing style.

Sue Williamson MBE
CILIP President 2024

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Chair's introduction

CILIP's attention in its 125th anniversary year has been on our contribution to society through positive action, prioritising economic and social wellbeing alongside a responsible and proactive approach to climate challenges. Recognising 125 emerging leaders as 'the CILIP 125' has been a fantastic way to commemorate this milestone and build momentum for future positive impact.

CILIP's values continue to be at the heart of our activities, and it is these that have guided the ongoing work through the delivery of our We Are CILIP strategy across all four Nations through the services, expertise and knowledge of CILIP members.

This report celebrates the work of the whole of the CILIP community in 2023 and shares the impact we have on society through our expertise, our advocacy, and our services for the benefit of those who use them directly and more widely for society. In these changing times we have started future-proofing our foundations while still achieving a great deal, with the ambition and impetus to do more, and I would like to commend the team at CILIP and our volunteer community for all we have and will achieve. Together *We Are CILIP*.

On behalf of the Board of Trustees of CILIP, I commend this Annual Report to you as an accurate report of the performance of the Charity over the course of 2023.



Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Chair, CILIP Board of Trustees

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

We Are CILIP strategy and objectives

CILIP is a leading national charity focused on changing lives by improving education, literacy and prosperity for all. We deliver our mission by raising standards in libraries, information and knowledge management.

Strategic priorities

We Are CILIP, our 5-year strategy (2020-25) and action plan sets out four strategic priorities:

- Equity and social justice
- Digital transformation
- Environmental sustainability
- Leadership at every level

Our strategy is under-pinned by a business plan that aims to:

1. help us transition to a new business model following the sale of our premises in central London
2. deliver sustainable growth in membership and to drive value for our members
3. maintain and where possible grow our diversified/non-membership revenue streams

Drawing on the key priorities from We Are CILIP, the core activities within the 2023-2025 business plan are:

1. Continuing Professional Development (CPD): To deliver high-quality CPD events and training that enable our members to enhance their skills, knowledge, and expertise.
2. Membership Services: To provide excellent membership services that support our members and enable them to maximize the benefits of membership.
3. Professional Standards: To uphold and develop professional standards that promote excellence in libraries, information and knowledge management.
4. Content and publishing: To deliver high-quality books, journals, magazines and other content which enable our members to improve their skills and develop their expertise.
5. Advocacy: To advocate for the value of our profession and the important role of our members in organisations and society.
6. Research and Development: To work in collaboration to deliver R&D programmes which advance our strategic goals.

There will be a continued period of consolidation to build infrastructure and work towards digital improvement, both of which will support long-term growth and income diversification in alignment with the strategy, as well as supporting the aims of CILIP's business plan to grow the organisation's range of income sources:

- Membership
- Advertising
- Magazine publishing
- Events and awards
- Professional services
- Research and development
- Fundraising

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

- Training
- Merchandising

Services and activities

Our work to deliver the We Are CILIP strategy is focused around four sets of services and activities on behalf of our membership:

- **Community**
We will grow and nurture our membership as a professional Community of Practice, supporting knowledge exchange and unlocking the expertise, know-how and creativity of our members.
- **Recognition**
We will help our members succeed by offering market leading professional recognition and certification that is recognised and endorsed by employers in all sectors and worldwide, based on our Royal Charter
- **Representation**
We will increase the visibility and influence of our profession, representing the interests of our members with employers, decision-makers, the public and the media.
- **Expertise**
We will celebrate the expertise of our members and support them in their skills development and CPD in order to maintain professional standards.

Values

CILIP's work is inspired by our values, which include a commitment to social justice, intellectual freedom and evidence-based practice.

Four Nations together

CILIP is a 'four nations' organisation, working to deliver public benefit across England, Scotland, Wales and Northern Ireland, and sharing knowledge and best practice between them.

In Wales and Northern Ireland, our work is led by National Committees, CILIP Cymru Wales and CILIP Ireland. In Scotland, it is led by our partner organisation, CILIP in Scotland, which is independently registered with the Office of the Scottish Charity Regulator (OSCR, number SC038532).

Public benefit statement

As a Charity, CILIP is established for purposes which further public benefit, and the Trustees operate the Charity in furtherance of these purposes. The Trustees have regard to the Charity Commission's public benefit guidance when developing the strategy and activities of the Charity.

Our Royal Charter commits us to 'promote education and knowledge through the establishment and development of libraries and information services and to advance information science.' We deliver on this commitment through:

- Public events, activities, campaigns and awards which promote engagement with and support for libraries, literacy and learning.
- Maintaining and promoting standards in professional practice which promote excellence and accountability for the users of libraries and information services.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

- Promoting policy for and investment in the development of libraries as a critical infrastructure for learning, literacy, inclusion and self-development.

Membership information

CILIP is the only chartered body in the world dedicated to uniting, supporting, and advocating for information professionals and librarians in all sectors. CILIP is pleased to have welcomed hundreds of new members to CILIP during the past year.

Any member can undertake professional registration with CILIP, and all those who meet the required standard receive official recognition in the form of Certification, Chartership or Fellowship, with a Knowledge Management designation also available at Chartership and Fellowship level. These professional standards are recognised by a wide range of employers in the UK and internationally. All three levels of professional registration have been certified by the Scottish Credit and Qualifications Framework, and have been deemed to be equivalent to a Higher Certificate for Certification, a Bachelor's degree for Chartership, and a Master's degree for Fellowship.

CILIP has a network of volunteer mentors and support officers who can support individuals going through the process of Professional Registration, and there are also a range of resources specially tailored to professional registration candidates.

CILIP's commitment to all those working within the library, information and knowledge management sectors is a unique strength. It acts as a unifying body for the profession and helps to raise the profile of all those working in associated roles. It means that CILIP can advocate across sectors, build coalitions and partnerships, and develop new relationships to benefit all those who either work in or make use of information services. Members have benefitted from our core offer of community, advice, representation and access to expertise.

CILIP membership is not only an investment in people's skills and development, but also an investment in the future of the profession by helping to ensure that libraries, information, and knowledge management services are valued and relevant in a world that is increasingly reliant on access to high-quality information.

Volunteers at CILIP

Volunteers are the lifeblood of CILIP's work, without whom we could not achieve any of the impact described in this report. We benefit from a network of more than 1,000 active volunteers who contribute countless person-hours of time, effort, and expertise to support our strategic aims and increase the sector's positive impact on society.

CILIP would like to gratefully acknowledge the work of all our volunteer mentors, professional registration support officers, assessors, committee officers, Trustees, and countless others for their tremendous contribution to our successes.

Member Networks, Branches, and National Committees

Across the UK, CILIP's Member Networks (Regional Member Networks in England, Special Interest Groups, and Diversity Networks), the Branches in Scotland, and Devolved Nation committees in Northern Ireland and Cymru Wales support a hugely impactful community of practice on behalf of all our members as well as the wider sector.

Our Member Networks and Branches drive engagement, create new content and ideas, support professional development, and ensure that our strategic development is rooted in specialist professional knowledge and expertise.

They also allow CILIP to be more responsive, to develop thought-leadership and evidence-based practice, and to ensure that our support for our members is grounded in the contemporary realities for each of the sectors in which we operate.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Our Diversity Networks allow our wider community to recognise and celebrate the contribution to our profession of people with lived experience of the protected characteristics under the 2010 Equality Act, while also providing a vital platform for career development and mutual support.

All members can choose to be a member of one or more Regional Member Networks, Branches, or Diversity Networks, and may join any Special Interest Group that they wish, namely:

1. Academic and Research Libraries Group (ARLG)
2. Commercial, Legal and Scientific Information Group (CLSIG)
3. Community, Diversity and Equality Group (CDEG)
4. Digital Technology Group (DTG)
5. Government Information Group (GIG)
6. Health Libraries Group (HLG)
7. Information Literacy Group (ILG)
8. International Library and Information Group (ILIG)
9. Knowledge and Information Management Group (KIM)
10. Library and Information History Group (LIHG)
11. Library and Information Research Group (LIRG)
12. Local Studies Group (LSG)
13. Marketing and Communication Group (MCG)
14. Metadata and Discovery Group (MDG)
15. Prison Libraries Group (PrLG)
16. Public and Mobile Libraries Group (PMLG)
17. Rare Books and Special Collections Group (RBSCG)
18. Retired Professionals Group (RPG)
19. School Libraries Group (SLG)
20. UKeiG: the UK e-information Group
21. Youth Libraries Group (YLG)

CILIP Pathways Limited

Pathways is CILIP's wholly owned trading subsidiary which exists to provide assessment services in support of apprenticeships in libraries, information and knowledge services, and related professions.

CILIP Pathways supports CILIP's public mission by providing open and inclusive routes for more diverse candidates to develop a career in libraries, information or knowledge – ensuring that their services are responsive to and reflective of the needs of the widest possible audience.

Pathways was accepted by the regulator to assess the new Level 7 Archives and Record Manager apprenticeship, which launched in October 2023. This is a three-year apprenticeship, so assessment activity and associated income is due to begin in 2026.

Due to the ongoing demand for the original Level 3 sector apprenticeship, the addition of the Level 7 Archives and Records Management apprenticeship, and the ongoing development of a Level 7 Library, Information and Knowledge Management Professional apprenticeship (due to go live in 2024 or 2025), the Directors remain confident in the growth of the assessment service. CILIP Pathways Limited identified new assessors in 2023 and will invest in their training in 2024 and 2025 to ensure capacity can meet the planned growth.

Pathways is forecast to continue to grow the number of assessments whilst maintaining rigorous quality control. It will develop an assessment service for an existing approved sector-based Level 7 apprenticeship and will position itself to be ready to develop an additional Level 7 assessment service for a sector-based apprenticeship currently in development.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

CILIP's stakeholders

CILIP is committed to achieving impact through partnership. We therefore work with a wide range of stakeholders across industry, government, the third sector, and the media. The majority of these relationships are non-financial and depend on the mutual contribution of time and capacity towards shared aims. However, CILIP also maintains a financial relationship with a range of stakeholders including:

Individual stakeholders

- Arts Council England
- NHS England
- Designing Libraries
- The Foyle Foundation
- Penguin Random House
- Yoto
- Julie's Bicycle
- Money Saving Expert
- Nielsen Book Services Ltd.
- Shared Intelligence
- Welsh Government

Stakeholder groups

- Organisational members of the CILIP Employer Partner Scheme
- Organisational members of the CILIP Supplier Partner Scheme
- Sector Learning Providers, including academic institutions accredited by CILIP

Additional information

Grant-making

CILIP has acted as a grant-making body for small-scale projects in 15 public libraries in England under the Arts Council England-funded Green Libraries Partnership to support environmental activity. Applications were considered for grants of up to £2,500 per organisation or consortium for time-limited projects, which explored and demonstrated environmental responsibility through innovative ideas. All 15 projects were awarded in 2022 and completed successfully, with some finishing in 2023.

Through the Health and Digital Literacy Partnership, small-scale pilot projects received funding for two cohorts. The first projects started in April 2022 and the second set of projects were launched in October 2022. Most of the pilots took place over a period of nine months and have now been completed, with further funding being actively sought.

CILIP will only fund projects and activities which are charitable and fall within the scope of our charitable purpose. Grant applications are assessed by independent panels which use the following criteria when assessing proposals:

- due diligence
- relevance to the scope of the grant fund
- likely impact
- governance and leadership
- value for money

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance

2023 was another incredibly active year for the CILIP community, with a broad and varied work programme delivering significant positive impact for our members and the public in line with our mission of changing lives by raising standards in libraries, information and knowledge.

Key achievements against our strategy include:

Community

- The awarding of the new CILIP 125 award for the emerging generation of librarians, information and knowledge management professionals. In our 125th anniversary year, since the granting of our Royal Charter, this group of 125 trailblazers, who represent the breadth and talent of our membership, were identified as the leaders that will help take the sector into a new age of information. These 125 colleagues were recognised for building positive relationships to support young people, for their work in supporting and nurturing colleagues who are new to the profession, for campaigning for diversity and inclusivity, and for embracing new digital skills.
- Our Green Libraries Partnership (now known as the Green Libraries Campaign) held its inaugural conference that brought hundreds of professionals from local authorities and different types of libraries across the UK into discussions about the importance and impact of libraries during the climate crisis.
- Green Libraries Week inspired more than 250 libraries across the UK to lead on green activities and raise environmental awareness, sparking action at a grassroots level.
- CILIP Annual Conference 2023 was held in Birmingham in July, bringing people from across the sector together to discuss the latest developments, share ideas, and make new connections. The main theme was leadership, although speakers and delegates did not always fit into traditional notions of leadership. Instead, the focus was on recognising that anyone can be a leader no matter what their job title is.
- CILIP began to implement the important work under its Community Strategy, including the commissioning of independent expertise to consult with the membership and the establishment of a new Member Council which places the voice of members directly at the centre of Trustee Board discussions. The implementation of the strategy continues in 2024 with the development and adoption of new Community Agreements with CILIP Member Networks.

Recognition

- CILIP Pathways Limited activities have continued through 2023. During the year ended 31 December 2023, it generated a profit of £52,665 before gift aid payments, compared to a profit of £56,564 in 2022. In 2023, the number of assessments being conducted by Pathways for the original Level 3 sector apprenticeship increased as predicted. In 2023 the CILIP Pathways Manager and Officer roles had their hours extended to full time from part time, to keep pace with demand and potential growth. Of the two funded projects secured in 2022, one is multi-year and activity was delivered as planned in 2023. The second had its 2023 activity paused at the funder's request, to be reviewed again in 2024. CILIP Pathways Limited was confirmed as the end-point assessor for the Level 7 Archivist and Records Manager apprenticeship, led by The National Archives and provided by Westminster Adult Education Service (WAES). CILIP's merchandise income has been added to Pathways' income for operational efficiency across the group.
- CILIP began a review of its accreditation of high-quality learning provision for the sector. The reviewed and refreshed future-fit model will launch in 2024.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

- The number of apprentices enrolled on the sector's Level 3 apprenticeship continued to grow in 2023. CILIP also launched a conversion pathway to allow qualified Level 3 sector apprentices achieve CILIP Certification (ACLIP)

Representation

- We continued our advocacy work for school libraries through the Great School Libraries campaign – a three-year evidenced-based campaign led by CILIP, CILIP School Libraries Group (SLG), and the School Library Association (SLA) – with the Equal Futures report, published in March 2023 in collaboration with other sector bodies.
- We commissioned a public affairs consultancy, Inflect, to begin developing a strategy to help support the organisation and membership with public affairs and advocacy. This includes developing simple messages on behalf of different groups of members that resonate with elected representative at all levels of government and their officials. Inflect also started providing training to a new Response Team of key CILIP staff and volunteers. 2024 will see the development of a new advocacy toolkit for members.

Expertise

- We launched Welcome to Libraries, an induction pack sharing valuable insights and information from a range of sector experts for frontline public library staff as they begin their career journeys.
- Our inaugural Libraries Rewired conference was a sell-out success. This one-day digital transformation event showcased a wide range of tech solutions and got delegates and exhibitors talking about the future of libraries.
- Through the Anti-Racist Wales Action Plan's funding from the Welsh Government, training on four modules on understanding anti-racism, acquisitions, cataloguing and classification, and community has been developed and is ready to be delivered to public libraries across Wales. The training has now started in September 2024 and will continue through to the end of November 2024. CILIP would also welcome interest from other institutions. The goal of the training is to ensure public libraries use their spending power to embed anti-racist practice and to facilitate equality of access and outcomes.
- Managing Safe and Inclusive Services – our new guidance for public librarians – went live in September 2023 and provides colleagues with a practical guide and clear decision-making framework for dealing with complex and challenging issues.
- A consultation with members and other stakeholders was undertaken with the aim of updating CILIP's intellectual freedom policy in 2024.

Other achievements

- The 2023 Yoto Carnegies saw a renewed wave of enthusiasm, highlighted by a new sponsorship agreement with Scholastic as the official book supplier, and a media partnership with First News. The Carnegies ceremony and reception expanded to a new venue at the Barbican, where we welcomed over 250 guests—a 25% increase from 2022. This year also saw significant growth in our PR profile, with over 250 news pieces (also up by 25% from 2022), alongside increased engagement in our shadowing scheme, with more than 37,000 young people participating. Overall, 2023 was another successful year of inspiring and empowering the next generation to create a better world through books and reading.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

- Facet Publishing published another 14 thought-leading titles, including 'Let's Roll' that brought tabletop gaming into libraries, and 'The Scholarly Communication Handbook' the first in a new range of books aimed at academic librarians.
- The UK Information Workforce Data Consortium, which CILIP leads jointly with the Archives and Records Association (ARA), published the 2023 Information Workforce Mapping Report which highlights the work of a tremendously innovative, adaptable, and agile workforce that is committed to enabling a huge range of different information users, communities, and organisations to succeed.

Project grants and delivery

- A further grant of £40,000 was secured from Arts Council England to deliver the Green Libraries Partnership phase 1B. This is a continuation of the first phase of the project and delivers onward grants to public libraries in England, and the creation of a Green Libraries manifesto, inaugural conference, and case studies across the country. In 2024, the Green Libraries Campaign will deliver the annual Green Libraries Week (7-13 October) and the Green Libraries Conference (25 November) at the British Library.
- A grant of £80,000 was secured from Arts Council England to develop (2023) and publish (early 2024) the Future Libraries report and Futures Literacy Toolkit, to support public libraries for the future in an age of uncertainty.
- A grant of £6,060 was secured from Arts Council England to develop and publish the Managing Safe and Inclusive Public Library Spaces Guide, and accompanying resources for public librarians and staff who make decisions about stock, public Internet access, use of space, and public programming.
- A grant of £10,331 was secured from the Welsh Government for the ongoing delivery of the second phase of the Anti-racist Wales training programme.
- A grant of £40,000 was secured from NHS England for the ongoing delivery of the multi-year project 'Health and Digital Literacy in England'.

Fundraising

CILIP raises funds in support of its charitable objectives through a variety of activities:

- Applying for grant-in-aid from arms-length bodies, grant-making trusts, foundations, and research funders
- Soliciting individual donations via our main website, campaign sites, and other communications
- Soliciting lifetime giving, bequests, and donations from individuals
- Securing sponsorship from businesses, organisations, and related enterprises

All fundraising activity is carried out in-house and does not make use of third parties or volunteers. Complaints relating to fundraising activities are managed through CILIP's published Complaints Procedure. The number of complaints is monitored as part of CILIP's overall quality assurance by the Senior Leadership Team. There were no complaints in 2023.

All communications relating to fundraising are carried out in the context of CILIP's Equalities, Diversity, and Inclusion (EDI) Policy, which also encompasses the safeguarding of vulnerable people. Communications are carried out in compliance with current Data Protection legislation and periodically reviewed.

CILIP's fundraising activities include both restricted and unrestricted (general purpose) funds.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Operations and governance

Highlights of our work and its impact are set out below:

Outcome	Activity	Impact
Governance	Effective leadership	CILIP continues to benefit from clear and effective governance and leadership across the CILIP Trustee Board, our national committees in CILIP Cymru Wales and CILIP Ireland, and our affiliated partner CILIP in Scotland.
	Accountability	The relevant sections of the CILIP website are regularly reviewed and maintained, and all non-restricted governance papers are uploaded for scrutiny by the membership and the public.
Finance and audit	Statutory compliance	CILIP completed a successful audit for 2022 with no material issues raised. The audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	The Risk Register is maintained on an ongoing basis by the CILIP Senior Leadership Team and scrutinised by the Finance, Audit and Risk Committee with overall ownership by the Trustee Board, providing an effective ongoing structure for strategic and operational risk management and control.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow respectively.

Financial review

The financial statements were in the format required under the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102), and the Statement of Financial Activities (SOFA) reflects the strategic priorities of CILIP.

Overview of the 2023 financial position and performance of CILIP and CILIP Pathways Limited

CILIP's (group) income (excluding pension net interest) decreased by £117,916 from £3,849,026 in 2022 to £3,730,510 in 2023. This 3% decrease was mainly due to loss of rent and service charge income (falling from £797,039 in 2022 to £186,312 in 2023) following the sale of the building, along with decreases in membership subscriptions and training, events and conferences. Additional investment income of £498,735 was received as the Trustees were able to invest over £6m of cash following the sale.

CILIP's (group) expenditure (excluding the other expenditure items relating to the sale and pension transactions) increased slightly by 9% from £4,291,071 in 2022 to £4,657,816 in 2023. This was in part due to the increase of training, events, and conference activity.

2023 was the start of a transformative period for CILIP, with implementation of several activity streams necessary to position the charity for future growth and sustainability. This includes restructuring the team to focus on priority activities that will enable growth, selling ageing and inefficient premises ahead of considerable maintenance and renovation costs, de-risking the considerable on-going costs from the legacy pension scheme, and investing the remaining assets to generate ongoing returns and fund digital improvement.

The organisation was reshaped to create a team structure that supported the aims set out in the 2023-2025 business plan. This included developing CILIP's marketing and business development capabilities, as well as bringing more capacity to our support functions including Finance, Customer Support, and Membership

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Development. The new staffing structure was designed to promote a culture of performance and improvement across CILIP's operations.

With the right people in the right roles – many of which were newly created or significantly reimagined to facilitate the aims of CILIP's Community Strategy – a programme of digital improvement (planned for 2024-2025) can be undertaken. This investment will bring new systems, processes, and staff development online which will help create higher-quality experiences for our members, free up time for staff and volunteers, and enable the smooth running of CILIP's financial operations.

Building the foundations of CILIP's long-term financial sustainability required proactive action in relation to the increasing deficit within the legacy Defined Benefit Pension Scheme (closed to new members in 2009 and to existing members in 2011). In 2021, as part of CILIP's COVID-19 Financial Strategy, we agreed with the Pension Trustee (Vidett) the following legally binding actions:

- to have sold the premises at 7 Ridgmount Street by 30 March 2023
- to have used the proceeds of the sale to 'make good' the 'technical provisions' deficit on the scheme
- thereafter, to begin the process of securing the scheme with an insurer

In March 2023, the sale of 7 Ridgmount Street for £25m (before selling costs) completed and CILIP moved into new rented premises within the British Library. By agreement with the pension Trustees a total of £9.5m from the proceeds of the sale were used to close this deficit, in turn removing the long-standing requirement for regular Deficit Repair Contributions into the scheme by CILIP.

With the building sale complete we have been able to invest the remainder of the proceeds from the sale, which will provide CILIP with a regular source of income via dividends. The released funds will also enable the necessary investment in our digital capabilities and in doing so support CILIP's income generation activity as part of the current strategy and beyond. Undertaking all of this will help ensure CILIP's long term growth and sustainability by allowing us to continue to support our members and the wider sector through our advocacy, new services, and programmes.

Reserves

The total of the group's reserves in 2023 was £11,084,434 (2022: £22,709,931) which consists of unrestricted funds £10,460,166 (2022: £21,995,212), including designated funds £149,055 (2022: £1,663,764). Restricted funds stand at £624,628 (2022: £714,719). Free reserves £10,311,111 (2022: £1,331,140) are the sum of the central operations fund and Member networks. These reserves have risen significantly in 2023 due to the purchase of the investments. The central operations fund at the end of the year includes the funds held in Escrow for the fulfilment of the pension scheme of £2,799,477, and fixed asset investments of £6,224,672. The balance on the central operations fund after taking these balances into account is £548,881. The trustees are reviewing both their reserves and investment policies following the changes in the year. Further details about the funds are as stated below:

CILIP's existing reserves policy is designed to determine the level of reserves required to:

- cover periods of low income (resulting from adverse market conditions or a fall in membership) while remedial action is taken
- to cover an unexpected loss on a project
- to cover unforeseen expenditure items

Under the policy in place in 2023, the reserves required to fund central operations are a minimum of three months' £1,036,594 (2022: £1,072,767), and a maximum of six months' operating costs £2,073,188 (2022: £2,145,534). Central office reserves stood at £9,573,030 as at 31 December 2023 (2022: £634,378).

In addition, the policy allows sums to be set aside in designated reserves for important expenditure outside the normal operating budget. If overspend occurs, this needs to be recouped within a few years.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserves stood at £738,081 in 2023 (2022: £696,760).

Unrestricted funds

1. CILIP's central operations activities

CILIP's central operational activities during the year had a net deficit of £861,109 coupled with a loss of £94,972 on investment assets (2022: £324,437 loss). The total reserve carried forward in 2023 for central office activities was £9,573,030, in 2022 it was £634,380 as per note 25 and discussed above.

2. Member Networks activities

Our Member Networks continue to provide a range of high-quality events, conferences and training opportunities at a fee that our members can afford to ensure their professional development. The total reserve carried forward to 2023 for Member Network activities was £738,081 (2022: £696,760) as per note 25.

3. Designated funds activities

Designated funds consist of the fixed asset reserve and development fund reserve. The movement on the designated fund fixed asset reserve as per note 25 was due to expenditure related to the sale of 7 Ridgmount Street and depreciation of £10,674 (2022: £138,633). The total fixed asset reserve carried forward to 2023 was £25,662 (2022: £143,352).

The trustees are considering designating the following funds for investment in CILIP's development and transformation work, and to support our plans for membership growth/retention and income diversification.

- Future premises – following the sale of the building CILIP has occupied a small office space within the British Library. To fulfil our long-term needs, the staff team need a larger, flexible space. Options are being explored both within the British Library and in the wider market, and we will re-locate in Q2 2025.
- CILIP Learn – CILIP is developing a broader training and development offer for members and the wider sector. The platform is being developed and is planned for launch in 2025.
- Digital improvement plans are underway including the replacement of a legacy finance system, website, content management system, learning platform and membership management platform. This work will start to come on-line externally through 2025.

CILIP's transformation/development designated fund (subject to Board approval) is £1.249m to be designated in 2024.

The total designated funds development reserves as per note 25 analysed below:

	2022	2023
	£	£
Member Network development fund	17,579	17,579
My Library By Right campaign fund	1,942	1,942
Central office master plan building repairs fund	95,508	75,549
Member Network CPD Forum development fund	4,103	4,103
Infrastructure development fund	24,220	24,220
TOTAL	143,352	123,393

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

4. Pension reserves

The trustees believe that the defined benefit pension scheme funding calculation, which can vary considerably according to the assumptions made at each year-end, has no material effect on the charity's cash flows in the short term, and that in the longer term its effects are sustainable out of future income. For this reason, in the Trustees' view, it is disregarded for reserves policy purposes. At the end of 2023, the sale of the Ridgmount Street property meant that the trustees could settle some of the outstanding pension scheme liabilities. The movement on the pension reserve of £4,450,000 in 2023 (2022: £484,000 gain) as described in note 30 means that in 2023 the pension scheme deficit was £nil (2022: £4,450,000).

Restricted funds activities

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund. The movement on the restricted fund is analysed in note 25.

Subsidiaries

CILIP Pathways Limited was set up to conduct assessments including apprenticeship assessments, and assessment service for the library, information, knowledge, and data management professions as well as adjacent professions. Pathways' customers are sector employers and organisations; the employers of apprentices; the apprentices; and apprenticeship-training providers. In 2023, CILIP Pathways Limited made profit of £52,665 before the gift aid donation of £102,827 to CILIP (2022: profit of £56,564).

Investment powers and selection of investments

The Royal Charter gives powers to the Trustees to invest the monies of the Institute not immediately required for the furtherance of its objects in or upon such investments, securities or property as may thought fit. The Bye-laws allow the Trustee Board to delegate power to an investment manager to buy and sell investments on behalf of the Institute, within a prescribed investment policy.

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee makes decisions on which managers are used.

CILIP's investment policy:

- to maximise the total return from short- and long-term investments, in terms of both income and capital growth, within agreed and acceptable levels of investment risk, and
- to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

The Trustees will not invest directly in investments which conflict with CILIP's aims and objectives as set out in the Royal Charter.

CILIP's investment fund became a significant contributor to CILIP's income following the sale of our premises at 7 Ridgmount Street. Barnett Waddingham, a professional services consultancy, were contracted to work with the CILIP Trustee Board to review the organisation's funding needs, appetite for risk, and to define a long-term investment strategy. The consultation will complete in 2024.

CILIP maintains financial investments and reserves in accordance with our Reserves Policy. The CILIP Finance, Audit and Risk Committee maintains oversight and scrutiny of investment performance. Given the increased value of investments now held the trustees intend to review both the reserves policy and the investment policy in 2024.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

CILIP holds units in both M&G Charifund and, from 2023, in M&G Charity Multi Asset Fund.

M&G Charifund had a net yield of -2.4% in 2023 (2022: 4.5%). Charifund has a strong long-term performance record over time. The value of the total investments decreased in 2023 by 2.5% (2022: 5.8%) to £902,802 (2022: £925,418) with unrealised net loss of £22,616 (2022: £53,792) due to fluctuations in the stock market.

M&G Charity Multi Asset Fund had a net yield of -1.1% in 2023. The value of the total investments is £6,197,562. These funds are the proceeds of the building sale, less costs and the money held in Escrow.

Going concern assessment

CILIP has successfully navigated ongoing recovery from COVID-19, the planned organisational relocation and restructuring, and a transition from a long-serving CEO. Key strategic plans – including a membership 'Community Strategy', an improved finance system, better membership management software, and strengthened member communications and engagement tools – are well progressed, in line with CILIP's 2023-25 Business Plan. As a result, our executive team will focus on driving previously untapped market potential for growth in membership and associated commercial activity throughout 2024-25.

The above foundations and focus will allow CILIP to target manageable, sustainable growth across all business drivers, increasing income generation in all areas, particularly within Membership, R&D, Training, and non-primary purpose trading activity via CILIP's wholly owned subsidiary, CILIP Pathways Limited.

Key assumptions have been made based on the implementation of plans agreed for 2023-25, supported by regular professional advice from our Investment Managers, Pension Trustees, Pension and Legal advisors.

- CILIP's digital improvement plans are currently being refined and stress-tested through consultancy from digital membership specialists, with a full report to CILIP's Trustee Board including a fully costed options appraisal due to be published in September 2024.
- CILIP's 2025 budget planning process will take the options and estimated return on investment into account when finalising the budget and forecast to ensure both short- and medium-term sustainability.
- Investment income is expected to grow steadily based on advice from our Investment Manager and other professional advisors. However, planned drawdowns of reserves to fund CILIP's planned digital improvements will decrease the available investment fund so a slight overall decrease in returns has been assumed.
- Liquidity of assets: currently, we use pooled funds for investments so that we are able to sell the units and realise the funds at short notice, if required, because these are liquid funds with regular trading, so liquidity is high, giving CILIP flexibility if required.
- The defined benefit pension scheme no longer carries a major financial liability (as at 31 December 2023) and is moving towards buy out

With healthy cash reserves, a clear vision and strong operational plan to invest and grow, the Trustees are satisfied that the next chapter in CILIP's long and proud story looks positive.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for a period of at least twelve months from the approval of these financial statements and consider that there are no material uncertainties over CILIP's financial viability. Accordingly, the Trustees are of the view that CILIP is a going concern.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Principal risks and uncertainties

The Trustee Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk Committee provides assurance to the Trustee Board that this system is adequate and appropriate. The Senior Management Team is responsible for implementing the system of risk management and internal control and for identifying and evaluating risks, putting in place appropriate mitigating actions, and monitoring and reporting progress.

Key financial risks identified were:

- Financial risk including necessary improvements to financial processes and controls
- Possible declining income from membership income
- Fall in the value of investments

Mitigating actions include regular review of risk by the Finance, Audit and Risk Committee and Senior Leadership Team (SLT); replacement of CILIP's finance system and a thorough review/update of all financial processes/policies; introduction and development of a marketing and sales strategy; progressing CILIP's plans for digital improvements to unlock growth potential; and regular meetings with qualified Investment Advisers. CILIP's plans to relocate to expanded rented offices will also provide greater opportunity for the Finance team to work collaboratively and help ensure an effective control environment.

Key operational risks identified were:

- lack of data protection expertise during the change of CEO
- failure to motivate and retain staff
- member dissatisfaction following proposed changes to CILIP's governing documents
- Failure to generate sufficient income from funded projects

Mitigating actions include: partnering with external data protection experts to fulfil the role of Data Protection Officer; updating all People policies and processes to develop CILIP's recruitment, on-boarding and staff development programmes; employing professional legal and advice in relation to the changes to CILIP's governing documents; and increasing focus on CILIP's R&D potential, linked to increased advocacy in 2024-25.

Key reputational risks identified were:

- Failure to identify potential sources of reputational risk
- Failure to have in place adequate protocols for responding to events which carry reputational risk
- Failure to fully embrace obligations to equity, diversity and inclusion
- Negative feedback following CILIP's advocacy work.

Mitigating actions include: ensuring that reputational risk is factored into risk assessments; identifying and training key staff with responsibility for reputational risk; ensuring that we have a comprehensive equity, diversity and inclusion change programme; and regularly reviewing external news/communications regarding CILIP and the sector while offering an increased range of ways members can feedback to CILIP, including through a Net Promotor Survey to be launched in 2024.

Key compliance risks identified were:

- possible breaches of CILIP's legal and regulatory duties
- breaches of CILIP's duties under the Data Protection Act and the General Data Protection Regulation
- breaches of CILIP's cyber security

Mitigating actions include: the Finance, Audit and Risk Committee regularly reviewing internal controls and implementation; making sure that new systems are configured to comply with GDPR; commissioning external

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

data protection advice; ensuring CILIP's data policies have been strengthened; ensuring the CILIP website and virtual learning environment is secured with SSL encryption; and hiring a new, in-house IT Manager responsible for managing CILIP's cyber security risks. The risk register is regularly reviewed by the Board, Senior Leadership Team, and by the Finance, Audit and Risk Committee.

Future plans

Looking ahead, CILIP has ambitious plans to grow our impact and support for everyone working in libraries, information and knowledge management. The We Are CILIP strategy and associated business plan run to the end of 2025, so is in year 3 of 5 in 2023. It defines our ambitions in four key areas:

- To continue to grow and empower the CILIP Community as a true community-of-practice, providing timely and authoritative support for all information professionals
- To achieve significant growth in CILIP's role as an advocate for librarians, information and knowledge management, with a particular focus on media, Government and employers in all four Nations
- To improve, streamline and open up our systems of professional development and recognition, with the aim of providing broader, more diverse and inclusive pathways into the profession
- To deliver significant expansion in the scope of our professional events, training and publishing activities with a particular focus on digital transformation

The relocation to new rented premises at the British Library in Spring 2023 was an important step in our transformation programme. The funds from the sale of Ridgmount Street are enabling CILIP to create a portfolio of investments from which regular dividends can be drawn to support operating income, the key areas above, and our wider growth strategy. Our significant programme of recruitment and organisational development is designed to help ensure that CILIP has the capacity to grow and deliver on our plans.

Planned investments in digital improvements in 2024-25 will significantly improve the organisation's services to members, as well as our ability to attract and retain new members, creating new opportunities for greater collaboration across our communities.

Trustees' analysis

Properly supported information and knowledge professionals can leverage information and technology effectively, to the benefit of the public. They are essential for businesses, governments, and society as a whole.

CILIP's members are critical to our future economy, and following the 2024 General Election, CILIP will engage in an increased programme of advocacy and influencing on behalf of the profession. The intended future state is that this important but unfunded work will be made possible by CILIP's membership and other diversified income streams. By implementing the priorities set out in the 2023-25 business plan, including the decisive action we took in selling our premises, we have laid the foundations for a financially sustainable CILIP that generates an excess to fund our charitable work. The next priority is further development and growth in our primary trading activities and membership.

To support our membership, and our ambition to attract and retain a significant number of new members, we are also working with our Devolved Nations and Member Networks to embed our Community Strategy, including the newly established Members Council which will ensure a richer ongoing dialogue between the organisation and membership.

Structure, governance and management

CILIP is a charity operating under Royal Charter registered with the Charity Commission (registered charity number 313014).

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

CILIP Trustee Board

Members of the Board are Trustees of CILIP for the purpose of charity legislation.

The Board has twelve members elected directly by the membership, with a provision for up to three additional co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process.

During 2023, nine Trustee Board members were in place, all of whom were individual members of CILIP. There are 14 Trustees in 2024 detailed below in this report, with the latest list always published on CILIP's website under 'Governance'.

Reporting to the Board is the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities. It also provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance, and finance.

The Finance, Audit and Risk Committee

The purpose of the Finance, Audit and Risk Committee is to assess CILIP's overall governance framework for fitness-for-purpose, to identify and escalate issues, and to confirm to the Trustee Board that proportionate mechanisms exist to manage risk, strategy, compliance, and finance. The Committee contributes to audit planning, identifying areas of concern, receiving and reviewing the audit report, and monitoring the management response. We have 2 independent members, currently Carol Edwards and Kirsty Ellis.

Following consideration of the Audit Findings Report, risk management, internal controls, and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2023, it did not identify any particular issues to report as a matter of concern to the Trustee Board.

Trustee selection, induction, and training

Trustee selection methods are as detailed in the CILIP Bye-laws and Regulations, which provide for a combination of election or nomination (Bye-laws 30-34), and co-option (Bye-laws 35-38) to the Trustee Board. These details are on the CILIP website in the Governance section.

An induction and development day is held for new trustees which includes existing trustees. The focus is on the role of the Trustee Board and individual trustees, as well as on their financial and risk-management responsibilities, and collective decision-making.

Each new Trustee receives a welcome pack, which includes:

- A copy of the governing Charter, Bye-laws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP Trustees
- A copy of the conflict-of-interest policy
- A register of interest form
- The latest Trustee Annual Report and Accounts
- Briefings on key current issues for CILIP
- Changes to key legislation or other rules affecting CILIP

Chief Executive Officer and other key management personnel in 2023

Day-to-day management of the charity is delegated by the Trustees to the Chief Executive Officer, who is responsible for managing staff and resources to implement the decisions made by the Trustee Board. The Chief Executive Officer is also included as key management personnel, and their salary is reviewed and agreed by the Trustee Board. Other key management personnel salaries are included in CILIP's general pay scales.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Name	Position	Additional Notes
Louis Coiffait-Gunn	Chief Executive	From 8 May 2024
Nick Poole	Chief Executive	Left 31 March 2024
Duncan Anthony	Chief Commercial Officer	From April 2023
Jo Cornish	Chief Development Officer	
Angela Shaw	Operations Director	From July 2023 to Nov 2024
Rob Green	Editor	
Sean McNamara	Head of Scotland	
Emma Watkins	Director, Business Development	From July 2023
Peter Baker	Head of Publishing	Left May 2024
Sonia Ramdhian	Director, Sector Development	
Rabeea Arif	Director, Research and Development	From August 2023

Office of the President

The Office of the President comprises the President and the Vice-President. They are directly elected by the membership and are independent of the Trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio (i.e. non-voting observers) on the Trustee Board.

The Annual General Meeting

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year (if it's above the Consumer Price Index) and agrees the appointment of CILIP's auditors (if necessary that year). It also approves by resolution any proposed changes to CILIP's Royal Charter and Bye-laws (subject to approval by the Privy Council in some cases). In other respects, its role is mainly advisory and the CILIP Trustee Board must give serious consideration to its recommendations.

EGM in 2024

In March 2024 CILIP held an Extraordinary General Meeting following the completion of our 2022 financial audit in order to present the audited accounts and update the membership on the intention to change auditors one year ahead of the planned schedule and move to multi-year contracts with auditors, as is standard practice.

In addition, the EGM updated members on the Trustee Board's intention to start reviewing CILIP's governing documents to bring them in line with the contemporary operation of the charity:

- to streamline and simplify the expression of governance processes
- to reduce the current duplication of provisions in multiple documents
- to avoid naming specific groups, networks or documents, whose names will change over time
- to reflect changes in legislation and best practice
- to remove legacy 'artefacts' which ought previously to have been removed

Following review, proposed amendments will be put to the membership as a vote in future AGMs in a phased manner as the work progresses.

Statement of Trustees' Responsibilities

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

Charity 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 its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Observe the methods and principles in the charities SORP FRS102 (2019).
3. Make judgments and estimates that are reasonable and prudent.
4. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
5. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations and the provisions of the Royal Charter.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Annual Report and Accounts complies with current statutory requirements, the requirements of CILIP's Royal Charter and the current Statement of Recommended Practice on Accounting and Reporting by Charities.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Kate Robinson

**Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Chair**

Date: 24 December 2024

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

OPINION

We have audited the financial statements of Chartered Institute of Library Information Professionals (the 'parent charity') and its subsidiaries (the 'group') for the year ended 31 December 2023 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charity's affairs as at 31 December 2023 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS (CONTINUED)

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditor's Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- the parent Charity has not kept sufficient accounting records; or
- the parent Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charity or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS (CONTINUED)

in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and noncompliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise noncompliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the group through discussions with trustees and other management, and from our knowledge of charity law and experience;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the Charities Act 2011 and taxation legislation;
- in addition, we considered provisions of other laws and regulations which do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's ability to operate or to avoid material penalties;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- we reviewed the minutes of Trustees' meetings to identify any references to noncompliances with laws and regulations.

We assessed the susceptibility of the group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and noncompliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we;

- performed analytical procedures to identify any unusual or unexpected relationships;
- we evaluated the assumptions and judgements used by management within significant accounting estimates and assessed whether these indicated evidence of management bias; and
- performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business.

In response to the risk of irregularities and noncompliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing any correspondence with relevant regulators such as the Charity Commission.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of noncompliance. Auditing standards also limit the audit procedures required to identify noncompliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY
INFORMATION PROFESSIONALS (CONTINUED)**

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

USE OF OUR REPORT

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Peters Elworthy & Moore

Peters Elworthy & Moore
Chartered Accountants
Statutory Auditor
Salisbury House
Station Road
Cambridge
CB1 2LA

Date: 24 December 2024

Peters Elworthy & Moore are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**CHARITY STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
	Note				
INCOME FROM:					
Donations and legacies	4	157,292	261,555	418,847	217,016
Charitable activities	5	2,465,871	-	2,465,871	2,698,562
Other trading activities	6	186,312	-	186,312	797,039
Investments	7	628,050	34,770	662,820	44,534
TOTAL INCOME		3,437,525	296,325	3,733,850	3,757,151
EXPENDITURE ON:					
Raising funds	8	203,214	-	203,214	238,581
Charitable activities	9	4,083,167	323,963	4,407,130	4,017,179
Other expenditure	10	1,826,565	-	1,826,565	-
TOTAL EXPENDITURE		6,112,946	323,963	6,436,909	4,255,760
NET EXPENDITURE BEFORE NET LOSSES ON INVESTMENTS		(2,675,421)	(27,638)	(2,703,059)	(498,609)
Net losses on investments		(94,972)	(19,654)	(114,626)	(53,752)
NET EXPENDITURE		(2,770,393)	(47,292)	(2,817,685)	(552,361)
Transfers between funds	25	43,159	(43,159)	-	-
NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES)		(2,727,234)	(90,451)	(2,817,685)	(552,361)
OTHER RECOGNISED GAINS/(LOSSES):					
Losses on revaluation of fixed assets		-	-	-	(1,225,000)
Actuarial (losses)/gains on defined benefit pension schemes	30	(7,719,000)	-	(7,719,000)	496,000
Pension surplus not recognised	30	(1,038,000)	-	(1,038,000)	-
NET MOVEMENT IN FUNDS		(11,484,234)	(90,451)	(11,574,685)	(1,281,361)
RECONCILIATION OF FUNDS:					
Total funds brought forward	25	21,944,400	714,719	22,659,119	23,940,480
Net movements in funds		(11,484,234)	(90,451)	(11,574,685)	(1,281,361)
TOTAL FUNDS CARRIED FORWARD	25	10,460,166	624,268	11,084,434	22,659,119

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
INCOME FROM:					
Donations and legacies	4	54,465	261,555	316,020	217,016
Charitable activities	5	2,465,871	-	2,465,871	2,698,562
Other trading activities	6	285,799	-	285,799	888,914
Investments	7	628,050	34,770	662,820	44,534
TOTAL INCOME		3,434,185	296,325	3,730,510	3,849,026
EXPENDITURE ON:					
Raising funds	8	250,686	-	250,686	273,892
Charitable activities	9	4,083,167	323,963	4,407,130	4,017,179
Other expenditure	10	1,826,565	-	1,826,565	-
TOTAL EXPENDITURE		6,160,418	323,963	6,484,381	4,291,071
NET EXPENDITURE BEFORE NET LOSSES ON INVESTMENTS		(2,726,233)	(27,638)	(2,753,871)	(442,045)
Net losses on investments		(94,972)	(19,654)	(114,626)	(53,752)
NET EXPENDITURE		(2,821,205)	(47,292)	(2,868,497)	(495,797)
Transfers between funds	25	43,159	(43,159)	-	-
NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES)		(2,778,046)	(90,451)	(2,868,497)	(495,797)
OTHER RECOGNISED GAINS/(LOSSES):					
Losses on revaluation of fixed assets		-	-	-	(1,225,000)
Actuarial (losses)/gains on defined benefit pension schemes	30	(7,719,000)	-	(7,719,000)	496,000
Pension surplus not recognised	30	(1,038,000)	-	(1,038,000)	-
NET MOVEMENT IN FUNDS		(11,535,046)	(90,451)	(11,625,497)	(1,224,797)
RECONCILIATION OF FUNDS:					
Total funds brought forward	25	21,995,212	714,719	22,709,931	23,934,728
Net movement in funds		(11,535,046)	(90,451)	(11,625,497)	(1,224,797)
TOTAL FUNDS CARRIED FORWARD	25	10,460,166	624,268	11,084,434	22,709,931

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**CONSOLIDATED BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	16	25,662	25,051,501
Investments	17	6,716,701	532,525
		<u>6,742,363</u>	<u>25,584,026</u>
CURRENT ASSETS			
Stocks	18	56,851	71,463
Debtors	19	523,202	423,431
Investments	20	383,663	392,894
Cash held in escrow account		2,799,477	-
Cash at bank and in hand		1,607,577	1,782,354
		<u>5,370,770</u>	<u>2,670,142</u>
Creditors: amounts falling due within one year	22	(1,005,452)	(1,036,704)
NET CURRENT ASSETS		<u>4,365,318</u>	<u>1,633,438</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>11,107,681</u>	<u>27,217,464</u>
Creditors: amounts falling due after more than one year	23	(23,247)	(57,533)
NET ASSETS EXCLUDING PENSION ASSET / LIABILITY		<u>11,084,434</u>	<u>27,159,931</u>
Defined benefit pension scheme asset / liability	30	-	(4,450,000)
TOTAL NET ASSETS		<u><u>11,084,434</u></u>	<u><u>22,709,931</u></u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
GROUP FUNDS			
Restricted funds	25	624,268	714,719
Unrestricted funds:			
Unrestricted funds excluding pension asset	25	10,460,166	26,445,212
Pension reserve	25	-	(4,450,000)
Total unrestricted funds	25	10,460,166	21,995,212
TOTAL FUNDS		11,084,434	22,709,931

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

Kate Robinson

.....
Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Honorary Chair

Date: 24 December 2024

The notes on pages 36 to 75 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**CHARITY BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	16	25,662	25,051,501
Investments	17	6,716,701	532,525
		<u>6,742,363</u>	<u>25,584,026</u>
CURRENT ASSETS			
Stocks	18	56,851	71,463
Debtors	19	520,421	448,632
Investments	20	383,663	392,894
Cash held in escrow account		2,799,477	-
Cash at bank and in hand		1,562,058	1,658,240
		<u>5,322,470</u>	<u>2,571,229</u>
Creditors: amounts falling due within one year	22	(957,152)	(988,603)
NET CURRENT ASSETS		<u>4,365,318</u>	<u>1,582,626</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>11,107,681</u>	<u>27,166,652</u>
Creditors: amounts falling due after more than one year	23	(23,247)	(57,533)
NET ASSETS EXCLUDING PENSION ASSET / LIABILITY		<u>11,084,434</u>	<u>27,109,119</u>
Defined benefit pension scheme asset / liability	30	-	(4,450,000)
TOTAL NET ASSETS		<u><u>11,084,434</u></u>	<u><u>22,659,119</u></u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

CHARITY BALANCE SHEET (CONTINUED)
AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
CHARITY FUNDS			
Restricted funds	25	624,268	714,719
Unrestricted funds:			
Unrestricted funds excluding pension asset / liability	25	10,460,166	26,394,400
Pension reserve	25	-	(4,450,000)
Total unrestricted funds	25	10,460,166	21,944,400
TOTAL FUNDS		11,084,434	22,659,119

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

Kate Robinson
.....
Kate Robinson BA (Hons) DipLib MA FCLIP FRSA
Honorary Chair

Date: 24 December 2024

The notes on pages 36 to 75 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	2023 £	2022 £
CASH FLOWS FROM OPERATING ACTIVITIES			
Net cash used in operating activities	27	(16,058,579)	(521,271)
CASH FLOWS FROM INVESTING ACTIVITIES			
Dividends, interests and rents from investments		547,820	44,534
Proceeds from the sale of tangible fixed assets		24,520,747	-
Purchase of tangible fixed assets		(27,147)	(1,399)
Proceeds from sale of investments		417,801	-
Purchase of investments		(6,707,371)	-
Payment to escrow account		(2,799,477)	-
NET CASH PROVIDED BY INVESTING ACTIVITIES		15,952,373	43,135
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash inflows from new borrowing		-	11,428
Repayments of borrowing		(68,571)	-
NET CASH (USED IN)/PROVIDED BY FINANCING ACTIVITIES		(68,571)	11,428
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR		(174,777)	(466,708)
Cash and cash equivalents at the beginning of the year		1,782,354	2,249,062
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	28	1,607,577	1,782,354

The notes on pages 36 to 75 form part of these financial statements

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. GENERAL INFORMATION

The Chartered Institute of Library Information Professionals (CILIP) is a charity under Royal Charter (registered company number RC000780) registered with the Charity Commission of England and Wales (registered charity number 313014). Its registered office is disclosed on page 1.

The functional and presentational currency of CILIP is pounds sterling.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Chartered Institute of Library Information Professionals meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

In accordance with the reduced disclosure exemptions permitted by paragraph 1.12 of FRS 102, the Charity has taken advantage of the exemption from preparing its own individual Statement of Cash Flows as disclosures equivalent to those required by the FRS are already included in the consolidated Statement of Cash Flows.

2.2 GOING CONCERN

CILIP has successfully navigated ongoing recovery from COVID-19, the planned organisational relocation and restructuring, and a transition from a long-serving CEO. Key strategic plans – including a membership 'Community Strategy', an improved finance system, better membership management software, and strengthened member communications and engagement tools – are well progressed, in line with CILIP's 2023-25 Business Plan. As a result, our executive team will focus on driving previously untapped market potential for growth in membership and associated commercial activity throughout 2024-25 as set out in detail in the Trustees report.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for twelve months from the date of approval of the financial statements and consider that there are no material uncertainties over CILIP's financial viability. Accordingly, the Trustees are of the view that CILIP is a going concern.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

2. ACCOUNTING POLICIES (CONTINUED)

2.3 INCOME

All income is included in the Statement of Financial Activities (SOFA) when CILIP is legally entitled to them as income or capital respectively, ultimate receipt is reasonably certain and the amount to be recognised quantified with reasonable accuracy.

Membership income is the subscription received from members to buy a right to services and other benefits and this is recognised as income from charitable activities.

Income from rent, royalties, interest, dividend and other income is accounted for when receivable and can be measured reliably by CILIP.

Donation and grants (including government grants) income: is recognised when there is evidence of entitlement to the gift, receipt is probable and the amount can be measured reliably.

Legacy: receipt of a legacy is recognised when it is probable that it will be received. Legacy receipt is probable when:

- there has been grant of probate
- the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay legacy and
- any conditions attached to the legacy are either within the control of the charity or have been met.

2.4 EXPENDITURE

All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party on an accruals basis, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to each activity. Where costs cannot be directly attributed to a particular heading, they have been allocated to activities on a basis consistent with the use of the resource.

Support costs have been allocated to activities on the following basis:

Building costs: square footage occupied

Personnel costs: per capita basis

ICT and finance costs: estimated time spent

Governance costs: proportion of total charitable expenditure and cost of raising funds

Governance costs relate to the organisational administration in compliance with constitutional and statutory requirements.

Costs of raising funds are primarily those incurred in raising funds for CILIP's charitable activities and the activities of CILIP Pathways Limited.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

2.5 OPERATING LEASES

Rental incomes under operating leases where substantially all of the benefits and risks of ownership remain with the lessors are recognised in the statement of financial activities as income.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

2. ACCOUNTING POLICIES (CONTINUED)

2.6 EMPLOYEE BENEFITS

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Termination benefits are accounted for on an accruals basis and in line with FRS 102.

2.7 GOVERNMENT GRANTS

Government grants are credited to the Consolidated Statement of Financial Activities as the related expenditure is incurred. Government grants received in the year were from ACE (Arts Council England) and the Welsh Assembly Government.

2.8 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Freehold property is measured at fair value. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers.

Gains and losses on revaluation are recognised in the Consolidated Statement of Financial Activities, with a separate revaluation reserve being shown in the Statement of funds note.

Other tangible fixed assets are initially recognised at cost. After recognition, they are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives .

Depreciation is provided on the following basis:

Fixtures, fittings and equipment	-	20% per annum on cost
Computer and programmes	-	25% per annum on cost

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Consolidated Statement of Financial Activities.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

2. ACCOUNTING POLICIES (CONTINUED)**2.9 INVESTMENTS**

Investments listed on a recognised stock exchange are stated at fair value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

Unlisted investments, where there is no reliable fair value, are held at cost and reviewed annually for impairment.

2.10 STOCKS

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow-moving items. In the case of work in progress and finished goods, costs consist of direct materials, direct labour and attributable overheads. Net realisable value means estimated selling price less all further costs to completion and all costs to be incurred in marketing, selling and distribution.

2.11 FINANCIAL INSTRUMENTS

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.13 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.14 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

2. ACCOUNTING POLICIES (CONTINUED)**2.15 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2.16 PENSIONS**Defined contribution pension scheme**

Payments made by CILIP into the group stakeholder salary sacrifice pension scheme on behalf of individual employees are charged to the Statement of Financial Activities as incurred.

Defined benefit pension scheme

The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by contributions from the employer in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. The Pensions Act 2004 sets out a statutory funding objective: that every pension scheme must have sufficient and appropriate assets to cover its funding target (referred to in legislation as Technical Provisions) and if there is a shortfall the trustees and the employer are required to agree a Recovery Plan to make this good. The pension scheme was closed to new members on 1 April 2009 and was closed to existing members for further accruals from 31 March 2011.

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the Statement of Financial Activities together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in the notes to the accounts.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Sale of building

In 2022, 7 Ridgmount Street was revalued to its market value. The costs of managing the sale and orderly departure from the building were not reflected in that valuation, resulting in the one-off costs shown in note 10 that arose on the sale.

Defined benefit pension scheme

The valuation of the defined benefit pension scheme asset/liability is subject to many actuarial assumptions, such as future interest rates, inflation, pension increases and mortality rates. Small variations in the assumptions can cause material swings in the value of the defined benefit asset/liability disclosed on the Balance Sheet. The pension scheme asset/liability is also impacted by payments made to the scheme by the sponsoring employer. More detail is given in note 30. At the reporting date, reasonable possible changes to one of the relevant actuarial assumptions, with the other assumptions held constant, would have affected the defined benefit obligation by the amounts shown below

	31 December 2023 Increase in obligation (£000)
Discount rate +0.25%	(520)
Inflation (RPI and CPI) +0.25%	410
Life expectancy + 1year	730

At the 31 December 2023, the defined benefit asset was £1,038,000 (2022: defined benefit liability of £4,450,000). The pension scheme value in the financial statements is capped at £nil as the sponsoring employer may not be able to recover any overpayment directly on final closure of the scheme.

Cash held in escrow

As described in note 21, £2,799,477 is held in an escrow account. The Trustees currently believe that between £1.9m and £2.5m of the balance may be returned for the unrestricted use of CILIP, with the remainder paying for pension scheme costs. The Charity receives a quarterly dividend from the moneys held.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

4. INCOME FROM DONATIONS AND LEGACIES - GROUP

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations from individuals	1,163	-	1,163
Legacies	44,148	-	44,148
Grants	9,154	261,555	270,709
	<u>54,465</u>	<u>261,555</u>	<u>316,020</u>
	<u>54,465</u>	<u>261,555</u>	<u>316,020</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations from individuals	9,241	-	9,241
Grants	-	207,775	207,775
	<u>9,241</u>	<u>207,775</u>	<u>217,016</u>
	<u>9,241</u>	<u>207,775</u>	<u>217,016</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

INCOME FROM DONATIONS AND LEGACIES - CHARITY

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations from individuals	1,163	-	1,163
Legacies	44,148	-	44,148
Grants	9,154	261,555	270,709
Donation from CILIP Pathways Ltd	102,827	-	102,827
	<u>157,292</u>	<u>261,555</u>	<u>418,847</u>
	<u>157,292</u>	<u>261,555</u>	<u>418,847</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations from individuals	9,241	-	9,241
Grants	-	207,775	207,775
	<u>9,241</u>	<u>207,775</u>	<u>217,016</u>
	<u>9,241</u>	<u>207,775</u>	<u>217,016</u>

5. INCOME FROM CHARITABLE ACTIVITIES - GROUP AND CHARITY

	Unrestricted funds 2023 £	Total funds 2023 £
Members' subscriptions	1,138,073	1,138,073
Training, events & conferences	454,956	454,956
Publications	785,369	785,369
Professional services	87,473	87,473
	<u>2,465,871</u>	<u>2,465,871</u>
	<u>2,465,871</u>	<u>2,465,871</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. INCOME FROM CHARITABLE ACTIVITIES - GROUP AND CHARITY (CONTINUED)

	Unrestricted funds 2022 £	Total funds 2022 £
Members' subscriptions	1,211,428	1,211,428
Training, events & conferences	547,573	547,573
Publications	834,038	834,038
Professional services	105,523	105,523
	<u>2,698,562</u>	<u>2,698,562</u>

6. INCOME FROM OTHER TRADING ACTIVITIES - GROUP

Income from non charitable trading activities

	Unrestricted funds 2023 £	Total funds 2023 £
CILIP Pathways income	99,487	99,487
Rent and service charges	186,312	186,312
	<u>285,799</u>	<u>285,799</u>

	Unrestricted funds 2022 £	Total funds 2022 £
CILIP Pathways Ltd income	91,875	91,875
Rent and service charges	797,039	797,039
	<u>888,914</u>	<u>888,914</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

INCOME FROM OTHER TRADING ACTIVITIES - CHARITY

	Unrestricted funds 2023 £	Total funds 2023 £
Rent and service charges	186,312	186,312

	Unrestricted funds 2022 £	Total funds 2022 £
Rent and service charges	797,039	797,039

7. INVESTMENT INCOME - GROUP AND CHARITY

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Income from investments	507,139	34,770	541,909
Bank interest income	5,911	-	5,911
Net pension scheme interest	115,000	-	115,000
	<u>628,050</u>	<u>34,770</u>	<u>662,820</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income from investments	23,820	19,354	43,174
Bank interest income	1,360	-	1,360
	<u>25,180</u>	<u>19,354</u>	<u>44,534</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

8. EXPENDITURE ON RAISING FUNDS - GROUP

	Unrestricted funds 2023 £	Total funds 2023 £
Rent and service charge support costs	203,864	203,864
CILIP Pathways Ltd	46,822	46,822
	<u>250,686</u>	<u>250,686</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Rent and service charge support costs	238,581	238,581
CILIP Pathways Ltd	35,311	35,311
	<u>273,892</u>	<u>273,892</u>

EXPENDITURE ON RAISING FUNDS - CHARITY

	Unrestricted funds 2023 £	Total funds 2023 £
Rent and service charge support costs	<u>203,214</u>	<u>203,214</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Rent and service charge support costs	<u>238,581</u>	<u>238,581</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

9. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES - GROUP AND CHARITY

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Training, events & conferences	329,487	-	329,487
Publications	481,989	-	481,989
Professional services	3,271,691	323,963	3,595,654
	<u>4,083,167</u>	<u>323,963</u>	<u>4,407,130</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Training, events & conferences	404,517	-	404,517
Publications	394,545	-	394,545
Professional services	2,951,440	266,677	3,218,117
	<u>3,750,502</u>	<u>266,677</u>	<u>4,017,179</u>

10. OTHER EXPENDITURE - GROUP AND CHARITY

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Loss on sale of fixed assets	521,565	521,565	-
Defined benefit pension scheme past service cost	1,305,000	1,305,000	-
	<u>1,826,565</u>	<u>1,826,565</u>	<u>-</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Training, events & conferences	279,813	49,674	329,487
Publications	346,604	135,385	481,989
Professional services	2,123,241	1,472,413	3,595,654
	<u>2,749,658</u>	<u>1,657,472</u>	<u>4,407,130</u>

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Training, events & conferences	380,501	24,016	404,517
Publications	329,566	64,979	394,545
Professional services	2,659,381	558,736	3,218,117
	<u>3,369,448</u>	<u>647,731</u>	<u>4,017,179</u>

ANALYSIS OF DIRECT COSTS

	Training, events & conferences 2023 £	Publications 2023 £	Professional services 2023 £	Total funds 2023 £
Staff costs	54,823	167,970	1,199,958	1,422,751
Business driver and other direct costs	194,990	176,336	615,110	986,436
Professional costs	30,000	2,298	264,047	296,345
Other costs	-	-	44,126	44,126
	<u>279,813</u>	<u>346,604</u>	<u>2,123,241</u>	<u>2,749,658</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)

ANALYSIS OF DIRECT COSTS (continued)

	Training, events & conferences 2022 £	Publications 2022 £	Professional services 2022 £	Total funds 2022 £
Net pension scheme interest	-	-	91,000	91,000
Staff costs	102,905	147,659	951,224	1,201,788
Business driver and other direct costs	277,596	181,907	1,027,640	1,487,143
Professional costs	-	-	375,470	375,470
Other costs	-	-	214,047	214,047
	<u>380,501</u>	<u>329,566</u>	<u>2,659,381</u>	<u>3,369,448</u>

ANALYSIS OF SUPPORT COSTS

	Training, events & conferences 2023 £	Publications 2023 £	Professional services 2023 £	Total funds 2023 £
Finance	29,482	78,619	845,156	953,257
Personnel	5,319	21,276	223,396	249,991
Building	633	1,887	60,095	62,615
ICT	10,610	28,293	304,154	343,057
Governance costs	3,630	5,310	39,612	48,552
	<u>49,674</u>	<u>135,385</u>	<u>1,472,413</u>	<u>1,657,472</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)

ANALYSIS OF SUPPORT COSTS (continued)

	Training, events & conferences 2022 £	Publications 2022 £	Professional services 2022 £	Total funds 2022 £
Finance	7,612	20,299	182,695	210,606
Personnel	3,029	12,114	93,878	109,021
Building	1,246	3,726	16,879	21,851
ICT	9,006	24,015	231,148	264,169
Governance costs	3,123	4,825	34,136	42,084
	<u>24,016</u>	<u>64,979</u>	<u>558,736</u>	<u>647,731</u>

12. AUDITORS' REMUNERATION - GROUP

	2023 £	2022 £
Fees payable to the Charity's auditor in respect of:		
Audit of CILIP consolidated accounts	31,550	17,650
Audit of CILIP Pathways Ltd accounts	-	6,450
Independent examination of CILIP Benevolent Fund accounts	-	1,200
Preparation of CILIP and CILIP Pathways accounts	4,950	-
Tax services	1,250	-
Accounts assistance	4,820	-
	<u>43,570</u>	<u>25,300</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

13. STAFF COSTS - GROUP

	2023	2022
	£	£
Wages and salaries	1,611,687	1,730,666
Social security costs	154,540	176,815
Contribution to defined contribution pension scheme	136,280	143,403
	<u>1,902,507</u>	<u>2,050,884</u>

During the year, redundancy and termination costs amounting to £103,459 (2022: £30,920) were incurred as a result of a restructuring.

In addition to the total staff costs above, CILIP in 2023 used the services of agency staff whilst awaiting the recruitment to vacant posts, making a total cost of £86,944 (2022: £22,415).

The average headcount during the year was 44 (2022: 47).

The key management personnel of CILIP comprises the trustees, member network committee members, the Chief Executive Officer, Director of Transformation, Chief Development Officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £668,505 (2022: £561,756).

The number of employees whose emoluments exceeded £60,000 in the year was:

	2023	2022
	Number	Number
£60,001 to £70,000	1	1
£80,001 to £90,000	1	1

14. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 December 2023, expenses totalling £1,162 were reimbursed or paid directly to 6 Trustees (2022 - £416 to 5 Trustees). The expenses related to travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year, CILIP paid £1,324 (2022: £969) in respect of Trustees' indemnity insurance on behalf of Trustees. 23 free places are made available for attendance at the Annual Conference, which are taken by both staff and Trustees.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

15. INVESTMENT IN SUBSIDIARY COMPANIES

Name of company	Country of registration	Holding and operation	Proportion	Nature of business
CILIP Pathways Limited	England	Company limited by guarantee and not having a share capital	100%	Apprenticeship assessment

CILIP Pathways Limited (registered company no 12497166) incorporated on 4 March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers. The results of the company's trading activities during 2023 are set out below.

Profit and Loss Account

	2023 £	2022 £
Turnover	99,487	91,875
Cost of sales	(29,879)	(21,480)
Gross profit	69,608	70,395
Administration expenses	(16,943)	(13,831)
Profit before gift aid payment	52,665	56,564
Gift aid donation to parent charity	(102,827)	-
(Loss)/profit before and after taxation	(50,162)	56,564

Summarised Balance Sheet

	2023 £	2022 £
Debtors	9,611	5,700
Cash	45,519	124,113
Current assets	55,130	129,813
Creditors and accrued charges	(55,130)	(79,651)
Total net assets	-	50,162
Total reserves	-	50,162

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

16. TANGIBLE FIXED ASSETS

GROUP AND CHARITY

	Freehold property £	Fixtures and fittings £	Computer equipment £	Other fixed assets £	Total £
COST					
At 1 January 2023	25,025,000	202,822	356,726	302,218	25,886,766
Additions	-	-	27,147	-	27,147
Disposals	(25,025,000)	(55,840)	-	-	(25,080,840)
At 31 December 2023	-	146,982	383,873	302,218	833,073
DEPRECIATION					
At 1 January 2023	-	184,953	348,094	302,218	835,265
Charge for the year	-	557	10,117	-	10,674
On disposals	-	(38,528)	-	-	(38,528)
At 31 December 2023	-	146,982	358,211	302,218	807,411
NET BOOK VALUE					
At 31 December 2023	-	-	25,662	-	25,662
At 31 December 2022	25,025,000	17,869	8,632	-	25,051,501

17. FIXED ASSET INVESTMENTS

	Listed investments £	Unlisted investments £	Total £
GROUP AND CHARITY			
COST OR VALUATION			
At 1 January 2023	532,524	1	532,525
Additions	6,707,371	-	6,707,371
Disposals	(438,051)	-	(438,051)
Revaluations	(85,144)	-	(85,144)
AT 31 DECEMBER 2023	6,716,700	1	6,716,701

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

17. FIXED ASSET INVESTMENTS (CONTINUED)

Unlisted investments: Library Services Limited

At 31 December 2023 and 31 December 2022, CILIP held one share out of 1,000 share issued in Library Services Limited, an unlisted company.

Listed investments comprised the following:

	2023 £	2022 £
M&G Charity Multi Asset Fund Inc	6,197,562	-
M&G Equities Investment Fund for Charities (Charifund) GBP Inc	492,029	503,869
M&G Dividend Fund GBP A Inc	27,109	28,655
	<u>6,716,700</u>	<u>532,524</u>

18. STOCKS

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Work in progress books	2,633	2,020	2,633	2,020
Finished books	54,218	69,443	54,218	69,443
	<u>56,851</u>	<u>71,463</u>	<u>56,851</u>	<u>71,463</u>

19. DEBTORS

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
DUE WITHIN ONE YEAR				
Trade debtors	237,361	261,599	227,750	261,599
Amounts owed by group undertakings	-	-	6,830	30,901
Other debtors	43,245	84,707	43,245	79,007
Prepayments and accrued income	242,596	77,125	242,596	77,125
	<u>523,202</u>	<u>423,431</u>	<u>520,421</u>	<u>448,632</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

20. CURRENT ASSET INVESTMENTS

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Listed investments	383,663	392,894	383,663	392,894

21. CASH HELD IN ESCROW

CILIP is a sponsoring employer of a defined benefit pension scheme known as the Chartered Institute of Library and Information Professionals Pension and Assurance Scheme. To secure the scheme for its members, and to ensure CILIP's long-term viability, CILIP entered into a framework agreement with the scheme Trustees (Vidett). As part of that framework agreements, CILIP agreed to sell the Property and agreed that the proceeds of sale would be apportioned as follows:

1. A payment to the Scheme equal to the outstanding deficit repair contributions due under the existing schedule of contributions agreed as part of the valuation of the Scheme required under the statutory scheme funding regime.
2. Funds for CILIP to use at its discretion (with the caveat under the Framework Agreement that £1.5m of this payment shall not be used or applied by CILIP except for the purposes of maintaining or improving its long- term employer covenant).
3. Funds, equal to at least the section 75 deficit of the Scheme (calculated immediately prior to the sale of the Property) less the amount paid to the Scheme under paragraph (a) above, into an escrow account.

Under its Royal Charter, CILIP has the power to deal with its property and make payments to the scheme (as required by a responsible employer). The Escrow fund is held jointly by Vidett and CILIP and covers the on-going costs associated with pension scheme.

22. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
CBIL loan	34,286	68,571	34,286	68,571
Trade creditors	112,962	144,549	88,944	144,549
Other taxation and social security	63,242	75,698	63,242	75,698
Other creditors	238,556	38,354	238,556	26,673
Accruals and deferred income	556,406	709,532	532,124	673,112
	1,005,452	1,036,704	957,152	988,603

The CBIL loan was used to supplement CILIP's operations between June and September 2020 due to the impact of the pandemic on CILIP's income. The loan is repayable over 42 months and the interest rate is 1.85% above the Bank of England Base Rate.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

22. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR (CONTINUED)

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Deferred income at 1 January 2023	488,964	367,466	458,994	361,296
Resources deferred during the year	351,096	429,960	331,856	404,960
Amounts released from previous periods	(488,964)	(308,462)	(458,994)	(307,262)
	351,096	488,964	331,856	458,994

Deferred income comprises advance rental, conference, training vouchers and membership income; plus contract income for CILIP Pathways Ltd.

23. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
CBIL loan	-	34,286	-	34,286
Other creditors	23,247	23,247	23,247	23,247
	23,247	57,533	23,247	57,533

Included within the above are amounts falling due as follows:

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
BETWEEN ONE AND TWO YEARS				
CBIL loan	-	34,286	-	34,286

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

24. FINANCIAL INSTRUMENTS

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
FINANCIAL ASSETS				
Financial assets measured at fair value through income and expenditure	7,100,364	925,419	7,100,364	925,419
Financial assets measured at amortised cost	4,979,988	2,128,660	4,874,298	2,029,747
	12,080,352	3,054,079	11,974,662	2,955,166
	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
FINANCIAL LIABILITIES				
Other financial liabilities measured at fair value through income and expenditure	662,811	529,575	679,190	511,444

Financial assets measured at fair value include investments.

Financial assets measured at amortised cost include: short term deposits, cash in hand, trade debtors and other debtors.

Financial liabilities measured at amortised cost include trade creditors, other creditors and accruals.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

25. STATEMENT OF FUNDS

GROUP STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Fixed asset reserve	1,520,412	-	(10,674)	(1,484,076)	-	25,662
Development fund	143,352	-	(19,959)	-	-	123,393
	<u>1,663,764</u>	<u>-</u>	<u>(30,633)</u>	<u>(1,484,076)</u>	<u>-</u>	<u>149,055</u>
GENERAL FUNDS						
Revaluation reserve	23,399,496	-	-	(23,399,496)	-	-
Central operations fund	634,380	3,036,618	(3,897,727)	9,894,731	(94,972)	9,573,030
CILIP Pathways Ltd funds	50,812	99,487	(150,299)	-	-	-
Member networks	696,760	183,080	(141,759)	-	-	738,081
Pension reserve	(4,450,000)	115,000	(1,940,000)	15,032,000	(8,757,000)	-
	<u>20,331,448</u>	<u>3,434,185</u>	<u>(6,129,785)</u>	<u>1,527,235</u>	<u>(8,851,972)</u>	<u>10,311,111</u>
TOTAL UNRESTRICTED FUNDS	<u>21,995,212</u>	<u>3,434,185</u>	<u>(6,160,418)</u>	<u>43,159</u>	<u>(8,851,972)</u>	<u>10,460,166</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

25. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
RESTRICTED FUNDS						
Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	8,962	-	-	-	(2,145)	6,817
Arundell Esdaile Esdaile Memorial Prize	2,557	-	-	-	(558)	1,999
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
K Pierce - Legacy	10,482	-	-	-	(2,289)	8,193
F Robinson - Legacy	12,923	-	-	-	(2,821)	10,102
Colin Mears - Legacy	370,951	1,066	-	(3,974)	(8,052)	359,991
D Chilcot - Legacy	13,389	630	-	977	-	14,996
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97
ACE Independent Review of Public Library	162	-	-	(162)	-	-
Green Libraries	15,460	-	(15,460)	-	-	-
ACE - Future Skills in Public Libraries	63,929	10,000	(33,929)	(40,000)	-	-
ACE - Working Internationally Phase 2	5,000	3,600	(8,600)	-	-	-
Workforce Mapping Project	19,000	-	(19,000)	-	-	-
Designing Libraries	20,904	11,150	(28,997)	-	-	3,057
Welsh government anti racist library collection	-	46,264	(22,428)	-	-	23,836
Great school libraries	-	51,615	(47,149)	-	-	4,466

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

25. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - CURRENT YEAR (continued)

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
ACE - future libraries	-	80,000	(71,809)	-	-	8,191
ACE - Safe and inclusive libraries	-	20,000	(20,000)	-	-	-
ACE - green libraries phase 1b	-	72,000	(56,591)	-	-	15,409
GA Cooks legacy - CILIP Cymru	161,206	-	-	-	(3,789)	157,417
	<u>714,719</u>	<u>296,325</u>	<u>(323,963)</u>	<u>(43,159)</u>	<u>(19,654)</u>	<u>624,268</u>
TOTAL OF FUNDS	<u><u>22,709,931</u></u>	<u><u>3,730,510</u></u>	<u><u>(6,484,381)</u></u>	<u><u>-</u></u>	<u><u>(8,871,626)</u></u>	<u><u>11,084,434</u></u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

25. STATEMENT OF FUNDS (CONTINUED)

GROUP STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Fixed asset reserve	1,659,045	-	(138,633)	-	1,520,412
Development fund	152,370	-	(9,018)	-	143,352
	<u>1,811,415</u>	<u>-</u>	<u>(147,651)</u>	<u>-</u>	<u>1,663,764</u>
GENERAL FUNDS					
Revaluation reserve	24,624,496	-	-	(1,225,000)	23,399,496
Central operations fund	958,817	3,316,983	(3,619,859)	(21,561)	634,380
CILIP Pathways Ltd funds	(5,752)	91,875	(35,311)	-	50,812
Member networks	693,294	213,039	(209,573)	-	696,760
Pension reserve	(4,934,000)	-	(12,000)	496,000	(4,450,000)
	<u>21,336,855</u>	<u>3,621,897</u>	<u>(3,876,743)</u>	<u>(750,561)</u>	<u>20,331,448</u>
TOTAL UNRESTRICTED FUNDS	<u>23,148,270</u>	<u>3,621,897</u>	<u>(4,024,394)</u>	<u>(750,561)</u>	<u>21,995,212</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

25. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
RESTRICTED FUNDS					
Mitchell Memorial Fund	8,774	-	(175)	-	8,599
Anthony Thompson Scholarship Fund	9,823	-	(183)	(678)	8,962
Arundell Esdaile Esdaile Memorial Prize	2,785	-	(52)	(176)	2,557
Catherine Hamilton Memorial Prize	1,120	-	(22)	-	1,098
K Pierce - Legacy	11,420	-	(214)	(724)	10,482
F Robinson - Legacy	14,079	-	(264)	(892)	12,923
Colin Mears - Legacy	388,797	20,679	(18,313)	(20,212)	370,951
D Chilcot - Legacy	13,662	-	(273)	-	13,389
Bob McKee - CILIP/IFLA Award	99	-	(2)	-	97
ACE Independent Review of Public Library	5,975	-	(5,813)	-	162
Green Libraries	-	146,700	(131,240)	-	15,460
ACE - Future Skills in Public Libraries	80,000	32,000	(48,071)	-	63,929
ACE - Working Internationally Phase 2	36,000	-	(31,000)	-	5,000
Workforce Mapping Project	39,000	-	(20,000)	-	19,000
Designing Libraries	4,209	27,750	(11,055)	-	20,904
GA Cooks legacy - CILIP Cymru	170,715	-	-	(9,509)	161,206
	<u>786,458</u>	<u>227,129</u>	<u>(266,677)</u>	<u>(32,191)</u>	<u>714,719</u>
TOTAL OF FUNDS	<u>23,934,728</u>	<u>3,849,026</u>	<u>(4,291,071)</u>	<u>(782,752)</u>	<u>22,709,931</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

CHARITY STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 December 2023 £
UNRESTRICTED FUNDS						
Fixed asset reserve	1,520,412	-	(10,674)	(1,484,076)	-	25,662
Development fund	143,352	-	(19,959)	-	-	123,393
	<u>1,663,764</u>	<u>-</u>	<u>(30,633)</u>	<u>(1,484,076)</u>	<u>-</u>	<u>149,055</u>
GENERAL FUNDS						
Revaluation reserve	23,399,496	-	-	(23,399,496)	-	-
Central operations fund	634,380	3,139,445	(4,000,554)	9,894,731	(94,972)	9,573,030
Member networks	696,760	183,080	(141,759)	-	-	738,081
Pension reserve	(4,450,000)	115,000	(1,940,000)	15,032,000	(8,757,000)	-
	<u>20,280,636</u>	<u>3,437,525</u>	<u>(6,082,313)</u>	<u>1,527,235</u>	<u>(8,851,972)</u>	<u>10,311,111</u>
TOTAL UNRESTRICTED FUNDS	<u>21,944,400</u>	<u>3,437,525</u>	<u>(6,112,946)</u>	<u>43,159</u>	<u>(8,851,972)</u>	<u>10,460,166</u>
RESTRICTED FUNDS						
Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	8,962	-	-	-	(2,145)	6,817
Arundell Esdaile Esdaile Memorial Prize	2,557	-	-	-	(558)	1,999
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
K Pierce - Legacy	10,482	-	-	-	(2,289)	8,193

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

F Robinson - Legacy	12,923	-	-	-	(2,821)	10,102
Colin Mears - Legacy	370,951	1,066	-	(3,974)	(8,052)	359,991
D Chilcot - Legacy	13,389	630	-	977	-	14,996
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97
ACE Independent Review of Public Library	162	-	-	(162)	-	-
Green Libraries	15,460	-	(15,460)	-	-	-
ACE - Future Skills in Public Libraries	63,929	10,000	(33,929)	(40,000)	-	-
ACE - Working Internationally Phase 2	5,000	3,600	(8,600)	-	-	-
Workforce Mapping Project	19,000	-	(19,000)	-	-	-
Designing Libraries	20,904	11,150	(28,997)	-	-	3,057
Welsh government anti racist library collection	-	46,264	(22,428)	-	-	23,836
Great school libraries	-	51,615	(47,149)	-	-	4,466
ACE - future libraries	-	80,000	(71,809)	-	-	8,191
ACE - Safe and inclusive libraries	-	20,000	(20,000)	-	-	-
ACE - green libraries phase 1b	-	72,000	(56,591)	-	-	15,409
GA Cooks legacy - CILIP Cymru	161,206	-	-	-	(3,789)	157,417
	<u>714,719</u>	<u>296,325</u>	<u>(323,963)</u>	<u>(43,159)</u>	<u>(19,654)</u>	<u>624,268</u>
TOTAL OF FUNDS	<u>22,659,119</u>	<u>3,733,850</u>	<u>(6,436,909)</u>	<u>-</u>	<u>(8,871,626)</u>	<u>11,084,434</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

CHARITY STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2022 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 December 2022 £
UNRESTRICTED FUNDS						
Fixed asset reserve	1,659,045	-	(138,633)	-	-	1,520,412
Development fund	152,370	-	(9,018)	-	-	143,352
	<u>1,811,415</u>	<u>-</u>	<u>(147,651)</u>	<u>-</u>	<u>-</u>	<u>1,663,764</u>
GENERAL FUNDS						
Revaluation reserve	24,624,496	-	-	-	(1,225,000)	23,399,496
Central operations fund	958,817	3,316,983	(3,619,859)	-	(21,561)	634,380
Member networks	693,294	213,039	(209,573)	-	-	696,760
Pension reserve	(4,934,000)	-	(12,000)	-	496,000	(4,450,000)
	<u>21,342,607</u>	<u>3,530,022</u>	<u>(3,841,432)</u>	<u>-</u>	<u>(750,561)</u>	<u>20,280,636</u>
TOTAL UNRESTRICTED FUNDS	<u>23,154,022</u>	<u>3,530,022</u>	<u>(3,989,083)</u>	<u>-</u>	<u>(750,561)</u>	<u>21,944,400</u>
RESTRICTED FUNDS						
Mitchell Memorial Fund	8,774	-	(175)	-	-	8,599
Anthony Thompson Scholarship Fund	9,823	-	(183)	-	(678)	8,962
Arundell Esdaile Esdaile Memorial Prize	2,785	-	(52)	-	(176)	2,557
Catherine Hamilton Memorial Prize	1,120	-	(22)	-	-	1,098
K Pierce - Legacy	11,420	-	(214)	-	(724)	10,482

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

F Robinson - Legacy	14,079	-	(264)	-	(892)	12,923
Colin Mears - Legacy	388,797	20,679	(18,313)	-	(20,212)	370,951
D Chilcot - Legacy	13,662	-	(273)	-	-	13,389
Bob McKee - CILIP/IFLA Award	99	-	(2)	-	-	97
ACE Independent Review of Public Library	5,975	-	(5,813)	-	-	162
Green Libraries	-	146,700	(131,240)	-	-	15,460
ACE - Future Skills in Public Libraries	80,000	32,000	(48,071)	-	-	63,929
ACE - Working Internationally Phase 2	36,000	-	(31,000)	-	-	5,000
Workforce Mapping Project	39,000	-	(20,000)	-	-	19,000
Designing Libraries	4,209	27,750	(11,055)	-	-	20,904
GA Cooks legacy - CILIP Cymru	170,715	-	-	-	(9,509)	161,206
	786,458	227,129	(266,677)	-	(32,191)	714,719
TOTAL OF FUNDS	23,940,480	3,757,151	(4,255,760)	-	(782,752)	22,659,119

Restricted funds

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The International Library and Information Group (CILIP special interest group) manage the award for CILIP.

Arundell Esdaile Memorial Fund was set up to endow a lecture given periodically on librarianship and bibliography. Only the interest from the fund may be used.

Catherine Hamilton Memorial Prize awarded for the most outstanding Master's dissertation in the broad area of information retrieval or electronic text management.

K Pierce – legacy assists librarians to carry out engagements which would further the interests of librarianship in attending conferences overseas (not IFLA).

F Robinson – legacy was set up to reward innovation in library administration and particularly aimed at para professionals. Only the interest from the fund may be used.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Colin Mears legacy provides funds for the Colin Mears Awards for the illustration of children's books.

The D Chilcot legacy provides funds to be utilised for information facilities at CILIP and education purposes.

Bob McKee-CILIP/IFLA Aspire award helps new professionals develop through networking at UK and international events. IFLA provides an international bursary to support new professionals.

Arts Council England (ACE) grant given for the independent review of Public Libraries financing.

ACE-Future skills in Public libraries grant given for the Induction pack and digital skills training for public libraries workforce.

ACE-Working internationally Phase 2 grant given to continue to develop international working for public libraries in England.

Workforce mapping project is a consortium of organisations embarking on mapping libraries and information manager's workforce within the United Kingdom.

Designing Libraries is a Community Interest Company that CILIP currently supports until they are able to operate independently.

Welsh Government – Anti-Racist Wales Action Plan – grant in support of a training plan for public libraries in Wales.

Great school libraries – grant in support of the Great School Libraries campaign to bring back libraries and access to librarians in every school in the UK.

ACE - future libraries is a project that will challenge and engage librarians and library leaders to reimagine libraries in a world of climate change, population shift and digital advancement.

ACE - Safe and inclusive libraries funding to provide clear decision making guidance to public librarians and staff who make decisions around stock, public internet access, use of space and public programming.

ACE - green libraries phase 1b funding to support the Green Libraries Campaign, a project helping libraries reduce their environmental impact and promote sustainability in their communities.

The GA Cooks legacy; was donated for use by the Welsh Member Network of CILIP.

Designated funds

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves. The transfer from this reserve relates mainly to the sale of 7 Ridgmount Street, London.

The development fund is designated for investment in CILIP's development and transformation work, and to support our plans for membership growth/retention and income diversification.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

26. ANALYSIS OF NET ASSETS BETWEEN FUNDS

GROUP ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	25,662	-	25,662
Fixed asset investments	6,224,672	492,029	6,716,701
Current assets	5,238,531	132,239	5,370,770
Creditors due within one year	(1,005,452)	-	(1,005,452)
Creditors due in more than one year	(23,247)	-	(23,247)
TOTAL	<u>10,460,166</u>	<u>624,268</u>	<u>11,084,434</u>

GROUP ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	25,051,501	-	25,051,501
Fixed asset investments	143,353	389,172	532,525
Current assets	2,344,595	325,547	2,670,142
Creditors due within one year	(1,036,704)	-	(1,036,704)
Creditors due in more than one year	(57,533)	-	(57,533)
Provisions for liabilities and charges	(4,450,000)	-	(4,450,000)
TOTAL	<u>21,995,212</u>	<u>714,719</u>	<u>22,709,931</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

CHARITY ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	25,662	-	25,662
Fixed asset investments	6,224,672	492,029	6,716,701
Current assets	5,190,231	132,239	5,322,470
Creditors due within one year	(957,152)	-	(957,152)
Creditors due in more than one year	(23,247)	-	(23,247)
	<u>10,460,166</u>	<u>624,268</u>	<u>11,084,434</u>

CHARITY ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	25,051,501	-	25,051,501
Fixed asset investments	143,353	389,172	532,525
Current assets	2,245,682	325,547	2,571,229
Creditors due within one year	(988,603)	-	(988,603)
Creditors due in more than one year	(57,533)	-	(57,533)
Provisions for liabilities and charges	(4,450,000)	-	(4,450,000)
	<u>21,944,400</u>	<u>714,719</u>	<u>22,659,119</u>

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

27. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2023 £	Group 2022 £
Net expenditure for the year (as per Statement of Financial Activities)	(2,868,497)	(495,797)
ADJUSTMENTS FOR:		
Depreciation charges	10,674	8,440
Losses on investments	114,626	53,752
Dividends, interest and rents from investments	(662,820)	(44,534)
Loss on sale of fixed assets	521,564	-
Decrease in stocks	14,612	23,599
(Increase)/decrease in debtors	(99,771)	155,024
Increase/(decrease) in creditors	3,033	(237,705)
Life members provision in advance	-	3,950
Defined benefit pension scheme actuarial movements	(13,092,000)	12,000
NET CASH USED IN OPERATING ACTIVITIES	(16,058,579)	(521,271)

28. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2023 £	Group 2022 £
Cash in hand	1,607,577	1,782,354

The balance above excludes cash held in escrow (see note 21).

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

29. ANALYSIS OF CHANGES IN NET DEBT

	At 1 January 2023 £	Cash flows £	Other non- cash changes £	At 31 December 2023 £
Cash at bank and in hand	1,782,354	(174,777)	-	1,607,577
	-	-	-	-
Debt due within 1 year	(68,571)	68,571	(34,286)	(34,286)
Debt due after 1 year	(34,286)	-	34,286	-
Short-term investments	392,894	-	(9,231)	383,663
	<u>2,072,391</u>	<u>(106,206)</u>	<u>(9,231)</u>	<u>1,956,954</u>

30. PENSION COMMITMENTS

CILIP's existing employees were entitled to join the Scottish Widows group stakeholder salary sacrifice pension scheme, which is funded by 5% of salary contribution from employees and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time. Staff may opt-out of the scheme at any time. The amount paid into the scheme by CILIP in 2023 was £136,280 (2022: £143,403). The amount within trade creditors in note 22 above was £21,176 (2022: £17,673).

The Group operates a defined benefit pension scheme.

This is a separate trustee administered fund, holding the pension scheme assets to meet long term pension liabilities. The results of the most recent triennial actuarial valuation as at 31 December 2022 revealed a funding shortfall of £11,755,000. In accordance with the updated schedule of contributions, CILIP paid £9.5m in March 2023 and £2.45m in December 2023 to repair the deficit. A further £3.05m was paid in December 2023 to cover future expenses and the cost of the insurance buy-in premium paid in December 2023. Following these contributions, CILIP will no longer be liable for the payment of regular deficit repair contributions and ongoing scheme costs will be covered from funds held jointly in escrow. The amount held in escrow has been used during the period for contributions to the scheme, as shown below. The amount remaining in escrow at the year end was £2,799,477.

The full actuarial valuation carried out at 31 December 2022 was updated to 31 December 2023 by a qualified actuary, independent of the scheme's sponsoring employer.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

30. PENSION COMMITMENTS (CONTINUED)

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	At 31 December 2023 %	At 31 December 2022 %
Discount rate	4.6	4.9
Allowance for pension in payment increases of RPI (p.a.)	3.25	3.25
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	1.85	2
Allowance for pension in payment increases of CPI or 3% p.a. if less	2	2.1
Allowance for commutation of pension for cash at retirement	20	20
Inflation RPI	3.1	3.2
Inflation CPI	2.5	2.6

	At 31 December 2023 Years	At 31 December 2022 Years
MORTALITY RATES (IN YEARS)		
- for a male aged 40 now	25.5	25.4
- for a male aged 60 now	24	24
- for a female aged 40 now	28.5	28.4
- for a female aged 60 now	27	26.9

The Group's share of the assets in the scheme was:

	At 31 December 2023 £	At 31 December 2022 £
Insured annuities	19,284,000	57,000
Cash and other liquid assets	1,038,000	171,000
Managed growth	-	4,613,000
Liability driven investments	-	8,112,000
TOTAL FAIR VALUE OF ASSETS	20,322,000	12,953,000

The actual return on scheme assets was £6,015,000 loss (2022 - £7,916,000 loss).

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

30. PENSION COMMITMENTS (CONTINUED)

The amounts recognised in the Consolidated Statement of Financial Activities are as follows:

	2023	2022
	£	£
Interest income	(943,000)	(396,000)
Interest cost	828,000	487,000
Administrative expenses	635,000	401,000
TOTAL AMOUNT RECOGNISED IN THE CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES	520,000	492,000

Movements in the present value of the defined benefit obligation were as follows:

	2023	2022
	£	£
Opening defined benefit obligation	17,403,000	26,923,000
Interest cost	828,000	487,000
Actuarial losses/(gains)	761,000	(8,808,000)
Benefits paid	(1,013,000)	(1,199,000)
Past service costs	1,305,000	-
CLOSING DEFINED BENEFIT OBLIGATION	19,284,000	17,403,000

Movements in the fair value of the Group's share of scheme assets were as follows:

	2023	2022
	£	£
Opening fair value of scheme assets	12,953,000	21,989,000
Interest income	943,000	396,000
Actuarial losses	(6,958,000)	(8,312,000)
Contributions by employer	15,032,000	480,000
Benefits paid	(1,013,000)	(1,199,000)
Expenses paid	(635,000)	(401,000)
CLOSING FAIR VALUE OF SCHEME ASSETS	20,322,000	12,953,000

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP. In the prior year, the freehold building was subject to a charge over its full value to cover shortfalls in the pension scheme.

At the year end, the defined benefit asset was £1,038,000. The pension scheme value in the financial statements is capped at £nil as the sponsoring employer may not be able to recover any overpayment directly.

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

DEFINED BENEFIT COSTS RECOGNISED IN OTHER COMPREHENSIVE INCOME

	2023 £	2022 £
Return on plan assets in excess of interest income	6,958,000	8,312,000
Actuarial loss/(gain)	761,000	(8,808,000)
Pension surplus not recognised	1,038,000	-
TOTAL LOSS/(GAIN)	8,757,000	(496,000)

31. CORPORATION TAXATION

CILIP is a registered charity and as such is exempt from taxation of its income and gains to the extent that they fall within the exemptions available to charities under the Taxes Act and are applied to its charitable objectives.

32. OPERATING LEASE COMMITMENTS

At 31 December 2023 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Land and buildings		
Not later than 1 year	37,300	704,325
Later than 1 year and not later than 5 years	11,752	800,400
	49,052	1,504,725

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2023 £	2022 £
Operating lease rentals	25,548	715,017

CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

33. RELATED PARTY TRANSACTIONS**CILIP Benevolent Fund Registered Charity No. 237352**

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. CILIP provided £1,000 towards their running costs on a yearly basis. As at 31 December 2023 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £305 (2022: £679). Also, as at 31 December 2023 the amount of payment made to suppliers on behalf of CILIP Benevolent Fund and not yet paid was £nil (2022: £nil).

The John Campbell Trust Registered Charity No. 802262

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2023 and 2022.

Library Services Trust Registered Charity No. 287404

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2023 and 2022.

CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP

Jo Webb resigned from the Board on 31 December 2022. In the prior year, a royalty of £20 was paid to Jo Webb as an author of a book published for CILIP Facet publishing. CB Resourcing recruitment agency, of which Simon Burton is a director, gave £1,674 (2022: £nil) in respect of sponsorship for Employers Forum.

CILIP Pathways Ltd

At the year end, the balance due from CILIP Pathways was £6,830 (2022: £30,901). During the year, a gift aid donation of £102,827 was received by CILIP from CILIP Pathways.

Accounts



The library
and information
association

← Lecture Theatre



TRUSTEES' REPORT AND FINANCIAL STATEMENTS

31 December 2022



Chartered Institute of Library and Information Professionals

Trustees' Report and Financial Statements

31 December 2022

CILIP: Registered charity number in England 313014

CILIP: Registered company number in England RC000780

CILIP: the Chartered Institute of Library and Information Professionals: Inaugurated April 2002 following the unification of the Institute of Information Scientists and the Library Association.

Originally incorporated by the Library Association Royal Charter 1898.

Registered office address: British Library, 96 Euston Road, London, NW1 2DB

Website: www.cilip.org.uk

Report of the Trustees

For the year ended 31st December 2022

The trustees present their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) for the Financial Year ended 31 December 2022. The accounts are those of CILIP and its 100% owned subsidiary CILIP Pathways Limited.

The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter. CILIP is a charity operating under Royal Charter registered with the Charity Commission (number 313014).

IMPACT:

CILIP changes lives by improving education, literacy and prosperity for all. We achieve this by raising standards in libraries, information and knowledge management.

VISION:

A professional community, dedicated to changing lives through quality information, services, and expertise.

MISSION:

To be the leading professional membership association for people working in information, knowledge, libraries, and related sectors.

President's foreword

It has been an honour for me to serve both as CILIP's Vice President in 2022 and as President in 2023 – two very significant years in the long history of our professional association.

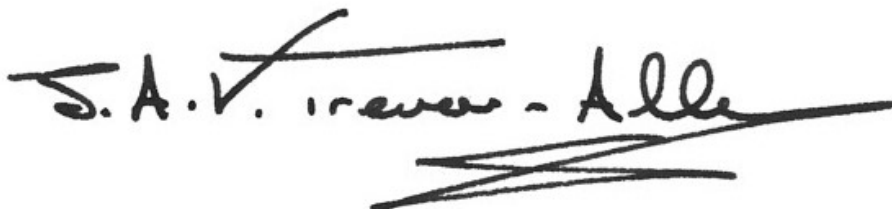
During this time CILIP has continued to strengthen its membership offer, creating new and impactful tools to help our members succeed, including through the new 'future-ready' Professional Knowledge and Skills Base (PKSB) and our leadership of sector Apprenticeships.

The CILIP team continues to deliver some of the most exciting and innovative work in the world of libraries, information and knowledge – for example, The Green Libraries Partnership, which is driving a new dialogue about our role in securing a more sustainable planet.

In responding to the Strategic Review commissioned by the Board in 2021, we have delivered decisive action to secure CILIP's long-term future and to increase our profile and impact for our members.

Our relocation to new premises at the British Library has created new opportunities for partnership and development, and we have also celebrated the 125th Anniversary of our Royal Charter by creating the #CILIP125 list – an inspiring cohort of future leaders drawn from services across the whole breadth of the libraries, information, and knowledge management profession.

We know these are challenging times for the communities and users we serve, but CILIP is proud to be able to celebrate, champion, and support our members across more than 20 industry sectors. The impact our members have is incredible, but by standing together, we can achieve so much more – because together, We Are CILIP!

A handwritten signature in black ink, reading "J. A. V. Trevor-Allen". The signature is stylized with a large, sweeping initial 'J' and a long horizontal line extending from the end of the name.

Mr John Trevor-Allen
President, CILIP

CILIP Annual Report

Chair's introduction

It has been my pleasure to serve as Chair of the Board of Trustees and to work with the dedicated staff team at CILIP during this period of significant change and transition for our Association.

Our first responsibility as Trustees is to ensure that appropriate plans are in place to ensure the financial viability and stability of the organisation. In 2022, on the basis of professional advice commissioned in 2021, we began the process of relocating away from our former premises at Ridgmount Street and of closing our legacy Pension Scheme.

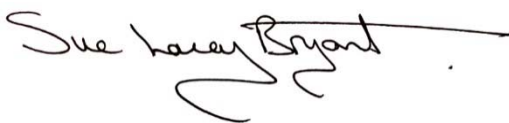
I am pleased to confirm that both actions were progressed during 2022, subject to appropriate legal and professional advice, and as a result, we are well on our way to securing the long-term sustainability of our professional body.

We Are CILIP, our strategy and action plan, set out a compelling vision for our professional community, dedicated to changing lives for the better through quality information, services and expertise. The accompanying Business Plan demonstrates how we will grow both our membership and wider income streams to support an ambitious programme of impact on behalf of our members.

I want to record sincere thanks, on behalf of myself and the Trustees to our volunteer community, and in particular to our Regional Member Networks, Special Interest Groups, Devolved Nations and Diversity Networks for their solidarity and support during this time of transition. Also, my personal thanks to our talented trustees and staff team, led by our Chief Executive, for their commitment and skill in navigating the changes. Together #WeAreCILIP.

As we look ahead, we do so from a position of real strength. CILIP is delivering clear impact and value for members, we are addressing some of the most pressing challenges facing our profession and working together to create new opportunities for professional development.

On behalf of the Board of Trustees of CILIP, I commend this Annual Report to you as an accurate report of the performance of the Charity during the previous year.



Sue Lacey Bryant
Chair, CILIP Board of Trustees

We Are CILIP – Strategy and objectives

CILIP is a leading national charity focused on changing lives by improving education, literacy and prosperity for all. We deliver our mission by raising standards in libraries, information and knowledge management.

This year, we are celebrating the 125th anniversary of our Royal Charter with a renewed focus on promoting economic and social wellbeing and environmental responsibility through quality information, services and expertise.

Strategic priorities

We Are CILIP, our 5-year strategy and action plan sets out four strategic priorities:

- Equity and social justice
- Digital transformation
- Environmental sustainability
- Leadership at every level

Services and activities

Our work to deliver this strategy is focused around four sets of services and activities on behalf of our membership:

- Community
- Advocacy
- Representation
- Expertise

Our values

CILIP's work is inspired by our values, which include a commitment to social justice, intellectual freedom and evidence-based practice.

Four Nations

CILIP is a 'four nations' organisation, working to deliver public benefit in England, Scotland, Wales and Northern Ireland.

In Wales and Northern Ireland, our work is led by National Committees, CILIP Cymru Wales and CILIP Ireland. In Scotland, it is led by our partner organisation, CILIP in Scotland, which is independently registered with the Office of the Scottish Charity Regulator (OSCR) number SC038532.

Public benefit statement

As a Charity, CILIP is established for purposes which further public benefit, and the Trustees operate the Charity in furtherance of these purposes.

Our Royal Charter commits us to “promote education and knowledge through the establishment and development of libraries and information services and to advance information science.” We deliver on this commitment through:

- Public events, activities, campaigns and awards which promote engagement with and support for libraries, literacy and learning.
- Maintaining and promoting standards in professional practice which promote excellence and accountability for the users of libraries and information services.
- Promoting policy for and investment in the development of libraries as a critical infrastructure for learning, literacy, inclusion and self-development.

Our services support more than 200 million in-person visits to libraries per annum and a further c. 90 million online. Our work benefits 2 million school-aged children and more than 1 million patients and carers in the NHS each year.

Membership information

CILIP is the only chartered body in the world dedicated to uniting, supporting, and advocating for information professionals and librarians in all sectors. CILIP is pleased to have welcomed hundreds of new members to CILIP during the past year.

Any member can undertake professional registration with CILIP, and all those who meet the required standard receive official recognition in the form of Certification, Chartership, or Fellowship. Each of these professional standards are recognised by employers, both in the UK and internationally. All three levels of professional registration have been certified by Scottish Credit and Qualifications Framework, and have deemed to be equivalent to a Higher Certificate for Certification, a Bachelor’s degree for Chartership and a Master’s degree for Fellowship.

CILIP has a network of mentors who can support individuals going through the process of Professional Registration, and there are also a range of resources specially tailored to professional registration candidates.

CILIP’s commitment to all those working in the library, information and knowledge management sectors is a unique strength. It acts as a unifying body for the profession and helps to raise the profile of all those working in associated roles. It means that CILIP can advocate across sectors, build coalitions and partnerships, and develop new relationships to benefit all those who work in, or use information services. Members have benefitted from our core offer of community, advice, representation and access to expertise, and have pivoted to support post-pandemic recovery.

Membership is not only an investment in people’s skills and development, it is also an investment in the future of the profession helping to ensure that libraries, information and knowledge management services are valued and relevant in a world that is increasingly reliant on access to high-quality information.

Volunteers at CILIP

Volunteers are the lifeblood of CILIP's work, without whom we could not achieve any of the impacts described in this report. We benefit from a network of more than 1,000 active volunteers who contribute countless person-hours of time, effort and expertise to support our strategic aims.

CILIP would like gratefully to acknowledge the work of our volunteer mentors, assessors, Committee officers, Trustees and countless others for their tremendous contribution to our success.

Member Networks, Branches and Groups

Across the UK, the Member Networks (Regional Member Networks and Special Interest Groups) in England and the Branches and Groups in Scotland support a hugely impactful community of practice on behalf of our members.

Our Member Networks drive engagement, create new content and ideas, support professional development and ensure that our strategic development is rooted in specialist professional knowledge and expertise.

The Member Networks allow CILIP to be more responsive, to develop thought-leadership and evidence-based practice and to ensure that our support for our members is grounded in the contemporary realities for each of the sectors in which we operate.

Our new Diversity Networks have allowed our community to recognise and celebrate the contribution of people with lived experience of the protected characteristics under the 2010 Equality Act to our profession, while also providing a vital platform for career development and mutual support.

In addition to joining member networks within a member's geographical area, members may join any group that they have an interest in, namely:

1. Academic and Research Libraries group (ARLG)
2. Commercial, Legal and Scientific Information group (CLSIG)
3. Community, Diversity and Equality Group (CDEG)
4. Digital Technology Group (DTG)
5. Government Information Group (GIG)
6. Health Libraries Group (HLG)
7. Information Literacy group (ILG)
8. International Library and Information group (ILIG)
9. Knowledge and Information Management Group (KIM)
10. Library and Information History Group (LIHG)
11. Library and Information Research Group (LIRG)
12. Local Studies Group (LSG)
13. Marketing and Communication Group (MCG)
14. Metadata and Discovery group (MDG)
15. Prison Libraries Group (PLG)

16. Public and Mobile Libraries Group (PMLG)
17. Rare Books and Special Collections Group (RBSCG)
18. Retired Professional Group (RPG)
19. School Libraries Group (SLG)
20. UKeIG: the UK e-information Group
21. Youth Libraries Group (YLG)
22. BAME Network
23. Disability Network
24. LGBTQ+ Network

Member Networks are all external volunteers except Helen Berry (Workforce Development Manager) who was CILIP London RMN chair.

CILIP Pathways Limited

CILIP Pathways is CILIP's wholly owned trading subsidiary which exists to provide end-point assessment services in support of apprenticeships in libraries, information and knowledge services.

CILIP Pathways supports CILIP's public mission by providing open and inclusive pathways for more diverse candidates to develop a career in libraries, information or knowledge – thereby ensuring that their services are responsive to and reflective of the needs of the widest possible audience.

CILIP's Stakeholders

CILIP is committed to achieving impact through partnership. We therefore work with a wide range of stakeholders across industry, Government, the third sector and the media. The majority of these relationships are non-financial and depend on the mutual contribution of time and capacity. However, CILIP also maintains a financial relationship with the following stakeholders or stakeholder groups:

Individual stakeholders

- Arts Council England
- NHS Workforce, Training and Education (formerly NHS Health Education England)
- Designing Libraries
- The Foyle Foundation
- Penguin Random House
- Yotoplay
- Julies Bicycle
- Money Saving Expert
- Nielsen Book Services Ltd.

Stakeholder groups

- Organisational members of the CILIP Employer Partner Scheme
- Organisational members of the CILIP Supplier Partner Scheme
- Academic institutions Accredited by CILIP as Learning Partners

Additional information

Grant-making

CILIP has acted as a grant-making body for the Green Libraries Grant Fund which distributed more than £40,000 in social impact investment during 2022 thanks to the support of the Arts Council England.

CILIP has also worked with NHS England Workforce, Training and Education (formerly Health Education England) to distribute grants to 14 public library authorities to fund Health and Digital Literacy Pilot projects in collaboration with local healthcare trusts.

CILIP will only fund projects and activities which are charitable, and which fall within the scope of our charitable purpose. Grant applications are assessed by an independent panel which use the following criteria when assessing proposals:

- Due diligence
- Relevance to the scope of the grant fund
- Likely impact
- Governance and leadership
- Value for money

CILIP took expert advice from the grants team at the Arts Council England to ensure that the Green Libraries Grant Fund, promotion, assessment, and awards were open, accountable and promoted equity and diversity in their outcomes.

Achievements and Performance

2022 was an incredibly busy year for the CILIP community, with a broad work programme delivering significant impact for our members and our public mission to change lives by raising standards in libraries, information and knowledge.

Key achievements included:

- A successful *Libraries Week 2022*, with a focus on the contribution of libraries to lifelong learning, which reached an audience of more than 8 million people online and in-person in libraries across the UK;
- The launch of the innovative *Green Libraries Partnership*, a joint initiative aiming to promote the role of libraries in addressing climate change and sustainability;
- The 2022 *Carnegie Greenaway Awards* with an acclaimed shortlist celebrating the best in children's books and illustration;
- Continued support for the *Great School Libraries* campaign, helping to ensure that every child benefits from the life-changing support of a school library and librarian;

- Ongoing advocacy and engagement with the role of our members in quality health and care, particularly through our innovative *Digital Health Literacy Partnership* with NHS England Workforce, Training and Education (WTE);
- Support for communities through the Warm Welcome (warm banks) programme led by CILIP with support from Money Saving Expert;
- Impactful support for Equality, Diversity and Inclusion in our professional community, including ongoing support for our Diversity Networks and positive-action programmes for recruitment and representation;
- Dozens of training events, activities and publications providing sector-leading expertise for CILIP members and the wider profession;
- Advocacy for the value and impact of our member's skills and professionalism with employers, political stakeholders and the media.

Both as a central organisation and jointly with our Devolved Nations, Member Networks and Special Interest Groups, CILIP's work in 2022 has had a significant impact on communities across the UK, helping to ensure that library and information services are accountable, trusted and maintained to the highest professional standards.

Our work has helped to promote the value of trust and evidence in public life, to promote the importance of evidence-based healthcare and to reinforce the case for literacy and skills across all sectors of the economy.

Fundraising

CILIP raises funds in support of our charitable objectives through a variety of activities:

- Applying for grant-in-aid from grant-making trusts, foundations and research funders
- Soliciting individual donations via our main website and campaign sites
- Soliciting lifetime giving, bequests and donations from individuals
- Securing sponsorship from businesses, organisations and related enterprises

All fundraising activity is carried out in-house and does not make use of 3rd parties or volunteers. Complaints relating to Fundraising activities would be managed through CILIP's published Complaints Procedure. The number of complaints would be monitored as part of CILIP's overall quality assurance by the Senior Leadership Team.

All communications relating to fundraising are carried out in the context of CILIP's EDI Policy, which would also encompass the safeguarding of vulnerable people. Communications are also carried out in compliance with current Data Protection legislation and periodically reviewed.

CILIP's fundraising activities include both restricted and unrestricted (general purpose) funds.

Investments

No specific performance targets were set for investments in 2022 other than to maximise investment returns. A full review of CILIP's Investment Policy will be undertaken in 2023 following the sale of our premises at 7 Ridgmount Street.

Operations and Governance

We have successfully maintained efficient, accountable and effective operations throughout 2022 in support of our charitable objects. Highlights of this work and its impact are set out below:

Outcome	Activity	Impact
Governance	Effective leadership	CILIP continues to benefit from clear and effective governance and leadership across the CILIP Trustee Board, our national committees in CILIP Cymru Wales and CILIP Ireland and our affiliated partner CILIP in Scotland.
	Accountability	The relevant sections of the CILIP website are regularly reviewed and maintained, and all non-restricted governance papers are uploaded for scrutiny by the membership.
Finance and audit	Statutory compliance	CILIP completed a successful audit for 2021 with no material issues raised and the audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	The Risk Register is maintained on an ongoing basis by the CILIP Senior Leadership Team and scrutinised by the Finance, Audit and Risk Committee with overall ownership by the Board, providing an effective ongoing structure for strategic and operational risk management and control.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow.

Financial Review

The financial statements were in the format required under the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) and the Statement of Financial Activities (SOFA) reflects the strategic priorities of CILIP.

Overview of 2022 financial position and performance for CILIP and CILIP Pathways Limited

CILIP's (group) income decreased by £242,509 from £4,091,535 in 2021 to £3,849,026 in 2022. This 6% decrease was mainly due to having received a large one-off COVID-related government funding in 2021. Training, events, and conference income increased by 66% reflecting a return to pre-COVID levels; publications increase by 30% from £642,063 in 2021 to £834,038 in 2022; whilst professional services decreased by 56% from £238,110 in 2021 to £105,523 in 2022.

CILIP's (group) expenditure increased slightly by 10% from £3,901,107 in 2021 to £4,291,071 in 2022. This was in part due to the increase of training, events, and conference turnover.

In 2020, the CILIP Board agreed a COVID-19 Recovery Plan which included the following actions:

- Implementing furlough of staff other than those required for essential functions or contractual commitments
- Taking a Coronavirus Business Interruption Loan (CBILS) from the Royal Bank of Scotland
- Agreeing the use of Reserves held by CILIP Member Networks and Devolved Nations

These actions were successful in sustaining CILIP's operations through the 2020-22 period of disruption. The COVID-19 Recovery Plan was reviewed every six months and as the UK began to emerge from the pandemic, shifted to the repayment of liabilities incurred, including the phased repayment of the CBILS loan and the restoration of Member Network reserves against an agreed payment plan. All residual liabilities incurred during this period will have been paid down by the end of FY 2024.

Following the recommendations provided by BDO in their Strategic Review, CILIP also took steps to address our longer-term business strategy. The key elements of this included:

- Strengthening membership as our core revenue driver
- Maintaining and where possible growing our portfolio of diversified income-generating activity
- Addressing the long-standing deficit in our Defined Benefit Pension Scheme
- Realising the value of our owned premises at 7 Ridgmount Street

On the mandate of the CILIP Board, the sale of CILIP's premises (which was jointly held as a contingent asset with the Pension Scheme) created an opportunity to close the 'technical provisions' deficit on the Pension Scheme. By agreement with the Pension Trustees a total of £9.5m from the proceeds of the sale was used to close this Deficit, in turn removing the requirement for regular Deficit Repair Contributions into the Scheme by CILIP.

In aggregate the actions taken by the Board during this period mean both that the Charity was able to sustain operations through the disruption of COVID and that significant steps have been taken to secure the long-term sustainability of CILIP's work.

Future financial outlook for CILIP and CILIP Pathways Ltd

We Are CILIP five-year strategy and associated business plan 2023-25 with the following aims:

1. To help us transition to a new business model following the sale of our premises in Central London
2. To deliver sustainable growth in membership and drive value for our members
3. To maintain and where possible grow our diversified/non-membership revenue streams

CILIP's core activities will be related to the We Are CILIP strategy:

1. Continuing professional development
2. Membership services
3. Professional standards
4. Content and publishing
5. Advocacy
6. Research and development

There will be a continued period of consolidation to build infrastructure and work towards digital transformation, both of which will support long-term growth and income diversification in alignment with strategy.

CILIP Pathways Limited has continued to grow through 2022. During the period ended 31 December 2022, CILIP Pathways Ltd generated a profit of £56,564 (2021: £21,352). 2022 Operational costs have remained steady whilst the number of assessments being conducted has increased as predicted. In addition, two funded development projects were secured in 2022.

The directors remain confident in the growth of the existing assessment service and the ability of CILIP Pathways Limited to increase the number of apprenticeships it assesses in future.

CILIP Pathways Limited is forecast to make increased profit in 2023, with future increase in profits year-on-year projected. In 2023 the directors plan to increase staffing to manage the ongoing increased demand for the existing assessment service and to allow capacity to develop additional assessments. Namely, through 2023, CILIP Pathways Limited will develop an assessment service for an existing approved sector-based Level 7 apprenticeship and will position to be ready to develop an additional Level 7 assessment service for a sector-based apprenticeship currently in development.

Reserves

The total of the group's reserves in 2022 was £22,709,931 (2021: £23,934,728) which consists of unrestricted funds £20,331,448 (2021: £21,336,855), designated funds £1,663,764 (2021: £1,811,415) and restricted funds £714,719 (2021: £786,458). Free reserves £1,331,140 (2021: £1,652,111). Further details about the funds are as stated below:

Unrestricted funds

i. CILIP's central operations activities

CILIP's Central operational activities during the year had a net deficit of £302,876 coupled with a loss of £21,561 on investment assets (2021: £464,591 surplus).

The total reserve carried forward in 2022 for central office activities was £634,380 in 2021 it was £958,817 as per note 19.

ii. Member Networks activities

Our Member Networks continue to provide a range of high-quality events, conferences and training opportunities at a fee that our members can afford to ensure their professional development. They returned a surplus of £3,466.

The total reserve carried forward to 2023 for Member Network activities was £696,760 (2021: £693,294) as per note 19.

iii. Designated funds activities

Designated funds consist of the fixed asset reserve and development fund reserve.

The movement on the designated fund fixed asset reserve as per note 17 was due to expenditure related to the sale of 7 Ridgmount Street and depreciation of £8,440 (2021: £56,046). The total fixed asset reserve carried forward to 2023 was £1,520,412 (2021: £1,659,045) and this did not include the revaluation reserve on buildings.

An agreement was made by CILIP with the Defined Benefit Pension Scheme Trustees to sell the building.

The total designated funds development reserves as per note 17 analysed below:

	2022	2021
Member Network development fund	£17,579	£26,529
My library by right campaign fund	£1,942	£1,942
Central office master plan building repairs fund	£95,508	£95,576
Member Network CPD Forum development fund	£4,103	£4,103
Infrastructure development fund	<u>£24,220</u>	<u>£24,220</u>
TOTAL	<u>£143,352</u>	<u>£152,370</u>

iv. Pension reserves

The trustees believe that the defined benefit pension scheme funding calculation, which can vary considerably according to the assumptions made at each year-end, has no material effect on the charity's cash flows in the short term, and that in the longer term its effects are sustainable out of future income. For this reason, in the trustees' view, it is disregarded for reserves policy purposes. The movement on the pension reserve of £484,000 in 2022 (2021: £2,117,000) as per note 22. In 2022 the pension scheme deficit was £4,450,000 (2021: £4,934,000).

v. Revaluation reserve

CILIP fully owns the central office building as a primary asset of the charity which generates revenues (rental of office and meeting space) which are driven back to support our charitable objects. The freehold property revaluation takes place every two years. The market value as at 31 December 2022 was £25,025,000 (as per note 9) (2021: £26,250,000).

Restricted funds activities

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, charged against the specific fund. The movement on the restricted fund is analysed in note 16.

Subsidiaries

CILIP Pathways Limited was set up to conduct assessment of apprenticeships. CILIP Pathways Limited's customers are the employers of apprentices, the apprentices and apprenticeship-training providers. In 2022, CILIP Pathways Ltd made a profit of £56,564 (2021: £22,002).

Further information on investment in subsidiary companies is set out in note 11.

Investment powers and selection of investments

The Royal Charter gives powers to the trustees to invest the monies of the Institute not immediately required for the furtherance of its objects in or upon such investments, securities or property as may thought fit. The Byelaws allow the Board to delegate power to an investment manager to buy and sell investments on behalf of the Institute, within a prescribed investment policy.

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee makes decisions on which managers are used.

CILIP's investment policy and investment:

a) to maximise the total return from short- or long-term investments, both income and capital growth, without taking undue risk, and

b) to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

The trustees will not invest directly in investments which conflict with CILIP's aims and objectives as set out in the Royal Charter.

Restricted investments classified as long-term investments and unrestricted investments classified as short-term investments to fund CILIP's strategic plan capital projects.

CILIP holds units in M&G Charifund. The Fund had a net yield of 4.5% in 2022 (2021: 4.0%). In addition to offering an attractive yield, Charifund has a strong long-term performance record.

The value of the total investments decreased in 2022 by 5.8% (2021: 13%) to £925,418 (2021: £979,169) with unrealised net loss of £53,792 (2021: £114,886) due to the stock market. Further information on CILIP's investments is set out in note 10.

Reserves policy

CILIP's reserves policy designed to determine the level of reserves required to:

- Cover periods of low income (resulting from adverse market conditions or a fall in membership) while remedial action is taken
- To cover an unexpected loss on a project
- To cover unforeseen expenditure items

Under the policy in place in 2022, the reserves required to fund central operations are a minimum of three months' £1,072,767 (2021: £872,564) and a maximum of six months' operating costs £2,145,534 (2021: £1,745,127). Central office reserves stood at £634,378 as at 31 December 2022 (2021: £958,817), which equates to approximately two months' costs. Given the imminent sale of the building and the security of income, this was not seen as a risk.

In addition, the policy allows sums to be set aside in designated reserves for important expenditure outside the normal operating budget. If overspend occurs, this needs to be recouped within a few years.

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserve stood at £696,760 in 2022 (2021: £693,294).

Going concern assessment

In October 2023, the most severe implications of the COVID-19 pandemic appear to have passed in the UK. The sale of 7 Ridgmount Street completed in March 2023 and the trustees will aim to settle the defined benefit pension scheme liability during 2024. With significant cash reserves and a clear vision and strong operational plan, the Trustees are satisfied that the future is positive for CILIP.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

Principal risks and uncertainties

The Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk Committee provides assurance to the Board that this system is adequate and appropriate. The Senior Management Team is responsible for implementing the system of risk management and internal control and for identifying and evaluating risks, putting in place appropriate mitigating action and monitoring and reporting progress.

Key risks identified during the year were:

Financial risk including sale of building does not proceed; possible declining income from membership income and tenant income; potential increasing costs in relation to pensions; fall in value of investments; spiralling cost of living. Mitigating actions include regular review of risk by Finance, Audit and Risk Committee and Senior Leadership Team (SLT); strategy agreed with property advisors; introduction of marketing and sales strategy; regular meetings with Pension Trustees and investment advisers.

Operational risk including possible failure to deliver business plan, failure to meet objectives throughout the year, failure to retain and motivate staff through extended periods of working at home and intense organisational change. Mitigating actions include reviewing annual delivery plan at every SLT meeting, strong leadership from Board and SLT, regular communications with staff.

Reputational risk including failure to identify potential sources of reputational risk; failure to have in place adequate protocols for responding to events which carry reputational risk; failure to fully embrace obligations to equity, diversity and inclusion. Mitigating actions include ensuring that reputational risk is factored into risk assessments, identifying key staff with responsibility for reputational risk, ensuring that we have a comprehensive equity, diversity and inclusion change programme and that diversity is reflected in our leadership.

Compliance risk including possible breaches of CILIP's legal and regulatory duties; breaches of CILIP's duties under the Data Protection Act and the General Data Protection Regulation; breaches of CILIP's cyber security. Mitigating actions include Finance, Audit and Risk Committee regularly reviewing internal controls and implementation, CILIP website and virtual learning environment is secured with SSL encryption, new systems configured to comply with GDPR.

The risk register is regularly reviewed by the Board, Senior Leadership Team and by the Finance, Audit and Risk Committee.

Additional information

The charity's principal sources of funds were:

- Membership
- Facet Publishing
- Advertising
- Magazine publishing
- Events and awards
- Professional services
- Research and development
- Fundraising
- Training
- Tenancies
- CILIP Pathways Limited (trading subsidiary)

CILIP maintains financial investments and Reserves in accordance with our Reserves Policy. The CILIP Finance, Audit and Risk Committee (FAR) maintains oversight and scrutiny of investment performance.

CILIP's investment strategy is due for review in 2023 following the sale of our premises at 7 Ridgmount Street.

Future plans

Looking ahead, CILIP has ambitious plans to grow our impact and support for everyone working in libraries, information and knowledge management. *We Are CILIP*, our new 5-year strategy and action plan, defines our ambitions in four key areas:

- To continue to grow and empower the CILIP Community as a true community-of-practice, providing timely and authoritative support for all information professionals
- To achieve significant growth in CILIP's role as an advocate for librarians, information and knowledge management, with a particular focus on media, Government and employers in all four Nations
- To improve, streamline and open up our systems of professional development and recognition, with the aim of providing broader, more diverse and inclusive pathways into the profession

- To deliver significant expansion in the scope of our professional events, training and publishing activities with a particular focus on digital transformation

2022 also marks an important year of transition in CILIP's operations as we look to sell our premises at 7 Ridgmount Street and to use the sale proceeds to secure the long-term future of the organisation, particularly by mitigating the risk presented by the deficit on a legacy Defined Benefit Pension Scheme (closed to new members in 2011).

The relocation to new premises at the British Library, accompanied by an ongoing hybrid working policy and a programme of recruitment and organisational development will help to ensure that CILIP has the capacity to deliver on our plans.

An ambitious Digital Transformation programme in 2022-25 will significantly improve the organisation's services to members.

Trustees' analysis

As the world moves forward from the impact of a global pandemic, we find ourselves once again confronted with an uncertain future. The Russian invasion of Ukraine has had a significant impact on all UK charities, as have COVID and the UK's departure from the European Union. More widely, geopolitical turbulence and the rise of populism create a challenging backdrop for a profession that is ethically committed to trust, evidence and accountability.

The past few years have provided an important 'stress test' for CILIP's resilience. Thanks to our diversified income model, our agility and the support of our community, we have so far passed this test.

The decisive action we are taking in selling our premises will significantly reduce the risk to the organisation from our legacy Defined Benefit Pension Scheme, leaving the charity well-funded and without the need to service ongoing deficit contributions.

Our next priority is to ensure that the Charity is sustainable in its own right; to this end we have instructed the Executive to implement a new Business Plan focused on securing growth in our primary purpose trading activities and membership.

We are also working with our Devolved Nations and Member Networks to develop a Community Strategy, including the establishment of a new Members Council which will ensure a richer ongoing dialogue between the organisation and membership.

Structure, Governance and Management

CILIP is a charity operating under Royal Charter registered with the Charity Commission (number 313014).

CILIP Board

Members of the Board are trustees of CILIP for the purpose of charity legislation.

The Board has twelve members elected directly by the membership, with a provision for up to three co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process. During 2022, all the twelve Board members were in place. All of these Board members were individual members of CILIP. In 2021 three co-opted members served on the Board of which one was co-opted as a new professional. The Chair of the Board, John Trevor-Allen stood down on 27 January 2022 and was replaced by Sue Lacey Bryant.

Reporting to the Board is the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities; and provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance and finance.

CILIP Board of Trustees for 2022

Sue Lacey-Bryant	Chair
John Trevor-Allen	Chair (stood down 27 January 2022)
Alison Wheeler	Treasurer
Helen Workman	
Simon Burton	
Sue Ball	
Alison Brettle	
Stephen Phillips	
Liz Jolly	
Binni Brynolf	
Nicola Davies	(New Professional Trustee – term finished July 2022)
Jo Webb	(term finished December 2022)
Steve Williams	(term finished December 2022)
Shirley Yearwood-Jackman	(term finished December 2022)

The Finance, Audit and Risk Committee

The purpose of the Finance, Audit and Risk Committee is to assess CILIP's overall governance framework for fitness-for-purpose, to identify and escalate issues and to confirm to the Board that proportionate mechanisms exist to manage risk, strategy, compliance and finance. The Committee contributes to audit planning, identifying areas of concern, receiving and reviewing the audit report and monitoring the management response.

Following consideration of the Audit Findings Report, risk management, internal controls and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2022, it did not identify any particular issues to report as a matter of concern to the Board.

Trustee selection, induction, and training

Trustee selection methods are as detailed in the CILIP Bye Laws and General Regulations, which provide for a combination of election [Bye Laws 30-34] and co-option [Bye Laws 35-38] to the Trustee Board. These details are on the CILIP website in Governance section.

An induction day is held for new trustees which includes existing trustees. The focus is on the role of the Board and of individual trustees as well as on their financial, risk-management responsibilities, and collective decision-making.

Each new trustee receives a welcome pack, which includes:

- A copy of the governing Charter, Byelaws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP trustees
- A copy of the conflict of interest policy
- A register of interest form
- The latest Annual Report and Accounts
- Briefings on key current issues for CILIP
- Changes to legislation or other rules affecting CILIP reported to CILIP Board to keep trustees up to date.

Chief Executive and other key management personnel

Day-to-day management of the Charity delegated by the trustees to the Chief Executive, who is responsible for managing staff and resources to implement the decisions made by the Board. The Chief Executive is also included as key management personnel and their salary is reviewed and agreed by the Board. Other key management personnel salaries are included in CILIP's general pay scales.

Name	Position	Additional Notes
Nick Poole	Chief Executive	
Vacancy	Chief Operating Officer	
Paul Jessop	Director of Transformation	
Jo Cornish	Chief Development Officer	
Rob Green	Editor in Chief	
Sean McNamara	Head of CILIP in Scotland	
Lisa Goldsmith	Head of Digital & IT	Until 10 November 2022
Freddy Castrillon	Head of Facilities	
Abosede Dada	Head of Finance	Until 02 November 2022
Gemma Wood	Head of Sales & Marketing	
Peter Baker	Director, Content and Publishing	
Claire Robe	Head of Sector Development	Started 17 January 2022
Natalie Jones	Head of Programmes	Until 20 September 2022

Office of the President

The Office of the President comprises the President, the Vice-President and the Immediate Past President. They are directly elected by the membership and are independent of the trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio on all committees.

The Annual General Meeting

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year and agrees the appointment of CILIP's auditors. It also approves by resolution any proposed changes to the Royal Charter and Byelaws (subject to approval by the Privy Council). In all other respects, its role is mainly advisory, but the CILIP Board will give serious consideration to its recommendations.

Reference and Administrative details

Charity name: Chartered Institute of Library and Information Professionals (CILIP)

Inaugurated April 2002 following the unification of the Institute of Information Scientists and the Library Association.

Originally incorporated by the Library Association Royal Charter 1898.

Charity registration number: 313014

Company registration number: RC000780

Charity address: 7 Ridgmount Street, London, WC1E 7AE

Charity website: www.cilip.org.uk

Professional Advisers

Bankers:

Bank of Scotland
Teviot House,
41 South Gyle Crescent
Edinburgh EH12 9XD

Unity Trust Bank PLC
Nine Brindley Place
Birmingham B1 2HB

CCLA
Senator House
85 Queen Victoria Street
London EC4V 4ET

Auditors:

Price Bailey LLP
Chartered Accountants
24 Old Bond Street
London W1S 4AP

Solicitors: Bates, Wells
10 Queen Street Place
London EC4R 1BE

Pension providers:
Defined Benefit Scheme Isio
3 Hardman Square
Manchester M3 3EB

Group Stakeholder
Pension Scheme Scottish Widows
69 Morrison Street
Edinburgh EH3 8YF

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Charity 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 its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently.
- b) Observe the methods and principles in the charities SORP FRS102 (2019).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations and the provisions of the Royal Charter.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Annual Report and Accounts complies with current statutory requirements, the requirements of CILIP's Royal Charter and the current Statement of Recommended Practice on Accounting and Reporting by Charities.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

Signed on behalf of the Board of trustees

Sue Lacey Bryant

Sue Lacey-Bryant (Dec 20, 2023 8:10pm)
Susan Lacey-Bryant
Honorary Chair

Date 20 Dec 2023

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

Opinion

We have audited the financial statements of Chartered Institute of Library and Information Professionals (the 'parent charity') and its subsidiaries (the 'group') for the year ended 31 December 2022 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Statement of Cash Flows, and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 31 December 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the consolidated financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group or charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the group financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the group financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the group financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the group financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate and proper accounting records; or
- the group financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the group financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of group financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the group financial statements, the trustees are responsible for assessing the group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made or having effect there under.

Our objectives are to obtain reasonable assurance about whether the group financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the group and the sector in which it operates and considered the risk of the group not complying with the relevant laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the group this included compliance with the Charities Act 2011.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified. These included the following:

Reviewing minutes of Board meetings, reviewing any correspondence with the Charity Commission, agreeing the financial statement disclosures to underlying supporting documentation, and made enquiries of management and officers of the group and a review of legal fees.

To address the risk of management override of controls, we carried out testing of journal entries and other adjustments for appropriateness. We also assessed management bias in relation to the accounting policies adopted and in determining significant accounting estimates.

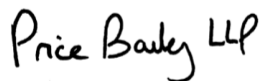
Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Price Bailey LLP
Chartered Accountants
Statutory Auditors
24 Old Bond Street
London
W1S 4AP
Date 21 December 2023

Price Bailey LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

CONSOLIDATED CHARITY AND GROUP STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2022

	Notes	Unrestricted Fund 31 Dec 2022 £	Restricted Fund 31 Dec 2022 £	CILIP GROUP 31 Dec 2022 £	CILIP GROUP 31 Dec 2021 £
INCOME					
Income from charitable activities					
Member's subscription		1,211,428	-	1,211,428	1,186,537
Training, Events & Conferences		547,573	-	547,573	328,543
Publications		834,038	-	834,038	642,063
Professional services		105,523	-	105,523	238,110
		2,698,562	-	2,698,562	2,395,253
Income from trading activities					
Rent and service charges		797,039	-	797,039	815,605
CILIP Pathways income		91,875	-	91,875	59,000
Income from donations and legacies					
Grants- Government CJRS		-	-	-	23,096
Grants-Govt CBIL loan interest paid		-	-	-	4,535
Grants-Government recovery fund		-	-	-	620,000
Grants-Others		-	207,775	207,775	131,000
Donations from individuals		9,241	-	9,241	2,028
Income from Investment					
Income from quoted investment and bank interest	3	25,180	19,354	44,534	41,018
TOTAL INCOME		3,621,897	227,129	3,849,026	4,091,535
EXPENDITURE					
Expenditure on charitable activities					
Training, Events & Conferences		404,517	-	404,517	154,389
Publications		394,545	-	394,545	318,798
Professional services		2,951,440	266,677	3,218,117	3,158,655
Total charitable expenditure		3,750,502	266,677	4,017,179	3,631,842
Expenditure on raising funds					
Services to tenants		238,581	-	238,581	238,267
CILIP Pathway costs		35,311	-	35,311	36,998
Total expenditure on raising funds		273,892	-	273,892	275,265
TOTAL EXPENDITURE	4	4,024,394	266,677	4,291,071	3,907,107
Net income & expenditure before investment gains and (losses)		(402,497)	(39,548)	(442,045)	184,428
Net (losses)/gains on investment assets	10	(21,561)	(32,191)	(53,752)	114,886
NET INCOME/(EXPENDITURE)		(424,058)	(71,739)	(495,797)	299,314
Other recognised gains/(losses)					
Revaluation of tangible fixed assets	9	(1,225,000)	-	(1,225,000)	4,374,000
Actuarial gains/(losses) on defined benefit pension scheme	22	496,000	-	496,000	2,480,000
NET MOVEMENT IN FUNDS		(1,153,058)	(71,739)	(1,224,797)	7,153,314
Reconciliation of Funds					
Total funds brought forward at 1 January		23,148,270	786,458	23,934,728	16,781,414
TOTAL FUNDS CARRIED FORWARD 31 December	20	21,995,212	714,719	22,709,931	23,934,728

CONSOLIDATED CHARITY AND GROUP BALANCE SHEET

As at 31 December 2022

		CILIP CHARITY	CILIP CHARITY	CILIP GROUP	CILIP GROUP
	Notes	31 Dec 2022	31 Dec 2021	31 Dec 2022	31 Dec 2021
		£	£	£	£
FIXED ASSETS					
Tangible assets	9	25,051,501	26,283,542	25,051,501	26,283,542
Long-term investments	10	532,524	564,714	532,524	564,714
Other investments	11	1	1	1	1
Total Fixed Assets		25,584,026	26,848,257	25,584,026	26,848,257
CURRENT ASSETS					
Short-term investments	10	392,894	414,455	392,894	414,455
Stock & work in progress	12	71,463	95,061	71,463	95,061
Debtors	13	448,632	570,787	423,431	578,455
Cash at bank and in hand		1,658,240	2,246,882	1,782,354	2,249,062
		2,571,229	3,327,185	2,670,142	3,337,033
LIABILITIES					
Creditors: Amount falling due within one year	14	(988,603)	(1,167,379)	(1,036,704)	(1,182,979)
NET CURRENT ASSETS		1,582,626	2,159,806	1,633,438	2,154,054
TOTAL ASSETS LESS CURRENT LIABILITIES		27,166,652	29,008,063	27,217,464	29,002,311
Creditors: Amounts falling due after more than one year					
Life members provision in advance		(23,247)	(19,297)	(23,247)	(19,297)
CBIL loan		(34,286)	(114,286)	(34,286)	(114,286)
NET ASSETS EXCLUDING PENSION LIABILITIES		27,109,119	28,874,480	27,159,931	28,868,728
Defined Benefit pension scheme funding deficit	22	(4,450,000)	(4,934,000)	(4,450,000)	(4,934,000)
TOTAL NET ASSETS		22,659,119	23,940,480	22,709,931	23,934,728
REPRESENTED BY:					
Restricted Funds	16	714,719	786,458	714,719	786,458
Unrestricted Funds					
Revaluation reserve	19	23,399,496	24,624,496	23,399,496	24,624,496
Pension reserve	19	(4,450,000)	(4,934,000)	(4,450,000)	(4,934,000)
CILIP Pathways reserve	19	-	-	50,812	(5,752)
Central Operations reserve	19	634,380	958,817	634,380	958,817
Total Central Operations funds		19,583,876	20,649,313	19,634,688	20,643,561
Member Networks – other funds	19	696,760	693,294	696,760	693,294
Total other unrestricted funds	19	20,280,636	21,342,607	20,331,448	21,336,855
Designated funds-Fixed Asset reserve	17	1,520,412	1,659,045	1,520,412	1,659,045
Designated funds-Development reserve	17	143,352	152,370	143,352	152,370
Total Designated Funds		1,663,764	1,811,415	1,663,764	1,811,415
Total Unrestricted Funds		21,944,400	23,154,022	21,995,212	23,148,270
TOTAL CILIP's RESERVE		22,659,119	23,940,480	22,709,931	23,934,728

The notes on pages 29 to 54 form part of these financial statements approved by the Board on 20 Dec 2023

Signed on behalf of the Board by:

Sue Lacey Bryant

Sue Lacey Bryant Dec 20, 2023,
8:13pm)
Susan Lacey Bryant
Honorary Chair

CONSOLIDATED CHARITY AND GROUP STATEMENT OF CASHFLOWS

For the period ended 31 December 2022

Cash-flow from operating activities:	2022	2021
	£	£
Net cash (used in)/provided by operating activities	(521,271)	364,870
Cash flows from investing activities		
Investment income and bank interest	44,534	41,018
Purchase of tangible fixed assets	(1,399)	(2,556)
CILIP Pathways Ltd	-	(25,574)
Cash inflow/(outflow) from debt financing		
CBIL Loan	11,428	(6,396)
(Decrease)/Increase in cash	(466,708)	371,362

Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net (expenditure)/income for the reporting period	(495,797)	299,314
Depreciation charges	8,440	56,046
Expenses and net interest costs	492,000	554,000
Pension contributions paid	(480,000)	(191,000)
Losses/(gains) on investments	53,752	(114,886)
CILIP Pathway investment loss	-	5,752
Life members provision in advance	3,950	(3,950)
Investment income and bank interest received	(44,534)	(41,019)
Decrease/(Increase) in stocks	23,599	(3,953)
Decrease/(Increase) in debtors	155,024	42,355
(Decrease) in creditors	(237,705)	(237,769)
Net cash (outflow)/inflow from operating activities	(521,271)	364,870

Change in cash and cash equivalents in the reporting period

	At	Change	At
	1 January	In cash	31 December
	2022		2022
	£	£	£
Bank balances and cash in hand	2,249,062	(466,708)	1,782,354

Reconciliation of Net Debts

	At	Cash	At
	1 January	flow	31 December
	2022		2022
Cash	2,249,062	(466,708)	1,782,354
Loans due within one year	(57,143)	(11,428)	(68,571)
Loans due after one year	(114,286)	56,753	(57,533)
Totals	2,077,633	(421,383)	1,656,250

The notes on pages 29 to 54 form part of these financial statements.

Notes to the Accounts

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The consolidated financial statements have been prepared in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

CILIP's functional currency is pounds sterling and the address is Room 150, British Library, 96 Euston Road, London, NW1 2DB.

CILIP is a charity under Royal Charter and meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The consolidated financial statements presented show the consolidated statement of financial activities, balance sheet and cash flows of the CILIP Group for the year ended 31 December 2022. The CILIP Group financial statements consolidate the accounts of CILIP as a charity and CILIP Pathways Ltd wholly owned trading subsidiary on a line-by-line basis.

Going concern

These financial statements are prepared on the going concern basis. The trustees have considered the impact of the COVID-19 crisis on the going concern assumptions. The Finance and Audit Risk committee has reviewed and approved a detailed impact assessment presented by the Chief Executive Officer, Director of Transformation and Head of Finance on 30th June 2022.

Although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long-term effect on income. Trustees are satisfied that an effective plan and risk controls are in place to enable the organisation to transition from its existing premises at 7 Ridgmount Street to a stable future operating model.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows in financial years 2022 and 2023, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

The particular accounting policies adopted by the Trustees described below and have been applied consistently throughout the current and preceding year.

1.2 Income

All income is included in the Statement of Financial Activities (SOFA) when CILIP is legally entitled to them as income or capital respectively, ultimate receipt is reasonably certain and the amount to be recognised quantified with reasonable accuracy.

- 1.2.1 Membership income: is the subscription received from members to buy a right to services and other benefits and this is recognised as income earned from the provision of goods and services as income from charitable activities.

- 1.2.2 Income from rent, royalties, interest, dividend and other income is accounted for when receivable and can be measured reliably by CILIP.
- 1.2.3 Income received in advance of specified service is deferred until the criteria for income recognition are met (see note 14)
- 1.2.4 Donation and grants income: is recognised when there is evidence of entitlement to the gift, receipt is probable and the amount can be measured reliably.
- 1.2.5 Government grants income: are accounted for when receivable, as long as there is evidence of entitlement, receipt is probable and the amount can be measured reliably.
- 1.2.6 Legacy: receipt of a legacy is recognised when it is probable that it will be received. Legacy receipt is probable when:
- there has been grant of probate
 - the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay legacy and
 - any conditions attached to the legacy are either within the control of the charity or have been met.
- 1.3 Expenditure and irrecoverable VAT
- 1.3.1 All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party on an accruals basis, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to each activity. Where costs cannot be directly attributed to a particular heading, they have been allocated to activities on a basis consistent with the use of the resource.
- 1.3.2 Support costs have been allocated to activities on the following basis:
- | | |
|-------------------------|--|
| Building costs | Square footage occupied |
| ICT and Personnel costs | Per Capita basis |
| Finance costs | Estimated time spent |
| Governance costs | Proportion of total charitable expenditure and cost of raising fund: |
- Governance costs relate to the organisational administration in compliance with constitutional and statutory requirements.
- Costs of raising funds are primarily those incurred in raising funds for CILIP's charitable activities.
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.
- 1.4 Operating leases
- Rental incomes under operating leases where substantially all of the benefits and risks of ownership remain with the lessors are recognised in the statement of financial activities as income.
- 1.5 Employee benefits
- Short term benefits
- Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Employee termination benefits

Termination benefits are accounted for on an accruals basis and in line with FRS 102.

1.6 Tangible fixed assets and depreciation

Freehold property: revaluation to market value every year has been adopted. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Depreciation: is charged at the following rates, which are expected to reduce the assets to their net realisable values over their expected lives:

Furniture, fixtures and equipment	20% per annum on cost
Computers and programs	25% per annum on cost
Plant and machinery	Various rate

All tangible fixed assets are capitalised, subject to a cost threshold of £1,000.

1.7 Investments

Investments are listed on a recognised stock exchange and stated at fair value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow-moving items. In the case of work in progress and finished goods, costs consist of direct materials, direct labour and attributable overheads. Net realisable value means estimated selling price less all further costs to completion and all costs to be incurred in marketing, selling and distribution.

1.9 Financial instruments

CILIP has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Fixed assets are recorded at depreciated historical cost and investments are recorded at fair value, being the closing market value, with unrecognised gains or losses being posted to the SOFA. All other assets and liabilities are recorded at cost which is their fair value.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term deposits with a short maturity of three months or less from the date of opening of the deposit or similar account.

1.12 Creditors and Provisions

Creditors and provisions are recognised when CILIP has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Fund accounting

1.13.1 Unrestricted funds: are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation and which have not been designated for other purposes.

1.13.2 Designated funds: comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 17.

1.13.3 Restricted funds: which are detailed in note 16, are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund.

1.14 Accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions in the reported defined benefit pension scheme and property valuation in the disclosures made in the financial statements. Estimates, assumptions and judgements are continually evaluated and are based on historic experience and other factors, including expectations of future events that are believed to be reasonable.

1.15 CILIP operates two pension schemes:

1.15.1 CILIP operates a defined benefit pension scheme on behalf of employees.

The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by contributions from the employer in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. The Pensions Act 2004 sets out a statutory funding objective: that every pension scheme must have sufficient and appropriate assets to cover its funding target (referred to in legislation as Technical Provisions) and if there is a shortfall the trustees and the employer are required to agree a Recovery Plan to make this good. The Pension Scheme trustees have accepted a charge of the full value of the building secured on the freehold property against the shortfall. The pension scheme was closed to new members on 1 April 2009 and was closed to existing members for further accruals from 31 March 2011.

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the SOFA together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in note 22.

1.15.2 CILIP also operates a defined contribution pension scheme.

Payments made by CILIP into the group stakeholder salary sacrifice pension scheme on behalf of individual employees are charged to the Statement of Financial Activities as incurred.

2A CHARITY – 2022 STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted funds			Restricted funds	Total 2022	Total 2021
	Notes	Central operations	Member Networks	Designated fund			
		£	£	£	£	£	£
INCOME							
<i>Income from charitable activities</i>							
Members' subscriptions		1,211,428	-	-	-	1,211,428	1,186,537
Training, Events, Conferences		392,393	155,180	-	-	547,573	328,543
Publications		814,966	19,072	-	-	834,038	642,063
Professional Services		68,096	37,427	-	-	105,523	238,109
		2,486,883	211,679	-	-	2,698,562	2,395,252
<i>Income from trading activities</i>							
Rent & Service charge		797,039	-	-	-	797,039	815,605
<i>Income from grants, donations and legacies</i>							
Grant-Coronavirus Job Retention scheme		-	-	-	-	-	23,096
Grant-Govt. CBIL loan interest paid		-	-	-	-	-	4,535
Grant-Government Recovery fund scheme		-	-	-	-	-	620,000
Grant-Others		-	-	-	207,775	207,775	131,000
Donations from individuals		9,241	-	-	-	9,241	2,028
Legacies							-
<i>Income from investment</i>							
Income from quoted investments and bank interest	3	23,820	1,360	-	19,354	44,534	41,018
TOTAL INCOME		3,316,983	213,039	-	227,129	3,757,151	4,032,534
EXPENDITURE							
<i>Expenditure on charitable activities</i>							
Training, Events & Conferences		251,833	152,684	-	-	404,517	154,389
Publications		389,050	5,495	-	-	394,545	318,798
Professional services		2,752,395	51,394	147,651	266,677	3,218,117	3,158,655
		3,393,278	209,573	147,651	266,677	4,017,179	3,631,842
<i>Expenditure on raising funds</i>							
Services to tenants		238,581	-	-	-	238,581	238,267
TOTAL EXPENDITURE	4	3,631,859	209,573	147,651	266,677	4,255,760	3,870,109
Net income/(expenditure) before investment gains and losses		(314,876)	3,466	(147,651)	(39,548)	(498,609)	162,425
Net gain/(losses) on investment assets	10	(21,561)	-	-	(32,191)	(53,752)	114,886
NET INCOME / (EXPENDITURE)		(336,437)	3,466	(147,651)	(71,739)	(552,361)	277,311
Transfers between funds	18						-
<i>Other recognised gains/(losses)</i>							
Revaluation of tangible fixed assets	9	(1,225,000)	-	-	-	(1,225,000)	4,374,000
Actuarial gains/(losses) on defined benefit scheme	22	496,000	-	-	-	496,000	2,480,000
NET MOVEMENT IN FUNDS		(1,065,437)	3,466	(147,651)	(71,739)	(1,281,361)	7,131,311
Total funds brought forward		20,649,313	693,294	1,811,415	786,458	23,940,480	16,809,169
Total Fund carried forward		19,583,876	696,760	1,663,764	714,719	22,659,119	23,940,480

2B CHARITY COMPARATIVE – 2021 STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted funds			Restricted funds	Total 2021	Total 2020
	Notes	Central operations	Member Networks	Designated fund			Restated
		£	£	£	£	£	£
INCOME							
<i>Income from charitable activities</i>							
Members' subscriptions		1,186,537	-	-	-	1,186,537	1,009,480
Training, Events, Conferences		258,479	70,064	-	-	328,543	273,417
Publications		622,367	19,696	-	-	642,063	555,142
Professional Services		126,226	51,046	17,628	43,209	238,109	262,404
		2,193,609	140,806	17,628	43,209	2,395,252	2,100,443
<i>Income from trading activities</i>							
Rent & Service charge		815,605	-	-	-	815,605	878,081
<i>Income from grants, donations and legacies</i>							
Grant-Coronavirus Job Retention scheme		23,096	-	-	-	23,096	159,807
Grant-Govt. CBIL loan interest paid		4,535	-	-	-	4,535	-
Grant-Government Recovery fund scheme		-	-	-	620,000	620,000	623,000
Grant-Others		-	-	-	131,000	131,000	70,500
Donations from individuals		2,028	-	-	-	2,028	23,238
Legacies		-	-	-	-	-	41,665
<i>Income from investment</i>							
Income from quoted investments and bank interest	3	19,957	2,321	-	18,740	41,018	49,585
TOTAL INCOME		3,058,830	143,127	17,628	812,949	4,032,534	3,946,319
EXPENDITURE							
<i>Expenditure on charitable activities</i>							
Training, Events & Conferences		152,553	1,836	-	-	154,389	(243,858)
Publications		314,461	4,337	-	-	318,798	(443,752)
Professional services		1,937,208	122,575	56,046	1,042,826	3,158,655	(2,944,283)
		2,404,222	128,748	56,046	1,042,826	3,631,842	(3,631,893)
<i>Expenditure on raising funds</i>							
Services to tenants		238,267	-	-	-	238,267	(239,300)
TOTAL EXPENDITURE	4	2,642,489	128,748	56,046	1,042,826	3,870,109	(3,871,193)
Net income/(expenditure) before investment gains and losses		416,341	14,379	(38,418)	(229,877)	162,425	75,126
Net gain/(losses) on investment assets	10	48,250	-	-	66,636	114,886	(181,041)
NET INCOME / (EXPENDITURE)		464,591	14,379	(38,418)	(163,241)	277,311	(105,915)
Transfers between funds	18	(37,560)	-	37,560	-	-	-
<i>Other recognised gains/(losses)</i>							
Revaluation of tangible fixed assets	9	4,374,000	-	-	-	4,374,000	676,000
Actuarial gains/(losses) on defined benefit scheme	22	2,480,000	-	-	-	2,480,000	(1,032,000)
NET MOVEMENT IN FUNDS		7,281,031	14,379	(858)	(163,241)	7,131,311	(461,915)
Total funds brought forward		13,368,282	678,915	1,812,273	949,699	16,809,169	17,325,118
Prior year adjustments	27	-	-	-	-	-	(54,034)
Updated brought forward balance		13,368,282	678,915	1,812,273	949,699	16,809,169	17,271,084
Total Fund carried forward		20,649,313	693,294	1,811,415	786,458	23,940,480	16,809,169

3 INVESTMENT INCOME AND BANK INTEREST – GROUP

	2022					2021				
	Unrestricted fund					Unrestricted fund				
	Central operation	Member Network	Designated fund	Restricted fund	Total	Central operation	Member Networks	Designated fund	Restricted fund	Total
	£	£	£	£	£	£	£	£	£	£
Investment income	23,523	1,360	-	19,349	44,232	19,660	2,321	-	18,735	40,716
Bank interest	297	-	-	5	302	297	-	-	5	302
Totals	23,820	1,360	-	19,354	44,534	19,957	2,321	-	18,740	41,018

4 TOTAL EXPENDITURE – GROUP

	Direct costs	Support costs	Totals 2022	Totals 2021
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	380,501	24,016	404,517	154,389
Publications	329,566	64,979	394,545	318,798
Professional services	2,659,381	558,736	3,218,117	3,158,655
Total Charitable expenditure	3,369,448	647,731	4,017,179	3,631,842
<i>Cost of raising funds</i>				
CILIP Pathways Ltd	35,311		35,311	36,998
Services to tenants		238,581	238,581	238,267
Total Expenditure	3,404,759	886,312	4,291,071	3,907,107

In 2022 Professional services includes net defined benefit pension costs of £492,000, in 2021 it was £363,000.

4B COMPARATIVE 2021 TOTAL EXPENDITURE – GROUP

	Direct costs	Support costs	Totals 2021	Totals 2020 Restated
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	128,939	25,450	154,389	243,858
Publications	256,460	62,338	318,798	443,752
Professional services	2,657,030	501,625	3,158,655	2,944,283
Total Charitable expenditure	3,042,429	589,413	3,631,842	3,631,893
<i>Cost of raising funds</i>				
CILIP Pathways Ltd	36,998	-	36,998	27,754
Services to tenants	-	238,267	238,267	239,300
Total Expenditure	3,079,427	827,680	3,907,107	3,898,947

5 SUPPORT COSTS - GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2022	Total 2021
	£	£	£	£	£	£	£
Training, Events & Conferences	7,612	3,029	1,246	9,006	3,123	24,016	25,450
Publications	20,299	12,114	3,726	24,015	4,825	64,979	62,338
Professional services	182,695	93,878	16,879	231,148	34,136	558,736	501,625
Services to tenants	7,612	-	219,004	9,006	2,959	238,581	238,267
Total Support Costs	218,218	109,021	240,855	273,175	45,043	886,312	827,680
2021 Support costs	157,717	88,251	240,303	288,814	52,595	827,680	

5B COMPARATIVE 2021 SUPPORT COSTS - GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2021	Total 2020
	£	£	£	£	£	£	£
Training, Events & Conferences	5,502	6,086	1,243	9,521	3,098	25,450	26,312
Publications	14,671	12,173	3,718	25,390	6,386	62,338	66,331
Professional services	132,042	69,992	16,840	244,382	38,369	501,625	518,222
Services to tenants	5,502	-	218,502	9,521	4,742	238,267	239,300
Total Support Costs	157,717	88,251	240,303	288,814	52,595	827,680	850,165
2020 Support costs	153,883	113,261	242,500	287,338	53,183	850,165	

Basis for the support cost allocation

Support costs allocated to activities as follows:

Building costs	Square footage occupied (includes insurance, lighting, heating, maintenance, cleaning and reception costs)
ICT and Human resources costs	Per Capita basis
Finance costs	Estimated time spent
Governance cost	Proportion of total charitable and cost of raising funds

6 STAFF COSTS – GROUP

	2022	2021
	£	£
Wages and salaries	1,730,666	1,619,592
Social Security costs	176,815	153,456
Pension costs	143,403	693,160
Redundancy costs	30,920	-
	2,081,804	2,466,208

In addition, to the staff costs above, CILIP in 2022 used the services of agency staff whilst awaiting the recruitment to vacant posts making a total cost of £22,415 (2021: £6,059).

The number of employees whose emoluments exceeded £60,000 in the year was:

	2022	2021
	Number	Number
£60,001 to £70,000	1	-
£80,001 to £90,000	1	1
Total	2	1

Employer's pension contribution for higher earners totalled £14,755 (2021: £9,864).

The key management personnel of CILIP, comprises the trustees, member network committee members, the Chief Executive Officer, Director of Transformation, Chief Development Officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £561,756 (2021: £663,136). No trustee and member network committee members received any remuneration from CILIP.

The average monthly employee head count was 47 (2021: 47) and the average number of full-time equivalent analysed by function, was:

	2022	2021
	Number	Number
Business services	8	7
Professional services	33	33
Support services	2	2
	43	42

7 TRUSTEES' REMUNERATION AND EXPENSES – GROUP

No trustee has received any remuneration from CILIP during the year (2021: nil). Expenses totalling £416 (2021: Nil) were reimbursed to trustees for travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year the charity paid £969 (2021: £2,070) in respect of trustees' indemnity insurance on behalf of the trustees. See Related Parties note 24 for arm's length payments to trustees.

8 NET EXPENDITURE FOR THE YEAR – GROUP

	2022	2021
	£	£
Net outgoing expenditure from operations for the year are stated after charging:		
Auditors' remuneration:		
Fees payable to CILIP's auditors for the audit of the annual accounts	17,650	15,000
Fees payable to CILIP's auditors for the audit of CILIP Pathways accounts	6,450	2,150
Fees payable to CILIP's auditors for the audit of CILIP Benevolent Fund annual accounts	1,200	1,000
	25,300	18,150
Depreciation of tangible fixed assets:	8,440	56,046

9 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2022	26,250,000	202,822	355,327	302,218	27,110,367
Additions in the year	-	-	1,399	-	1,399
Revaluation	(1,225,000)	-	-	-	(1,225,000)
At 31 December 2022	25,025,000	202,822	356,726	302,218	25,886,766
Depreciation					
At 1 January 2022	-	182,719	341,888	302,218	826,825
Charge for the year	-	2,234	6,206	-	8,440
At 31 December 2022	-	184,953	348,094	302,218	835,265
Net book value					
At 1 January 2022	26,250,000	20,103	13,439	-	26,283,542
At 31 December 2022	25,025,000	17,868	8,633	-	25,051,501

The historic cost of freehold land and buildings was £1,625,504. In March 2012, the charge over the freehold and buildings in favour of the CILIP Pension and Assurance Scheme increased to the full value. The freehold land and buildings value stated above based on the valuation of the building as at 31st December 2022 prior to the building being sold in 2023.

9B COMPARATIVE 2021 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2021	21,876,000	202,822	352,771	302,218	22,733,811
Additions in the year	-	-	2,556	-	2,556
Revaluation	4,374,000	-	-	-	4,374,000
At 31 December 2021	26,250,000	202,822	355,327	302,218	27,110,367
Depreciation					
At 1 January 2021	-	180,485	334,251	256,043	770,779
Charge for the year	-	2,234	7,637	46,175	56,046
At 31 December 2021	-	182,719	341,888	302,218	826,825
Net book value					
At 1 January 2021	21,876,000	22,337	18,520	46,175	21,963,032
At 31 December 2021	26,250,000	20,103	13,439	-	26,283,542

10 INVESTMENTS – CHARITY AND GROUP

Quoted Investments		2022		2021
		£		£
Fixed Asset Long term Investments				
Market value at 1 January		564,714		498,078
Unrealised (losses)/gains on revaluation of investment portfolio		(32,190)		66,636
Market value at 31 December		532,524		564,714
<i>Historical Cost at 31 December</i>		<i>233,715</i>		<i>233,715</i>
Fixed Asset Short term Investments				
Market value at 1 January		414,455		366,205
Unrealised (losses)/gains on revaluation of investment portfolio		(21,561)		48,250
Market value at 31 December		392,894		414,455
<i>Historical Cost at 31 December</i>		<i>189,315</i>		<i>189,315</i>
Long- and Short-term investment holdings over 5%				
	2022	2022	2021	2021
M&G Charifund	61,016 units	£955,307	61,016 units	£979,169
Unlisted subsidiary –				
Library Association Publishing Limited	Nil-dissolved	Nil-dissolved	Nil-dissolved	Nil-dissolved

11 INVESTMENT IN SUBSIDIARY COMPANIES

At 31 December 2022 and 31 December 2021 the institute held the following investments:

Name of Company	Country of registration	Holding And operation	Proportion	Nature of business
CILIP Pathways Limited	England	Company limited by Guarantee and not having a share capital	100%	Apprenticeship assessment

Other investments:

Library Services Limited

At 31 December 2022 and at 31 December 2021, CILIP held one share, out of 1,000 shares issued, in Library Services Limited.

CILIP Pathways Limited (registered company no: 12497166)

CILIP Pathways Limited incorporated on 4th March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers.

Details of the trading activities are set out below:

	Pathways Ltd	Pathways Ltd
	2022	2021
	£	£
Turnover	91,875	54,000
Cost of sales	<u>(21,480)</u>	<u>(9,322)</u>
Gross Profit	70,395	44,678
Administration expenses	(13,831)	(27,676)
Other operating income	<u>-</u>	<u>5,000</u>
Operating Profit/(loss)	56,564	22,002
Loss carried forward against future profit	<u>(5,752)</u>	<u>(27,754)</u>
	50,812	(5,752)
Taxation	<u>-</u>	<u>-</u>
Profit/(Loss) after tax	50,812	(5,752)

Summarised statement of financial position:

	2022	2021
	£	£
Debtors	5,700	7,668
Cash	<u>124,113</u>	<u>2,180</u>
Current assets	128,613	9,848
Creditors: falling due within one year		
Creditors and accrued charges	(79,001)	(15,600)
Provision for liabilities and charges	<u>-</u>	<u>-</u>
Total net assets	50,812	(5,752)
Capital and reserves	50,812	(5,752)

12 STOCK – CHARITY AND GROUP

	2022	2021
	£	£
Finished books	69,443	83,666
Work in progress books	2,020	11,395
Total stocks	<u>71,463</u>	<u>95,061</u>

13 DEBTORS

	Group	Charity	Group	Charity
	2022	2022	2021	2021
	£	£	£	£
Amounts due within one year:				
Trade debtors	261,599	261,599	310,692	310,692
Prepayment	77,125	77,125	34,599	34,599
Other debtors	84,707	109,908	233,164	225,496
Total debtors	<u>423,431</u>	<u>448,632</u>	<u>578,455</u>	<u>570,787</u>

	Group 2022	Charity 2022	Group 2021	Charity 2021
	£	£	£	£
Amounts falling due within one year:				
Trade creditors	144,549	144,549	538,271	538,271
Other taxes and social security	75,698	75,698	44,224	44,224
Other creditors	38,354	26,673	40,318	24,718
CBIL Loan	68,571	68,571	57,143	57,143
Deferred income (see below)	488,964	458,994	367,466	361,296
Accruals	220,568	214,118	135,557	141,727
Total creditors	1,036,704	988,603	1,182,979	1,167,379

CBIL loan was used to supplement CILIP's operations between June and September 2020 due to the impact of the pandemic on CILIP's income. The loan is repayable over forty two months and the interest rate is 1.85% above the bank of England base rate.

	2022 £	2021 £
Amount due within one year	68,571	57,143
Amount due one to two years	34,286	114,286
	102,857	171,429

Deferred income reconciliation – group

	At 1 January 2022 £	Amount released £	Amount deferred £	At 31 December 2022 £
Rental income	126,973	(126,973)	184,098	184,098
Conference income	6,005	(6,005)	6,035	6,035
Training income	12,771	(12,771)	13,051	13,051
Membership subscription	161,513	(161,513)	201,776	201,776
Lift replacement income	54,034	-	-	54,034
Pathways contract income	6,170	(1,200)	25,000	29,970
	367,466	(308,462)	429,960	488,964

Deferred income reconciliation – charity

	At 1 January 2022 £	Amount released £	Amount deferred £	At 31 December 2022 £
Rental income	126,973	(126,973)	184,098	184,098
Conference income	6,005	(6,005)	6,035	6,035
Training income	12,771	(12,771)	13,051	13,051
Membership subscription	161,513	(161,513)	201,776	201,776
Lift replacement income	54,034	-	-	54,034
	361,296	(307,262)	404,960	458,994

Deferred income comprises advance rental, conference, training vouchers and membership income; plus contract income for CILIP Pathways Ltd. Deferred income released and deferred in 2022 analysed above.

15 FINANCIAL INSTRUMENTS

	Group 2022	Charity 2022	Group 2021	Charity 2021
	£	£	£	£
Financial assets measured at fair value (a)	925,419	925,419	979,169	979,169
Financial assets measured at amortised cost (b)	2,128,660	2,029,747	2,792,918	2,783,071
Financial liabilities measured at amortised cost (c)	(529,575)	(511,444)	(1,081,612)	(1,123,155)
Net financial assets measured at amortised cost	2,524,504	2,443,722	2,690,475	2,639,085

(a) Financial assets measured at fair value include investments.

(b) Financial assets measured at amortised cost include: short term deposits, cash in hand, trade debtors and other debtors.

(c) Financial liabilities measured at amortised cost include trade creditors, other creditors and accruals.

16 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2022	Income	Expenditure	net gains	Transfer	At 31 December 2022
	£	£	£	£	£	£
Mitchell Memorial Fund	8,774	-	(175)	-	-	8,599
Anthony Thompson Scholarship Fund	9,823	-	(183)	(678)	-	8,962
Arundell Esdaile Memorial Fund	2,785	-	(52)	(176)	-	2,557
Catherine Hamilton Memorial Prize	1,120	-	(22)	-	-	1,098
K Pierce - legacy	11,420	-	(214)	(724)	-	10,482
F Robinson - legacy	14,079	-	(264)	(892)	-	12,923
Colin Mears – legacy	388,797	20,679	(18,313)	(20,212)	-	370,951
D Chilcot – legacy	13,662	-	(273)	-	-	13,389
Bob McKee-CILIP/IFLA Award	99	-	(2)	-	-	97
Foyle Foundation	-	-	-	-	-	-
ACE-Working internationally project	-	-	-	-	-	-
ACE-Independent review of Public Library	5,975	-	(5,813)	-	-	162
Financing						
Govt-COVID19 Recovery Fund	-	-	-	-	-	-
Govt-COVID19 2 nd Round Recovery Fund	-	-	-	-	-	-
Green Libraries	-	146,700	(131,240)	-	-	15,460
ACE-Future skills in Public Libraries	80,000	32,000	(48,071)	-	-	63,929
ACE-Working internationally Phase2	36,000	-	(31,000)	-	-	5,000
Workforce mapping project	39,000	-	(20,000)	-	-	19,000
Designing Libraries	4,209	27,750	(11,055)	-	-	20,904
	615,743	227,129	(266,677)	(22,682)	-	553,513
GA Cooks legacy – CILIP Cymru	170,715	-	-	(9,509)	-	161,206
Total Restricted Funds	786,458	227,129	(266,677)	(32,191)	-	714,719

16B COMPARATIVE 2021 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2021	Income	Expenditure	net gains	Transfer	At 31 December 2021
	£	£	£	£	£	£
Mitchell Memorial Fund	8,953	-	(179)	-	-	8,774
Anthony Thompson Scholarship Fund	8,608	406	(200)	1,009	-	9,823
Arundell Esdaile Memorial Fund	2,474	106	(57)	262	-	2,785
Catherine Hamilton Memorial Prize	1,743	-	(623)	-	-	1,120
K Pierce - legacy	10,143	434	(233)	1,076	-	11,420
F Robinson - legacy	12,495	534	(276)	1,326	-	14,079
Colin Mears – legacy	344,864	17,260	(16,146)	42,819	-	388,797
D Chilcot – legacy	13,941	-	(279)	-	-	13,662
Bob McKee-CILIP/IFLA Award	101	-	(2)	-	-	99
Foyle Foundation	6,034	-	(6,034)	-	-	-
ACE-Working internationally project	62,336	15,000	(77,336)	-	-	-
ACE-Independent review of Public Library Financing	18,000	-	(12,025)	-	-	5,975
Govt-COVID19 Recovery Fund	309,436	-	(309,436)	-	-	-
Govt-COVID19 2 nd Round Recovery Fund	-	320,000	(320,000)	-	-	-
Govt-COVID19 Continuity Fund	-	300,000	(300,000)	-	-	-
ACE-Future skills in Public Libraries	-	80,000	-	-	-	80,000
ACE-Working internationally Phase2	-	36,000	-	-	-	36,000
Workforce mapping project	-	39,000	-	-	-	39,000
Designing Libraries	-	4,209	-	-	-	4,209
	799,128	812,949	(1,042,826)	46,492	-	615,743
GA Cooks legacy – CILIP Cymru	150,571	-	-	20,144	-	170,715
Total Restricted Funds	949,699	812,949	(1,042,826)	66,636	-	786,458

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The International Library and Information Group (CILIP special interest group) manage the award for CILIP.

Arundell Esdaile Memorial Fund was set up to endow a lecture given periodically on librarianship and bibliography. Only the interest from the fund may be used.

Catherine Hamilton Memorial Prize awarded for the most outstanding Master's dissertation in the broad area of information retrieval or electronic text management.

K Pierce – legacy assists librarians to carry out engagements which would further the interests of librarianship in attending conferences overseas (not IFLA).

F Robinson – legacy was set up to reward innovation in library administration and particularly aimed at para professionals. Only the interest from the fund may be used.

The Colin Mears legacy provides funds for the Colin Mears Awards for the illustration of children's books.

The D Chilcot legacy provides funds to be utilised for information facilities at CILIP and education purposes.

Bob McKee-CILIP/IFLA Aspire award helps new professionals develop through networking at UK and international events. IFLA provides an international bursary to support new professionals.

Foyle Foundation; provided the grant to commission a research to look into the level of school library provision in the UK.

ACE, working internationally project; this is a two-year programme to promote international working for public libraries in England.

Arts Council England (ACE) grant given for the independent review of Public Libraries financing.

Govt-1st&2nd COVID19 Recovery Fund; was given by the government towards CILIP sustainability due to the impact of COVID19 lock down on CILIP's operations.

Govt-COVID19 Continuity fund grant given to part-settled the Defined Benefit Pension debt incurred due to the impact of the pandemic lockdown.

ACE-Future skills in Public libraries grant given for the Induction pack and digital skills training for public libraries workforce.

ACE-Working internationally Phase 2 grant given to continue to develop international working for public libraries in England.

Workforce mapping project is a consortium of organisations embarking on mapping libraries and information manager's workforce within the United Kingdom.

Designing Libraries is a Community Interest Company that CILIP currently supports until they are able to operate independently.

The GA Cooks legacy; was donated for use by the Welsh Member Network of CILIP.

17 DESIGNATED FUNDS – CHARITY AND GROUP

The following designated funds have been set aside out of unrestricted funds for specific purposes:

	At 1 January 2022	Income	Expenditure	Transfer	At 31 December 2022
	£	£	£	£	
Fixed asset Reserve	1,659,045	-	(138,633)	-	1,520,412
Development fund	152,370	-	(9,018)	-	143,352
	1,811,415	-	(147,651)	-	1,663,764

17B COMPARATIVE 2021 DESIGNATED FUNDS – CHARITY AND GROUP

	At 1 January 2021	Income	Expenditure	Transfer	At 31 December 2021
	£	£	£	£	
Fixed asset Reserve	1,712,535	-	(56,046)	2,556	1,659,045
Development fund	99,738	17,628	-	35,004	152,370
	1,812,273	17,628	(56,046)	37,560	1,811,415

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves, it excludes the revaluation reserve on the building.

The development reserve has been set aside for a number of one-off projects to enhance the effectiveness of CILIP services for its members.

18 TRANSFER BETWEEN FUNDS

	2022				2021			
	Unrestricted fund				Unrestricted fund			
	Central operations	Member Networks	Designated fund	Restricted fund	Central operations	Member Networks	Designated fund	Restricted fund
	£			£	£			£
Fixed Asset transfer	-	-	-	-	(2,556)	-	2,556	-
Development fund transfer	-	-	-	-	(35,004)	-	35,004	-
Totals	-	-	-	-	(37,560)	-	37,560	-

In 2022 and 2021, fixed asset acquisitions transferred from central operations to designated funds. In 2022 and 2021, funds transferred from central operations to designated fund to cover the costs of major works on the central office building.

19 UNRESTRICTED FUNDS

<i>Group Unrestricted funds</i>	At				At
	1 January			Gains	31 December
	2022	Income	Expenditure		2022
	£	£	£	£	£
Revaluation Reserve	24,624,496			(1,225,000)	23,399,496
Pension Reserve (note 20)	(4,934,000)		(12,000)	496,000	(4,450,000)
Central operations fund	958,817	3,316,983	(3,619,859)	(21,561)	634,380
CILIP Pathways Ltd funds	(5,752)	91,875	(35,311)	-	50,812
Member Networks	693,294	213,039	(209,573)	-	696,760
	21,336,855	3,621,897	(3,876,743)	(750,561)	20,331,448

<i>Charity Unrestricted funds</i>	At				At
	1 January			Gains	31 December
	2022	Income	Expenditure		2022
	£	£	£	£	£
Revaluation Reserve	24,624,496	-	-	(1,225,000)	23,399,496
Pension Reserve (note 20)	(4,934,000)	-	(12,000)	496,000	(4,450,000)
Central operations fund	958,817	3,316,983	(3,619,859)	(21,561)	634,380
Member Networks	693,294	213,039	(209,573)	-	696,760
	21,342,607	3,530,022	(3,841,432)	(750,561)	20,280,636

19B COMPARATIVE 2021 UNRESTRICTED FUNDS

<i>Group Unrestricted funds</i>	At 1 January 2021 Restated £	Income £	Expenditure £	Gains £	Transfers £	At 31 December 2021 £
Revaluation Reserve	20,250,496	-	-	4,374,000	-	24,624,496
Pension Reserve (note 20)	(7,051,000)	-	(363,000)	2,480,000	-	(4,934,000)
Central operations fund	168,786	3,058,829	(2,279,489)	48,251	(37,560)	958,817
CILIP Pathways Ltd funds	(27,754)	59,000	(36,998)	-	-	(5,752)
Member Networks	678,915	143,127	(128,748)	-	-	693,294
	14,019,443	3,260,956	(2,808,235)	6,902,251	(37,560)	21,336,855

<i>Charity Unrestricted funds</i>	At 1 January 2021 £	Income £	Expenditure £	Gains £	Transfers £	At 31 December 2021 £
Revaluation Reserve	20,250,496	-	-	4,374,000	-	24,624,496
Pension Reserve (note 20)	(7,051,000)	-	(363,000)	2,480,000	-	(4,934,000)
Central operations fund	168,786	3,058,829	(2,279,489)	48,251	(37,560)	958,817
Member Networks	678,915	143,127	(128,748)	-	-	693,294
	14,047,197	3,201,956	(2,771,237)	6,902,251	(37,560)	21,342,607

20 STATEMENT OF FUNDS

<i>Group statement of funds</i>	At 1 January 2022 £	Income £	Expenditure £	Gains £	Transfers £	At 31 December 2022 £
Restricted fund	786,458	227,129	(266,677)	(32,191)	-	714,719
Designated fund	1,811,415	-	(147,651)	-	-	1,663,764
Unrestricted fund	21,336,855	3,621,897	(3,876,743)	(750,561)	-	20,331,448
	23,934,728	3,849,026	(4,291,071)	(782,752)	-	22,709,931

<i>Charity statement of funds</i>	At 1 January 2022 £	Income £	Expenditure £	Gains and (Losses) £	Transfers £	At 31 December 2022 £
Restricted fund	786,458	227,129	(266,677)	(32,191)	-	714,719
Designated fund	1,811,415	-	(147,651)	-	-	1,663,764
Unrestricted fund	21,342,607	3,530,022	(3,841,432)	(750,561)	-	20,280,636
	23,940,480	3,757,151	(4,255,760)	(782,752)	-	22,659,119

20B COMPARATIVE 2021 STATEMENT OF FUNDS

Group statement of funds

	At 1 January 2021 £	Income £	Expenditure £	Gains £	Transfers £	At 31 December 2021 £
Restricted fund	949,699	812,949	(1,042,826)	66,636	-	786,458
Designated fund	1,812,273	17,628	(56,046)	-	37,560	1,811,415
Unrestricted fund	14,019,442	3,260,957	(2,808,235)	6,902,251	(37,560)	21,336,855
	16,781,414	4,091,534	(3,907,107)	6,968,887	-	23,934,728

Charity statement of funds

	At 1 January 2021 £	Income £	Expenditure £	Gains and (Losses) £	Transfers £	At 31 December 2021 £
Restricted fund	949,699	812,949	(1,042,826)	66,636	-	786,458
Designated fund	1,812,273	17,628	(56,046)	-	37,560	1,811,415
Unrestricted fund	14,047,197	3,201,956	(2,771,237)	6,902,251	(37,560)	21,342,607
	16,809,169	4,032,533	(3,870,109)	6,968,887	-	23,940,480

21 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds	Unrestricted Central operations £	Member Networks £	Designated Funds £	Pathways Limited £	Restricted Funds £	Total 2022 £
Tangible assets	23,531,089	-	1,520,412	-	-	25,051,501
Long term investments	1	-	143,352	-	389,172	532,525
Fixed assets	23,531,090	-	1,663,764	-	389,172	25,584,026
Current assets	1,519,222	696,760	-	128,613	325,547	2,670,142
Current liabilities	(958,903)	-	-	(77,801)	-	(1,036,704)
Long-term liabilities	(4,507,533)	-	-	-	-	(4,507,533)
Net Assets	19,583,876	696,760	1,663,764	50,812	714,719	22,709,931

Charity allocation of net assets to Funds	£	£	£	£	£	£
Tangible assets	23,531,089	-	1,520,412	-	-	25,051,501
Long term investments	1	-	143,352	-	389,172	532,525
Fixed assets	23,531,090	-	1,663,764	-	389,172	25,584,026
Current assets	1,548,922	696,760	-	-	325,547	2,571,229
Current liabilities	(988,603)	-	-	-	-	(988,603)
Long-term liabilities	(4,507,533)	-	-	-	-	(4,507,533)
Net Assets	19,583,876	696,760	1,663,764	-	714,719	22,659,119

21B COMPARATIVE 2021 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds - restated	Unrestricted				Restricted	Total
	Central	Member	Designated	Pathways	Funds	2021
	operations	Networks	Funds	Limited		
	£	£	£	£	£	£
Tangible assets	24,624,497	-	1,659,045	-	-	26,283,542
Long term investments	1	-	-	-	564,714	564,715
Fixed assets	24,624,498	-	1,659,045	-	564,714	26,848,257
Current assets	2,072,511	819,763	213,167	9,848	221,744	3,337,033
Current liabilities	(1,040,910)	(126,469)	-	(15,600)	-	(1,182,979)
Long-term liabilities	(5,067,583)	-	-	-	-	(5,067,583)
Net Assets	20,588,516	693,294	1,872,212	(5,752)	786,458	23,934,728

Charity allocation of net assets to Funds - restated	£	£	£	£	£	£
Tangible assets	24,624,497	-	1,659,045	-	-	26,283,542
Long term investments	1	-	-	-	564,714	564,715
Fixed assets	24,624,498	-	1,659,045	-	564,714	26,848,257
Current assets	2,072,511	819,763	213,167	-	221,744	3,327,185
Current liabilities	(1,040,910)	(126,469)	-	-	-	(1,167,379)
Long-term liabilities	(5,067,583)	-	-	-	-	(5,067,583)
Net Assets	20,588,516	693,294	1,872,212	-	786,458	23,940,480

22 PENSION COMMITMENTS

CILIP operates two pension schemes:

22.1 Defined Contribution Pension Scheme

CILIP's existing employees were entitled to join the Scottish Widows group stakeholder salary sacrifice pension scheme, which is funded, by 5% of salary contribution from employee and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time. Staff may opt-out of the scheme at any time.

The amount paid into the scheme by CILIP in 2022 was £143,403 (2020: £141,240). The amount within trade creditors in note 14 above was £17,673 (2021: £18,294).

22.2 A Defined Benefit Pension Scheme in the UK.

This is a separate trustee administered fund, holding the pension scheme assets to meet long term pension liabilities. The results of the most recent triennial actuarial valuation as at 31 December 2019 revealed a funding shortfall of £9,538,000. By agreement with the Pension Trustees, at the point at which the £9.5m is paid into the Scheme to cover the Technical Provisions deficit, CILIP will no longer be liable for the payment of regular Deficit Repair Contributions and ongoing Scheme costs will be covered from funds held jointly in escrow.

To eliminate this funding shortfall, the Pension Trustee and CILIP (the Employer) have agreed that contributions totalling £9,500,000 will be paid to the Scheme by the Employer on or before 31 December 2022 (rolled forward to 31 March 2023 by agreement with the Pension Trustees).

Contributions of £135,000 paid in 2022 were in accordance with the Recovery Plan agreed after the triennial actuarial valuation as at 31 December 2019. The amount paid in advance for January 2023 within other creditors in note 14 above was £60,000. The amount within other creditors in note 14 above for 2021 was £15,000.

Trustees are aware that the volatile investment market is expected to have an impact on the pension scheme in terms of asset values and the measure of liabilities. No information has been received to date as to the quantum of the impact of COVID-19 on the pension scheme, and no requests for any change to deficit funding have been received.

A full actuarial valuation was carried out at 31 December 2019 and updated to 31 December 2022 by a qualified actuary, independent of the scheme's sponsoring employer. The major assumptions used by the actuary shown below:

	2022	2021	2020	2019
Discount rate	4.90%	1.85%	1.35%	2.15%
Inflation (RPI)	3.20%	3.40%	2.90%	2.95%
Inflation (CPI)	2.60%	2.8%	2.3%	2.05%
Allowance for pension in payment increases of RPI (p.a.)	3.25%	3.40%	2.90%	2.95%
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2.00%	2.250%	2.10%	2.15%
Allowance for pension in payment increases of RPI or 3% p.a. if less	2.10%	2.40%	2.05%	1.90%
Allowance for commutation of pension for cash at retirement	20%	20%	20%	20%

Present values of defined benefit obligation, fair value of assets and defined benefit asset (liability):

	2022	2021	2020
	£'000	£'000	£'000
Fair value of plan assets	12,953	21,989	21,702
Present value of defined benefit obligations	(17,403)	(26,923)	(28,753)
Surplus (deficit) in plan	(4,450)	(4,934)	(7,051)
Defined benefit asset (liability) to be recognised	(4,450)	(4,934)	(7,051)

Reconciliation of opening and closing balances of the defined benefit obligation:

	2022	2021
	£'000	£'000
Defined benefit obligation at start of period	26,923	28,753
Scheme Administration Expenses	-	-
Interest expense	487	383
Actuarial losses/(gains)	(8,808)	(1,382)
Total benefit outgo	(1,199)	(831)
Defined benefit obligation at end of period	17,403	26,923

Reconciliation of opening and closing balances of the fair value of plan assets:

	2022	2021
	£'000	£'000
Fair value of plan assets at start of period	21,989	21,702
Interest income	396	286
Actuarial (losses) gains	(8,312)	1,098
Contributions by CILIP	480	191
Scheme administration expenses	(401)	(457)
Total benefit outgo	(1,199)	(831)
Fair value of plan assets at end of period	12,953	21,989

The actual return plus actuarial loss on the plan assets over the period ended 31 December 2022 was (£7,916,000) (2021: £1,384,000).

Defined benefit costs recognised in statement of financial activities:

	2022	2021
	£'000	£'000
Scheme administration expenses	(401)	(457)
Net interest on the defined benefit liability	(91)	(97)
Fair value of plan assets at end of period	(492)	(554)

Defined benefit costs recognised in other comprehensive income:

	2022	2021
	£'000	£'000
Gain Return on plan assets (excluding amounts included in net interest cost)	(8,312)	1,098
Gain/(loss) Effects of changes in the demographic and financial assumptions underlying the present value of the plan liabilities	8,808	1,382
Total gain/(loss) recognised in other comprehensive income	496	2,480

Assets:

	2022	2021	2020
	£'000	£'000	£'000
Cash	171	723	77
Immediate annuity policies	57	76	141
Managed growth	4,613	7,707	12,676
Liability driven investments	8,112	13,483	8,808
Total assets	12,953	21,989	21,702

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP.

23 CORPORATION TAXATION

CILIP is a registered charity and as such is exempt from taxation of its income and gains to the extent that they fall within the exemptions available to charities under the Taxes Act and are applied to its charitable objectives.

24 RELATED PARTIES

CILIP Benevolent Fund Registered Charity No. 237352

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. CILIP provided £1,000 towards their running costs on a yearly basis. As at 31st of December 2022 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £679 (2021: £294). Also, as at 31st of December 2022 the amount of payment made to suppliers on behalf of CILIP Benevolent Fund and not yet paid was £nil (2021: £1,140).

The John Campbell Trust Registered Charity No. 802262

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2022 and 2021.

Library Services Trust Registered Charity No. 287404

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2022 and 2021.

CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP

Jo Webb received in 2022 £20 (2021: £41) as Royalty as an author for a book published for CILIP Facet publishing.

CB Resourcing recruitment agency in which Simon Burton is director of, received in 2022 £nil (2022: £9,000) as consultancy fees paid via CB Resourcing on behalf of CILIP.

CB Resourcing recruitment agency in which Simon Burton is director of, paid in 2022 £nil (2021: £3,864) in respect of sponsorship for Employers Forum.

There were no other related parties in the year or in the prior year.

25 OPERATING LEASE

At the end of the year, CILIP was committed to receiving the following rental incomes in respect of tenant leases:

	2022	2022	2021	2021
	Land	Plant	Land	Plant
	& buildings	& Machinery	& buildings	& Machinery
	£	£	£	£
Leases which expire:				
- within one year	704,325	-	754,441	-
- within two to five years	800,400	-	1,554,790	-
- over five years	-	-	-	-
	<u>1,504,725</u>		<u>2,309,231</u>	

Operating lease rentals totaled £715,017 for the year ended 31 December 2022 (2021: £754,441).

26 POST BALANCE SHEET EVENT

CILIP Trustees made a decision to dispose of the building at 7 Ridgmount Street and placed it on the market with the expectation to complete the sale by 31 December 2022. By agreement with the Pension Trustees, this deadline was rolled forward to the 31 March 2023 (and hence did not take place in FY2022). The disposal proceeds would be used to pay off the Defined Benefit Pension deficit, purchase another freehold building and to secure the ongoing operations of the Charity.

CILIP'S Operational management directory

The information shown below is that pertaining between January 2022 and December 2023, the date of signing the accounts.

CILIP Board members are trustees for the purpose of charity legislation

Chair

Sue Lacey Bryant BA(Hons) DipLib MSc MCLIP MIHM (from 1 February 2022)

John Trevor-Allen BA(Hons) MSc Econ MCLIP (to January 2022)

Honorary Treasurer

Alison Wheeler MBE PG Cert Mgmt MCLIP (from January 2017)

CILIP Board members

Sue Lacey Bryant BA(Hons) DipLib MSc FCLIP MIHM (from 1 February 2019 to 31 December 2023)

Jo Webb MA MLib MBA FCLIP FHEA FRSA (from 1 January 2018 to 31 December 2022)

Alison Wheeler MBE MCLIP (from 1 January 2017, re-elected 1 January 2021)

Steve Williams BA MSc FBCS (from 1 January 2019 to December 2022)

Shirley Yearwood-Jackman BA(Hons) MSc (from 1 January 2019 to 31 December 2022)

Nicola Davies BA (Hons) MSc Econ (from 1 June 2019 to 31 May 2022)

Helen Workman (from 1 January 2020 to 31 December 2023, to be re-elected from Jan 2024)

Binni Brynolf (from 1 January 2020 to 31 December 2023 and to be re-elected from Jan 2024)

Simon Burton (from 1 January 2021)

Stephen Phillips (from 1 January 2021)

Alison Brettle (from 1 January 2021)

Sue Ball (from 1 January 2021)

Liz Jolly (from 30 April 2021)

Presidential Team

President

John Trevor-Allen BA(Hons) MSc Econ MCLIP (from 1 January 2023 to January 2024)

President

Kate Robinson JP, BA, MA, FCLIP, FRSA (from 1 January 2022 to January 2023)

Vice-President

John Trevor-Allen BA(Hons) MSc Econ MCLIP (from 1 January 2022 to January 2023)

CILIP Senior Leadership Team

Chief Executive Officer	Nick Poole BA MA
Director of Transformation	Paul Jessop (from October 2021 to June 2023)
Chief Operating Officer	Duncan Anthony (from April 2023)
Chief Development officer	Jo Cornish FCLIP (from June 2021)
Operations Director	Angela Shaw BSc (Hons) MSc (Imperial) MSc (Bayes) DChA CG (Affiliated) (from July 2023)
Editor, Information Professional	Rob Green BA (Hons) (from April 2019)
Head of CILIP in Scotland	Sean McNamara BA Hons MCLIP (from April 2019)
Head of Digital and IT	Lisa Goldsmith MBA BSc (from April 2019 to November 2022)
Head of Facilities	Fredy Castrillon (from April 2019 to June 2023)
Head of Finance	Abosede Dada FCCA (from April 2019 to November 2022)
Director, Sector Development	Sonia Ramdhian BA (Hons), MA, MCLIP (from August 2023) (Acting Director, Research and Development between April-July 2023)
Head of Sector Development	Claire Robe (from January 2022 to February 2023)
Head of Programmes	Natalie Jones (from December 2019 to September 2022)
Head of Publishing	Pete Baker (from July 2019)
Head of Sales and Marketing	Gemma Wood MA (from August 2019 to February 2023)
Director, Business Development	Emma Watkins (from July 2023)
Director, Research and Development	Rabeea Arif MA (Hons) (from August 2023)

Professional Advisers

Bankers:

Bank of Scotland
Teviot House,
41 South Gyle Crescent
Edinburgh EH12 9XD

Unity Trust Bank PLC
Nine Brindley place
Birmingham B1 2HB

CCLA
Senator House
85 Queen Victoria Street
London EC4V 4ET

Auditors:

Price Bailey
Chartered Accountants
24 Old Bond Street
London W1S 4AP

Solicitors:

Bates, Wells
10 Queen Street Place
London EC4R 1BE

Pension providers:

Defined Benefit Scheme

Isio (trading as Iseran Bidco Ltd)
1 St Peter's Square
Manchester M2 3AE

Group Stakeholder Pension Scheme

Scottish Widows
69 Morrison Street
Edinburgh EH3 8YF

Accounts

Chartered Institute of Library and Information Professionals

Trustees' Report and Financial Statements

31 December 2021

CILIP: Registered charity number in England 313014

CILIP: Registered company number in England RC000780

CILIP: the Chartered Institute of Library and Information Professionals: Inaugurated April 2002 following the unification of the Institute of Information Scientists and the Library Association.

Originally incorporated by the Library Association Royal Charter 1898.

Registered office address: 7 Ridgmount Street, London WC1E 7AE

Website: www.cilip.org.uk

Report of the Trustees

For the year ended 31st December 2021

The trustees present their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) for the Financial Year ended 31st December 2021. The accounts are those of CILIP and its 100% owned subsidiary CILIP Pathways. The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter. CILIP is a charity operating under Royal Charter registered with the Charity Commission (Reg. No 313014).

1. Objectives and activities

Strategic objective

As a Chartered Institute, CILIP operates under Royal Charter which sets the following objective:

"The objects of the Institute shall be to work for the benefit of the public to promote education and knowledge through the establishment and development of libraries and information services and to advance information science (being the science and practice of the collection, collation, evaluation and organised dissemination of information)."

We deliver this objective through the mission and activities set out in our 5-year Strategic Plan. The previous plan, *Securing the Future*, was completed in 2020 and by Agreement with the Board of Trustees a new strategy is currently under development to cover the period 2022-26.

CILIP's purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

As a charitable organisation, our work is strongly guided by our values, which include a commitment to:

- Human Rights, equality and diversity
- Public benefit
- Preservation and continuity of access to knowledge
- Intellectual freedom, including freedom from censorship
- Impartiality and the avoidance of bias
- Confidentiality and the right to privacy
- Promoting information rights and information literacy

Activities

Our mission is to be the leading professional association for people working in information, knowledge and libraries. We will achieve this mission by focusing on 5 key priorities:

- Advocacy and representation on behalf of our members
- Training and CPD
- Professional recognition

- Access to expert communities of practice
- Engagement with sector employers

In setting our strategic priorities and developing our annual programme, we have due regard both to the Charity Commission's general guidance on public benefit and the improvement of education and knowledge for public benefit. The trustees review CILIP's annual delivery plans and budgets to ensure that all activities are in line with the charity's objects and goals.

Four nations, regional devolution and international

CILIP is a UK-based organisation with a global reach. Through our international programmes, we support intercultural dialogue, cultural diplomacy and knowledge exchange with librarians, information and knowledge professionals worldwide.

We recognise the unique and distinct context of each of the four Nations that comprise the United Kingdom. Where possible, we develop programmes with a UK-wide remit, and work with our representative partners and members in all four Nations to tailor our activities and priorities to their national context.

To this end, in addition to the leadership of CILIP as the main UK-wide body, we also work in Scotland in partnership with CILIP in Scotland, an independent charity registered in Scotland. In Wales, our work is led by CILIP Cymru Wales, a National Committee of CILIP. In Ireland, our work is led by CILIP Ireland, a National Committee of CILIP.

We have considered the current context of increased devolution in national policy and are satisfied that these governance arrangements provided an approach that is responsive to changing circumstances while supporting the overall delivery of our charitable purpose.

Wider context

This report is provided in the context of a global pandemic that transformed the lives of millions of people worldwide. Throughout the pandemic, CILIP has remained open and has continued to focus on supporting our members as they support the users and communities that depend on them.

In the early days of the pandemic, CILIP set out a 'COVID 19 Response Plan' which enabled us to continue to meet our obligations throughout this period of disruption while continuing to deliver the benefits our members expect. This plan included:

- Delaying and deferring some regularised payments including contributions into the Defined Benefits Pension Scheme (now closed);
- Taking advantage of Government support through the Coronavirus Job Retention Scheme (JRS) and a Coronavirus Business Interruption Loan (CBIL) from the Royal Bank of Scotland;

- Working with our Member Networks, many of whom granted permission for CILIP to make use of free reserves for business continuity (including in some cases on a 'gift' – ie. non-refundable basis), and;
- Applying for support through the Arts Council England's *Culture Recovery Fund*

We are particularly grateful to our community of Member Networks and our colleagues in CILIP in Scotland, CILIP Wales and CILIP Ireland, without whose support it is unlikely that we could have maintained our operations on behalf of our members.

The challenges of the pandemic will be with us for many years to come. Entire societies have seen 'digital' access taking equal place alongside physical experiences. The impact on learners of all ages, and particularly schoolchildren and students, has been profound.

We have set out an ambitious programme for the future, helping to ensure that our profession is able to play its part at the centre of our national recovery.

How we deliver public benefit

CILIP is a charity operating under Royal Charter. Our purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

We maintain a 'theory of change' which articulates how our work generates public benefit, both directly and indirectly. Our aim is to generate social, cultural, educational, economic, scientific and personal benefit for everyone by actively promoting an equal and inclusive information society and a competitive knowledge economy.

We have seen first-hand during the pandemic the vital role that reading, literacy, digital skills and access to information play in the lives of every citizen. Our role is to support the library and information professional workforce who deliver this benefit for everyone, regardless of their means.

2. What we did: activities, achievements and impact

The table below summaries how we delivered against our priorities and objectives in 2021.

Member support

CILIP has worked hard to provide support for our members throughout 2020-21, despite the complex challenges of COVID-19. A summary of our activities and impact is provided below.

Outcome	Activity	Impact
Member services	CILIP's membership team continued to provide timely and effective customer services and support to our members throughout 2021.	We were able to minimise attrition in membership in 2021 and received positive testimonials relating to our

customer services and support.

Outcome

Activity

As the UK emerged from COVID-19 restrictions in 2021, CILIP maintained an active programme of digital training and engagement, providing our members with access to high-quality support for their CPD and skills development.

Impact

CILIP continued to see increased engagement with our member-facing services, training and editorial content online throughout the recovery period.

Members reported positively on the improved accessibility of CILIP's training and CPD support following the move online.

Member Networks

Our busy and proactive network of Special Interest Groups worked hard throughout the pandemic to provide specialist expertise and support for members.

Collectively, the SIGs and SIG Committees have delivered dozens of training and knowledge-exchange events, hundreds of networking opportunities and a vital programme of engagement and support for CILIP members across the UK.

The specialist support of the Special Interest Groups has been consistently cited as among the most valuable elements of our work, helping members to develop their skills, improve their practice and progress their careers.

As an umbrella body, it is essential that CILIP is able to support members *both* in their overall development as information professionals and within their chosen specialisms. The SIGs provide a highly effective mechanism to deliver this support.

Outcome

Activity

The CILIP Regional Member Networks have acted as CILIP's 'face' in the English regions, helping to ensure that our support is timely, relevant and tailored to the distinct needs of each region.

Impact

The Regional Member Networks ensure that CILIP is able to be effective both nationally and regionally. They are frequently the 'frontline' for engagement with and support for members, helping to drive recruitment and retention in our membership.

	During the past year, the Regional Member Networks have provided CPD and professional development support through online events, training and content.	As a result of the work of the Regional Member Networks, we have been able to deliver better value for members across the UK.
Devolved Nations	CILIP in Scotland is CILIP's affiliated partner organisation in Scotland, delivering a proactive programme of member support, representation, networking and advocacy. During the past year, CILIPS' work has gone from strength to strength, helping to ensure that members in Scotland have access to authoritative support and representation tailored to the distinct nature of the Scottish context. CILIPS has represented the sector both in national policy development and local political decision-making while also supporting a busy community of Scottish Branches and Networks.	CILIPS has been able to provide clear leadership, representation and support for CILIP members in Scotland. As a result, recruitment and retention rates for membership have improved significantly over the course of the year and members can now benefit from a broader programme of support. The voice of the profession is clearly represented in key political processes in Scotland and there is evidence of strong and informed engagement with the whole sector across all types of library and information service by political leadership.
	The active CILIP Cymru Wales Committee and national Development Manager for Wales have been able to deliver a strong programme of tailored support for members in Wales. Significant progress has been made in advocating for the profession in Wales and securing recognition in public policy and decision-making. At the same time, CILIP Cymru Wales has been able to act as a focal point for community, networking,	Thanks to the efforts of the Committee and national Development Manager, there is a strong identity and purpose for the professional community in Wales. As a result, membership recruitment and retention have shown positive signs during the past year and we have received very positive feedback relating to member engagement and CPD and training support for members in Wales.

	solidarity and support for members in Wales throughout the pandemic.	
Outcome	Activity	Impact
	The CILIP Ireland Committee and national Development Manager for Northern Ireland have delivered a comprehensive programme of representation, support, advocacy and professional development throughout the past year.	The work of the CILIP Ireland Committee and national Development Manager have resulted in significant improvements in the visibility, profile and influence of CILIP Ireland as a sector-wide convening body and professional support.
	As a result, CILIP Ireland has been able to provide leadership and a focal point for sector development and dialogue throughout the pandemic.	Ongoing engagement with sector employers in Northern Ireland is delivering real value and impact in terms of the recognition of professional skills, which in turn is having a positive effect on membership engagement.
Diversity Networks	The newly-established CILIP BAME Network has provided a platform for career development, support and knowledge-sharing for librarians and information professionals from BAME backgrounds.	The BAME Network has already delivered positive impact in terms of representation and inclusivity within CILIP membership. The network has been able to advise on key areas of sector and professional policy development and has provided a critical 'sounding board' for CILIP's wider activities.
Outcome	Activity	Impact
	The new LGBTQ+ Network was established in 2019 to provide a focus for professional representation and support for LGBTQ+ people in the library, information and knowledge profession.	The LGBTQ+ Network has had a positive impact on the representativeness of CILIP's work on behalf of the library, information and knowledge profession, while providing LGBTQ+ professionals with a safe and supportive environment for collaboration, solidarity and professional development.
	The LGBTQ+ Network delivered a busy programme	

of online events, engagement activities and member support throughout 2021

Recruitment and retention

The new membership model introduced at the end of 2020 was designed to provide CILIP with a more responsive set of tools to meet the changing needs of our professional communities. The model was rolled out successfully in time for 2021 renewals.

The new membership model has delivered significant improvements in our ability to tailor our membership proposition and pricing to meet the needs of different parts of the community. It has not yet delivered in terms of above-the-line growth, but we are seeing positive benefits in terms of retention.

Training and development

Outcome

Activity

Impact

Professional Registration

CILIP continued to deliver a comprehensive programme of professional registration support throughout 2021, including maintaining the workflow of submissions, assessments and awards throughout the pandemic.

Candidates have been supported with new applications for Chartership, Certification, Fellowship as well as professional revalidation.

Professional registration services have been maintained and improved throughout this year, supporting membership retention and helping members to invest in their own development and evidence their career progression to employers.

Outcome

Activity

Impact

CILIP worked with Health Education England to deliver a comprehensive review and refresh of the Professional Knowledge and Skills Base (PKSB) as a 'Sector Skills Standard' for our profession.

The new PKSB has delivered significant improvements, including new sections relating to algorithmic literacy and new technologies as well as an extended range of 'soft skills'. As a result, our professional standard is now considerably more future-proof and valuable as a tool for professional development.

	Also in partnership with NHS Health Education England, CILIP published the 'Tech Review' into the impact of AI, Machine Learning and Process Automation for our profession, led by Dr Andrew Cox of Sheffield University.	The new research has had a very significant impact, prompting discussions across the sector and with employers about future skills. It has been widely well-received and has helped to inform the revision of the PKSB.
	Finally, working alongside HEE, CILIP has supported the launch of the new 'Health and Digital Literacy Partnership' – a 4-year initiative to promote the role of libraries in supporting health and digital literacy.	The partnership is delivering positive impact and value, including significant benefits arising from cross-domain support, collaboration and knowledge-sharing.

Outcome	Activity	Impact
	CILIP has continued to promote and support the 'KM Chartership' route for knowledge managers	As a result of the introduction of KM Chartership, CILIP has seen significant improvements in engagement from the professional Knowledge Management community.
Workforce development	CILIP has continued to support and develop <i>CILIP Pathways</i> , our wholly-owned subsidiary providing specialist assessment services to the sector. In 2021, Pathways successfully passed re-registration with OFQUAL following the transition from ESFA.	Pathways has continued to deliver positive impact for the library, information and knowledge profession, enabling employers to offer apprenticeships which in turn have helped to introduce new energy and skills to the community.

Outcome	Activity	Impact
	During this reporting period, the new <i>Information Professional Jobs</i> platform continued to develop as the sector-leading source of information about jobs and vacancies.	<i>Information Professional Jobs</i> is a key element of ensuring that members can benefit from quality employment opportunities. In addition to advertising vacancies, the platform provides an

Training and CPD

CILIP has continued to publish *Information Professional* magazine and the accompanying *Suppliers Guide* throughout 2021, providing an essential platform for current information, insight, analysis and professional development for our community.

opportunity for dialogue with employers and terms and conditions for our members, as well as key sector professional insight to help guide our CPD and training.

Information Professional is consistently cited as among the most valuable and valued benefits of membership, providing quality editorial coverage and in-depth analysis into current developments across the breadth of our profession.

As a result, CILIP is able to demonstrate thought-leadership for our profession while ensuring that our priorities and activities are driven by current awareness of and insight into the challenges and opportunities confronting our members.

Facet Publishing has continued to act as a sector-leading specialist publisher throughout the pandemic, despite the impact of the coronavirus on global supply-chains. Facet has maintained a strong back-list of professional publications while also developing a 'front-list' of new specialist titles.

Facet makes a central contribution to the thought-leadership, positioning and expertise of CILIP as a professional association. We have been able to do more this year to strengthen the collaboration between CILIP and Facet, helping to improve the value we can offer to both authors and members.

Facet also provides a vital net return into CILIP's charitable activities, helping to ensure that our operations are sustainable and that we can deliver value-for-money for our members.

Outcome**Activity****Impact**

As part of our 'digital pivot' the CILIP team moved our busy programme of events, training and conferences online, including a highly successful 2nd annual CILIP Conference, delivered through the Pheedloop platform.

We have been able to deliver a very popular programme of webinars covering a wide range of subjects as well as specialist online training support in partnership with our Member Networks.

CILIP has continued to provide support for international standards throughout 2021, including specifically our role in the international leadership and development of the RDA standard.

CILIP has provided ongoing support for LIS teaching and learning in the UK and internationally through our Accreditation programme, while also beginning to diversify our role as an accrediting body in related sectors including Archival and Museum Studies, Records, Information and Data Management.

Professional development, training and CPD support is a key part of the value proposition for members and the wider community. As a result of our move online, we have seen significant increases in participation and engagement with our training events and activities.

The shift online has also helped us to begin to address the environmental impact of physical events and training. As we look ahead to post-pandemic recovery, it will be important to consolidate these gains in terms of participation and ease-of-access to our support programme.

There has been significantly increased engagement with and take-up of the RDA standard during this reporting period. We are actively engaged with the RDA community to implement a longer-term programme of development support.

Accreditation provides a vital mechanism to deliver on our vision for the future development of the professional workforce. By expanding into 'Short Course Accreditation' we are able to engage new and existing learning providers with a more flexible model that reflects the changing ways in which people undertake professional development.

International development	CILIP has led the ACE-funded <i>Working Internationally</i> programme, providing grant funding support to 4 public library authorities to develop collaborative programmes with their counterparts overseas.	<i>Working Internationally</i> has highlighted a significant appetite among UK libraries in all sectors for international working. The programme has provided an opportunity to showcase the positive benefits of international collaboration for innovation and knowledge exchange. CILIP and the <i>Working Internationally</i> Project Board were able to secure investment from the Arts Council England to fund a Feasibility Study for Phase 2 of this work.

Advocacy

Outcome	Activity	Impact
Championing Equality, Diversity and Inclusion	Through our <i>Changing Lives</i> programme, CILIP has made a lasting commitment to equality, diversity and inclusion across every aspect of our work, leadership and governance.	<i>Changing Lives</i> has already delivered significant impact in terms of equality, diversity and inclusion in our work, helping us both to present a more representative voice for our professional community and to begin to tackle systems which prevent people from marginalised communities entering and progressing in our profession. It is clear that this is the beginning of a long-term process for CILIP and for our profession, but <i>Changing Lives</i> represents an unequivocal statement of intent allied to practical action.

Outcome	Activity	Impact
Building political influence	As the only independent association representing librarians, information and knowledge management professionals in all sectors, CILIP maintains an active programme of political relations in Westminster and the Devolved administrations.	Our political engagement is helping both to ensure that key decisions impacting on our professional community are based on insight, evidence and understanding and that our potential contribution is reflected in wider policy documents.
	During 2021, we supported the re-registration of the Libraries APPG as the 'All-Party Parliamentary Group for Libraries, Information and Knowledge', with an extended remit covering the wider range of information and knowledge sectors.	The new APPG LiNK has provided an invaluable platform for political engagement, developing relationships and positioning CILIP as a source of trusted and authoritative evidence and advice relating to libraries and information management.
	We have also been able to reflect the priorities and capabilities of our professional community in key Government consultations..	We have seen real progress in expanding the scope of our political dialogue to encompass a broader understanding of the scale, composition and impact of our profession beyond public libraries.
	We have continued to build the evidence base in support of our advocacy of librarians, information and knowledge management professionals in all sectors.	We have continued to seek ways to develop a robust evidence-base for advocacy and sector development, and will continue to do so in the coming year.

Outcome	Activity	Impact
	CILIP has maintained a proactive approach to public and media relations, providing commentary and quotes for national, local and trade press and media outlets throughout 2021.	As a result of our active engagement with media outlets, we were able to help 'tell the story' of the tremendous support provided by librarians and information professionals to their users, organisations or communities during the pandemic.

		In the process, we have been able to present a more positive and proactive voice for libraries in all sectors, and to start to be more effective in securing recognition of the scope and size of the sector beyond public libraries.
	CILIP has provided national representation for our professional community through participation in Working Groups, advisory councils and other strategic platforms, including the <i>English Public Libraries Strategic Working Group</i> , chaired by the Arts Council England.	These activities have delivered positive impact in promoting CILIP's vision of the central role of professional skills – the skills and know-how of our members – to the wider strategic leadership of the library and information sectors.

Outcome	Activity	Impact
Promoting public engagement	Despite the disruptions of COVID-19, CILIP delivered a highly successful <i>Libraries Week 2021</i> campaign in the first week of October (coinciding with key moments in the political calendar, including budget-setting within Local Authorities). The campaign focused on the theme of 'Active and Engaged Communities' and attracted widespread participation across most parts of the library and information sector, delivering significant public engagement and visibility.	<i>Libraries Week</i> has continued to grow and develop as a key opportunity for public engagement during the year. The theme of 'BAActive and Engaged Communities' was timely in light of the new sense of civic participation emerging from the pandemic.

Outcome	Activity	Impact
	CILIP was able to deliver the Carnegie Greenaway Awards 2021 successfully as an online-only programme,	Thanks to the hard work of the CILIP staff team, the Youth Libraries Group, Working Party and awards

	supported by the UK-wide 'Shadowing Scheme'.	judges, the 2021 Awards process went ahead and delivered an outstanding long-list and shortlist as well as worthy winners of both the Carnegie and Kate Greenaway Medals.
	Despite the impact of COVID-19, the Awards process was delivered successfully, albeit with some changes to timings.	
	CILIP has continued to work with specialist agency Agile Ideas throughout the year to promote the Carnegie Greenaway Awards as an attractive prospect for new sponsorship and investment.	The new review into the longer-term financial and delivery model for the awards will help to ensure their longer-term sustainability.
	CILIP continued to publish <i>Pen & Inc.</i> , the diversity magazine and listings guide throughout 2021.	<i>Pen and Inc.</i> has continued to grow as a trusted and respected source of listings and information relating to diversity in childrens' books and publishing.
Outcome	Activity	Impact
Targeted campaigns	CILIP has continued to work with Health Education England and the Health Libraries Group to support 'A Million Decisions' – the campaign to highlight the life-changing impact of librarians and knowledge specialists in health.	The campaign has continued to deliver positive results throughout 2021, providing an opportunity to engage with clinicians and senior decision-makers in the healthcare sector. As part of this work, we have been pleased to support Health Education England with the development of their study <i>Value Proposition: The gift of time</i>, which provides further evidence in support of the campaign
	CILIP has supported the School Libraries Group and School Library Association (SLA) in the ongoing implementation of the <i>Great School Libraries</i> campaign.	<i>Great School Libraries</i> has provided an important platform from which to advocate for quality school library provision. The Research Report has provided the first comprehensive evidence of the 'state of the

	During 2021, we were pleased to support the launch of the findings of a research study funded by the Foyle Foundation, which highlighted concerns about the inequality of school library provision between the state and independent sectors.	nation' in provision and sets out clear priorities for future advocacy.
Employer engagement	CILIP has continued to maintain and grow the Employer Partners Scheme, providing a much-needed platform for dialogue and knowledge-sharing between the professional body and sector employers.	The impact of the Employer Partners Scheme continues to be very significant for CILIP, providing a vital platform for sector development, prioritisation and advocacy across all sectors. As a result, participating employers have made a number of strong commitments to supporting CPD, development and professional registration for their staff, while also sharing key current insight back into the organisation.

Operations and governance

We have successfully maintained efficient, accountable and effective operations throughout 2021 in support of our charitable objects. Highlights of this work and its impact are set out below:

Outcome	Activity	Impact
Governance	Effective leadership	CILIP continues to benefit from clear and effective governance and leadership across the CILIP Trustee Board, our national committees in CILIP Cymru Wales and CILIP Ireland and our affiliated partner CILIP in Scotland.
	Accountability	We have reviewed and updated the governance sections of the CILIP website to ensure that key governing documents and papers are publicly available for scrutiny by the membership.

Finance and Audit	Statutory compliance	CILIP completed a successful audit for 2020 with no material issues raised and the audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	Our risk register has provided an effective mechanism for the CILIP Board and Senior Leadership Team to track and manage risks and ensure that controls are adequate.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow. CILIP has also provided managed office services, meeting room and event hire through our wholly-owned property at 7 Ridgmount Street in London.

Future plans

As noted in the previous Annual Report, 2020 represented the final year of the previous 5-year plan *Securing the Future*. With the agreement of the Board and in light of the ongoing disruption of COVID-19, the Board agreed to 'roll forward' for one year, with the new strategic plan, *We Are CILIP*, coming into place in January 2022.

We Are CILIP sets out an ambitious vision for a new, more inclusive and impactful role for our professional body. It will focus on four key strategic contexts that are shaping the work of librarians, information and knowledge professionals: Digital Transformation, Equity and Social Justice, Environmental Sustainability and Leadership.

At the same time, one of the primary legacies of the pandemic is that the Board has decided to relocate away from CILIP's existing premises at 7 Ridgmount Street, and in the process to address the long-standing issues with our former Defined Benefit Pension Scheme (closed in 2011).

The Senior Leadership Team has begun the process of preparing the premises for sale, and of developing a plan with the Pension Trustees that will leave CILIP debt-free and with a significant long-term endowment to secure our future sustainability.

Activities in the devolved nations

We aspire to combine a UK-wide perspective and common goals with effective and equal representation across Wales, Scotland, Northern Ireland and England.

CILIP Cymru Wales

During 2021 CILIP Cymru Wales comprised a National Committee for Wales supported by a CILIP Development Manager. CILIP Cymru Wales is active in ensuring that the needs of CILIP members in Wales are addressed and that their priorities are fed into our overall programmes. Key achievements included:

- The delivery of a successful online CILIP Cymru Wales conference
- Representation of the profession to key policymakers, including at the Welsh Assembly
- Ongoing advocacy for the role and value of information, library and knowledge management professionals
- Provision of networking opportunities and representation

CILIP Ireland

CILIP Ireland comprises a National Committee based in Northern Ireland supported by a CILIP Development Manager. CILIP Ireland is responsible for ensuring that the needs of CILIP members in Ireland are addressed and that their priorities are fed into our overall programmes. Key achievements for 2021 included:

- Representation of the profession to key policymakers
- Liaison with strategic partners across Northern Ireland
- Ongoing advocacy for the role and value of information, library and knowledge management professionals
- Welcoming new employer partners, including Libraries NI

During 2021, the CILIP Ireland Committee has developed a strategic plan which identifies key priorities, connected to the five strategic goals and priorities set out in the CILIP Action Plan.

CILIP in Scotland (CILIPS)

CILIP in Scotland (CILIPS) is an independent organisation registered as a charity with OSCR, the Scottish Charity Regulator. Each year, CILIPS sets out its own business plan which is aligned to the priorities and goals set out in the CILIP action plan.

CILIPS is supported through an annual grant, agreed with CILIP, which includes the cost of staffing and delivery of activities to the benefit of CILIP members in Scotland.

The joint CILIP/CILIPS Service Level Agreement (SLA) agreed in 2018 has provided a strong foundation for mutual dialogue and collaboration throughout 2021. As a result, we have agreed to translate the SLA from a 'rolling annual' agreement to a permanent standing one, representing the trust and respect between our organisations and our mutual interest in meeting the needs of our members. At the same time, the 'SLA' was replaced by a more equitable 'Partnership Agreement', which will now form the basis of our ongoing collaboration.

Monitoring and evaluation

At the request of the CILIP Board, the Senior Management Team has developed a performance management framework based on an agreed set of Key Performance Indicators which supports

ongoing decision-making, evaluation and future planning. The performance management report focuses on:

- Business development metrics
- Membership growth metrics
- Customer satisfaction metrics
- Member engagement metrics
- Organisational performance indicators

We will review the effectiveness of these KPI during the course of the year.

External factors affecting our work

We undertake a periodic 'foresight' exercise in order to identify the main trends and external factors, which will affect our work. The key trends we have identified in 2021, which will inform our future work, include:

- The enduring impact of the pandemic, which has both disrupted traditional approaches and demonstrated that we are all capable of innovation and adaptability on a hitherto unimagined scale;
- Ongoing channel shift – digital technologies and data continue to transform our world, and in the process are coming to define the future opportunities and challenges for our profession;
- Becoming an 'embedded' profession – the library, information and knowledge management workforce continue to be defined less by their job title and more by the application of their skills to the benefit of their communities and organisations;
- Continued shrinking in public funding – we will continue to see significant reductions in the funding available for public services, resulting in ongoing attrition in both infrastructure and the quality of services;
- Diversification into K&IM – CILIP has set the ambition to become the 'natural professional home' for people working in Knowledge and Information Management, reflecting the journey of the sector towards professionalization;
- Continued pressure on the 'cost of knowledge' – libraries and information services will continue to be exposed to rising costs in access to content on behalf of their users, including particularly increasing pressure on digital licensing costs;
- Ongoing devolution of decision-making powers - including devolution between the four nations, to local government and to individual decision-makers such as head teachers, resulting in greater fragmentation and a more complex network of relationships;
- Fake news, online harms and disinformation – there is likely to be a continued focus on the value of evidence and accountability in public life as well as the role of our profession in combatting fake news, online harms and disinformation and their impact on our democracy.

Fundraising

The majority of CILIP's income comes from its members and it undertakes very little direct fundraising activity involving individual donors. CILIP did not receive any complaints in relation to

fundraising in 2021 and 2020. Due to the nature of CILIP, CILIP is not registered with the fundraising regulator.

3. Future plans

2020 marked the final year of *Securing the Future*, our 5-year strategy (2016-20). In many ways, we were able to celebrate the successful delivery of a vision of CILIP as a more impactful, more visible and more relevant membership association for people working in libraries, information and knowledge.

At the same time, this has been a challenging period – with Government cuts resulting in widespread job losses and service reductions and ongoing pressure on libraries and information services to evidence their value and impact.

By agreement with the Board, we rolled forward an interim strategy in 2021, in anticipation of the publication of our new 5-year strategy and action plan, *We Are CILIP* in 2022.

In terms of our operations and sustainability, the key impact of the pandemic was to accelerate the process of resolving the long-standing pressure of our Defined Benefit Pension Scheme. In 2021, CILIP was able to negotiate a Framework Agreement with the new Pension Trustees which will see us selling the premises at 7 Ridgmount Street, and using the sale proceeds partly to close the significant deficit on the scheme and partly to secure CILIP's ongoing viability.

4. Financial review

The financial statements were in the format required under the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) and the Statement of Financial Activities (SOFA) reflects the strategic priorities of CILIP.

Overview of 2021 financial position and performance for CILIP and CILIP Pathways Ltd

During the pandemic lock down years 2020 to 2021 CILIP carried out a number of actions to ensure its short and medium term financial sustainability. These actions included:

- Negotiating a restructuring of deficit repair contributions to the Pension Scheme
- Implementing a furlough of all but 9 staff using the Government *Job Retention Scheme*
- Applying for 'emergency' financial support of £240,000 from the Royal Bank of Scotland under the Government-backed *Coronavirus Business Interruption Loan Scheme (CBILS)*
- Borrowing some of the Member Networks reserves to offset the overall financial position for 2020/2021
- Bringing forward the membership model and associated price increase to be effective from 1 January 2021
- Applied and obtained the 1st, 2nd round and continuity Recovery Fund grant from the government

Taking the above proactive actions enables CILIP's overall income to increase from £3,946,319 in 2020 to £4,091,535 in 2021. This 1% increase in overall income was mainly due to the part recovery of training, events, conferences, publications, professional services (although not up to the pre-pandemic level) CILIP Pathways Ltd and Government recovery fund grants. Pandemic did have significant impact on the following CILIP's activities;

- rent and service charge income decreased by 7% due to the tenants giving up occupancy of some of their office spaces due to staff working from home and
- Donations with a reduction in income by 92%

CILIP implemented restrictions on non-committed expenditure to manage outgoings thereby increasing our costs by 1% from £3,898,947 in 2020 to £3,907,107 in 2021.

CILIP Pathways limited commenced trading in March 2020, incurring mainly start-up costs of £27,754. In 2021 Pathways made a profit of £22,002 thereby carrying forward a loss of £5,752 after offsetting 2020 losses against 2021 profit. There is also a time lag between opening apprentices and receiving income from successful apprentices. Income from successful apprentices is expected to gradually increase from now onwards.

Future financial outlook for CILIP and CILP Pathways Ltd

2020 represents the final year of CILIP's current 5-year strategy '*Securing the Future*', we developed our longer term action based on an assumption of continued disruption in 2021 and 2022 due to the impact of COVID-19. In addition, we are developing longer-term plans particularly through the Strategy Finance review that completed in July 2021. The recommendations from the strategic review informed our new 5-year plan (2022-26) undertaken in consultation with our membership and the wider profession.

In 2021, we have begun work on creating a 'We are CILIP' programme to ensure our future sustainability. This programme of work includes:

- Agreed 'Framework' with Defined Benefit Pension Scheme Trustee to sell CILIP's premises at 7 Ridgmount Street by 31st December 2022.
- The sale proceeds will be used to pay down the 'technical provisions' deficit on our legacy Defined Benefit Pension Scheme
- The sale proceeds will be used to buy another freehold premises and
- The sale proceeds to be used to continue investment in growth-seeking primary-purpose trading activities and
- Maintaining our existing core primary-purpose trading activities now that they have recovered fully from the disruption of COVID-19

CILIP Pathways Ltd: During the period ended 31 December 2021, CILIP Pathways Limited made a profit. CILIP Pathways limited forecast to make a modest profit in 2022 with an increase in profits year on year projected. The directors are confident that CILIP Pathways is establishing itself well and forecasts that growth in 2022 and beyond will be achieved.

CILIP's financial activities

Reserves

Total group's reserves in 2021 were £23,934,728 (2020: £16,781,414) which consists of unrestricted funds £21,336,855 (2020: £14,019,442), designated funds £1,811,415 (2020: £1,812,273) and restricted funds £786,458 (2020: £949,699). Further details about the funds are as stated below:

Unrestricted funds

Unrestricted funds consist of CILIP's (i) central operations activities, (ii) Member Networks activities, (iii) designated funds activities, (iv) pension reserve and (v) revaluation reserve.

(i) CILIP's central operations activities

CILIP's Central operational activities during the year had a net income of £464,591 (net expenditure of £213,649 in 2020). In 2021, central operations had a surplus of £416,340 due to the recovery of our operational activities coupled with the gain of £48,251 on our investment assets due to the recovery of the UK stock market from the impact of the pandemic.

The total reserve carried forward in 2021 for central office activities was £958,817 in 2020 it was £168,786 as per note 19.

(ii) Member Networks activities

Our Member Networks continue to provide a range of high quality events, conferences and training opportunities at a fee that our members can afford to ensure their professional development thereby having a positive movement of £14,379 in 2021 but this was negative movement of £22,469 in 2020 due to cancellation of events because of the pandemic.

The total reserve carried forward to 2021 for Member Network activities was £693,294 (2020: £678,915) as per note 19.

(iii) Designated funds activities

Designated funds consist of the fixed asset reserve and development fund reserve.

The movement on the designated fund fixed asset reserve as per note 17 was due to the acquisition in 2021 of £2,556 (2020: £18,200) worth of computer assets and the depreciation charge for the year of £56,046 (2020: £70,465). The total fixed asset reserve carried forward to 2021 was £1,659,045 (2020: £1,712,535) and this did not include the revaluation reserve on buildings.

An agreement was made by CILIP with the Defined Benefit Pension Scheme Trustees to sell the building by the 31 December 2022.

The total designated funds development reserves as per note 17 analysed below:

	2021 Amount	2020 Amount
Member Network development fund	£26,529	£8,901
My library by right campaign fund	£1,942	£1,942
Central office master plan building repairs fund	£95,576	£60,572
Member Network CPD Forum development fund	£4,103	£4,103
Infrastructure development fund	£24,220	£24,220
	<u>£152,370</u>	<u>£99,738</u>

(iv) Pension reserves

The trustees believe that the defined benefit pension scheme funding calculation, which can vary considerably according to the assumptions made at each year-end, has no material effect on the charity's cash flows in the short term, and that in the longer term its effects are sustainable out of future income. For this reason, in the trustees' view, it is disregarded for reserves policy purposes. The movement on the pension reserve of £2,117,000 in 2021 (2020: £1,281,000) as per note 22 was mainly due to an increment in the present value of the defined benefit obligations. In 2021 the pension scheme deficit was £4,934,000 in 2020 this was £7,051,000.

(v) Revaluation reserve

CILIP fully owns the central office building as a primary asset of the charity which generates revenues (rental of office and meeting space) which are driven back to support our charitable objects. The freehold property revaluation takes place every two years. The market value as at 31 December 2021 was £26,250,000 (as per note 9) in 2020 it was valued at £21,876,000.

Restricted funds activities

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, charged against the specific fund. The movement on the restricted fund is analysed in note 16.

Subsidiaries

In 2021, the two dormant subsidiaries were dissolved. CILIP now has only one subsidiary. In 2020 it was three subsidiaries of which two are dormant.

CILIP Pathways Limited incorporated on 4th March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. CILIP's customers are the employers of apprentices, the apprentices and apprenticeship-training providers. CILIP Pathway Ltd incurred a start-up cost of £27,754. In 2021, CILIP Pathways Ltd made a profit of £22,002.

Further information on investment in subsidiary companies is set out in note 11.

5. Investment powers and selection of investments

The Royal Charter gives powers to the trustees to invest the monies of the Institute not immediately required for the furtherance of its objects in or upon such investments, securities or property as may thought fit. The Byelaws allow the Board to delegate power to an investment manager to buy and sell investments on behalf of the Institute, within a prescribed investment policy.

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee makes decisions on which managers are used.

CILIP's investment policy and investment:

- a) to maximise the total return from short or long term investments, both income and capital growth, without taking undue risk, and
- b) to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

The trustees will not invest directly in investments which conflict with CILIP's aims and objectives as set out in the Royal Charter.

Restricted investments classified as long-term investments and unrestricted investments classified as short-term investments to fund CILIP's strategic plan capital projects.

CILIP holds units in M&G Charifund. The Fund had a net yield of 4% in 2021 (2020: 6.0%). In addition to offering an attractive yield, Charifund has a strong long-term performance record.

The value of the total investments increased in 2021 by 13% to £979,169 with unrealised net gain of £114,887 due to the stock market. Further information on CILIP's investments is set out in note 10.

6. Reserves policy

CILIP's reserves policy designed to determine the level of reserves required to:

- Cover periods of low income (resulting from adverse market conditions or a fall in membership) while remedial action is taken
- To cover an unexpected loss on a project
- To cover unforeseen expenditure items

Under the policy in place in 2021, the reserves required to fund central operations are a minimum of three months' (£872,564) and a maximum of six months' operating costs (£1,745,127). Central office reserves stood at £958,817 at 31 December 2021, which equates to approximately three months' costs.

In addition, the policy allows sums to be set aside in designated reserves for important expenditure outside the normal operating budget. If overspend occurs, this needs to be recouped within a few years.

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserve stood at £693,294 in 2021 (2020: £678,915).

Going concern assessment

In June 2022, although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long term effect on income. Trustees are satisfied that an effective plan and risk controls are in place to enable the organisation to transition from its existing premises at 7 Ridgmount Street to a stable future operating model. Having reviewed the funding facilities available to CILIP together with the expected future cash flows, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

7. Principal risks and uncertainties

The Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk Committee provides assurance to the Board that this system is adequate and appropriate. The Senior Management Team is responsible for implementing the system of risk management and internal control and for identifying and evaluation of risks, putting in place appropriate mitigating action and monitoring and reporting progress.

Key risks identified during the year were:

Financial risk including possible declining income from membership income and tenant income; potential increasing costs in relation to pensions; fall in value of investments. Mitigating actions include regular review of risk by Finance, Audit and Risk Committee and Senior Leadership Team (SLT); introduction of new subscription levels and diversification of membership; introduction of marketing and sales strategy; and regular meetings with Pension Trustees and investment advisers.

Operational risk including possible failure to deliver business plan, failure to meet objectives throughout the year, failure to retain and motivate staff through extended periods of working at home. Mitigating actions include reviewing annual delivery plan at every SLT meeting, strong leadership from Board and SLT, regular communications with staff.

Reputational risk including failure to identify potential sources of reputational risk; failure to have in place adequate protocols for responding to events which carry reputational risk; failure to fully embrace obligations to equalities, diversity and inclusion. Mitigating actions include ensuring that reputational risk is factored into risk assessments, identifying key staff with responsibility for reputational risk, ensuring that we have a comprehensive equalities, diversity and inclusion change programme and that diversity is reflected in our leadership.

Compliance risk including possible breaches of CILIP's legal and regulatory duties; breaches of CILIP's duties under the Data Protection Act and the General Data Protection Regulation; breaches of CILIP's cyber security. Mitigating actions include Finance, Audit and Risk Committee regularly reviewing internal controls and implementation, CILIP website and virtual learning environment is secured with SSL encryption, new systems configured to comply with GDPR.

The risk register is regularly reviewed by the Board, Senior Leadership Team and by the Finance, Audit and Risk Committee. The trustees continue to assess the risks and uncertainties brought about by the COVID-19 pandemic.

8. Structure, governance and management

CILIP Board

Members of the Board are trustees of CILIP for the purpose of charity legislation.

The Board has twelve members elected directly by the membership, with a provision for up to three co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process. During 2021, all the twelve Board members were in place. All of these Board members were individual members of CILIP. In 2021 three co-opted members served on the Board of which one was co-opted as a new professional. The Chair of the Board, John Trevor-Allen stood down on 27 January 2022 and was replaced by Sue Lacey Bryant.

Reporting to the Board are the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities; and provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance and finance.

Chief Executive

Day-to-day management of the Charity delegated by the trustees to the Chief Executive, who is responsible for managing staff and resources to implement the decisions made by the Board. The Chief Executive is also included as key management personnel and his salary reviewed and agreed by the Remuneration Committee.

Key management personnel

Other key management personnel in 2021, in addition to the Chief Executive were the Chief Operating Officer; Director of Transformation, Chief Development Officer; Editor, Information Professional; Head of CILIP in Scotland; Head of Digital and IT; Head of Facilities; Head of Finance; Head of Sales and Marketing; Head of Publishing; Head of Sector Development and Head of Programmes. Their salaries are included in CILIP's general pay scales.

Trustees' induction and training

In January 2021 an induction day was held for all existing and new trustees. The focus was on the role of the Board and of individual trustees as well as on their financial, risk management responsibilities and collective decision-making.

Each new trustee received a welcome pack, which included:

- A copy of the governing Charter, Byelaws and Regulations of CILIP

- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP trustees
- A copy of the conflict of interest policy
- A register of interest form
- The latest Annual Report and Accounts
- Briefings on key current issues for CILIP

Changes to legislation or other rules affecting CILIP reported to CILIP Board to keep trustees up-to-date.

Office of the President

The Office of the President comprises the President, the Vice-President and the Immediate Past President. They are directly elected by the membership, and are independent of the trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio on all committees.

The Annual General Meeting

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year and agrees the appointment of CILIP's auditors. It also approves by resolution any proposed changes to the Royal Charter and Byelaws (subject to approval by the Privy Council). In all other respects, its role is mainly advisory but the CILIP Board will give serious consideration to its recommendations.

The Finance, Audit and Risk Committee

The purpose of the Finance, Audit and Risk Committee is to assess CILIP's overall governance framework for fitness-for-purpose, to identify and escalate issues and to confirm to the Board that proportionate mechanisms exist to manage risk, strategy, compliance and finance. The Committee contributes to audit planning, identifying areas of concern, receiving and reviewing the audit report and monitoring the management response.

Following consideration of the Audit Findings Report, risk management, internal controls and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2020, it did not identify any particular issues to report as a matter of concern to the Board.

9. Membership information

Membership and subscription income by category

At the AGM in 2020 members voted to increase the fees and change the categories of membership from January 2021. Members may pay in one annual amount or monthly instalments by direct debit to make it affordable for most members. Consideration given for those working part-time hence the part-time category. Consideration given for those on low income, carers, disabilities and retired to make CILIP more inclusive.

The result of the change analysed below:

	2021	2021		2020	2020
Membership working full time	% of members	% of fees income	Membership type	% of members	% of fees income
FCLIP	1%	1.5%	Leaders network	4%	8%
MCLIP	25%	34.2%	Member	38%	35%
Standard member	29%	30.3%	Registered Professional (Full)	21%	32%
ACLIP	1%	1.3%	Student	10%	3%
Student	1%	0.4%			
Members paying full rate	57%	67.7%		73%	78%
Membership working part-time					
FCLIP	0.1%	0.1%			
MCLIP	4.4%	4.9%			
Standard member	5.1%	4.3%			
ACLIP	0.1%	0.1%			
Members paying part-time rate	9.7%	9.4%			
Members with concession					
FCLIP	1.1%	1%	Leaders network (concession)	1%	2%
MCLIP	15.4%	12.6%	Member (Concession)	12%	6%
Standard member	12.4%	7.8%	Registered Professional (Concession)	14%	14%
ACLIP	0.6%	0.5%	Student Concession		
Student	3.5%	0.9%			
Members paying discounted rates	33%	22.8%	Members paying discounted rates	27%	22%
Non-practitioners	0.3%	0.1%			
Total	100%	100%	Total	100%	100%

Membership by Geographical location

	2021	2020
East Midlands	487	545
East of England	738	817
London	1,522	1,719
North East	257	283
North West	631	721
South East	1,273	1,441
South West	813	906
West Midlands	457	515
Yorkshire & Humberside	478	531
England Total	6,656	7,478
CILIP in Scotland	1,112	1,210
CILIP in Wales	376	405
CILIP in Ireland	101	105
Total UK & Ireland	8,245	9,198
Overseas members	513	551
	8,758	9,749

Membership per geographical location numbers given above were as at 31 December 2021 and 2020.

In addition to joining member networks in member's geographical area, members may join any group that they have interest in, namely:

1. Academic and Research Libraries group (ARLG)
2. Metadata and Discovery group (MDG)
3. Commercial, Legal and Scientific Information group (CLSIG)
4. Community, Diversity and Equality group (CDEG)
5. Government Libraries and Information group (GIG)
6. Health Libraries group (HLG)
7. Knowledge and Information Management group (KIM)
8. Information Literacy group (ILG)
9. International Library and Information group (ILIG)
10. Library and Information History group (LIHG)
11. Library and Information Research group (LIRG)
12. Local Studies group (LSG)
13. Multimedia, Information and Technology group (MMIT)
14. Prison Libraries group (PLG)
15. Public and Mobile Libraries group (PMLG)
16. Marketing and Communication group (MCG)
17. Rare Books and Special Collections group (RBSCG)
18. School Libraries group (SLG)
19. UKeiG: the UK e-information Group
20. Youth Libraries group (YLG)
21. Retired Professional Group (RPG)
22. Lesbian, Gay, Bisexual, Transgender, Transsexual and Questioning group (LGBTQ+)
23. Blacks, Asian Minority Ethnic group (BAME)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Charity 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 its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently.
- b) Observe the methods and principles in the charities SORP FRS102 (2019).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations and the provisions of the Royal Charter.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Annual Report and Accounts complies with current statutory requirements, the requirements of CILIP's Royal Charter and the current Statement of Recommended Practice on Accounting and Reporting by Charities.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

Signed on behalf of the Board of trustees

Sue Lacey Bryant

Susan Lacey Bryant (10 Oct 2022, 2:37pm)

Honorary Chair

Date: 12 Oct 2022

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

Opinion

We have audited the financial statements of Chartered Institute of Library and Information Professionals (the 'parent charity') and its subsidiaries (the 'group') for the year ended 31 December 2021 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Statement of Cash Flows, and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 31 December 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the consolidated financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group or charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the group financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the group financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the group financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the group financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate and proper accounting records; or
- the group financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the group financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of group financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the group financial statements, the trustees are responsible for assessing the group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made or having effect there under.

Our objectives are to obtain reasonable assurance about whether the group financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the group and the sector in which it operates and considered the risk of the group not complying with the relevant laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the group this included compliance with the Charities Act 2011.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified.

These included the following:

Reviewing minutes of Board meetings, reviewing any correspondence with the Charity Commission, agreeing the financial statement disclosures to underlying supporting documentation, and made enquiries of management and officers of the group and a review of legal fees.

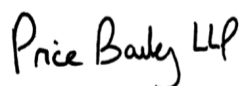
To address the risk of management override of controls, we carried out testing of journal entries and other adjustments for appropriateness. We also assessed management bias in relation to the accounting policies adopted and in determining significant accounting estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Price Bailey LLP
Chartered Accountants
Statutory Auditors
24 Old Bond Street
London
W1S 4AP
Date 14 October 2022

Price Bailey LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

CONSOLIDATED CHARITY AND GROUP STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2021

	Notes	Unrestricted Fund 31 Dec 2021 £	Restricted Fund 31 Dec 2021 £	CILIP GROUP 31 Dec 2021 £	CILIP GROUP 31 Dec 2020 Restated £
INCOME					
Income from charitable activities					
Member's subscription		1,186,537	-	1,186,537	1,009,480
Training, Events & Conferences		328,543	-	328,543	273,417
Publications		642,063	-	642,063	555,142
Professional services		194,901	43,209	238,110	262,404
		<u>2,352,044</u>	<u>43,209</u>	<u>2,395,253</u>	<u>2,100,443</u>
Income from trading activities					
Rent and service charges		815,605	-	815,605	878,081
CILIP Pathways income		59,000	-	59,000	-
Income from donations and legacies					
Grants- Government CJRS		23,096	-	23,096	159,807
Grants-Govt CBIL loan interest paid		4,535	-	4,535	-
Grants-Government recovery fund		-	620,000	620,000	623,000
Grants-Others		-	131,000	131,000	70,500
Legacy		-	-	-	41,665
Donations from individuals		2,028	-	2,028	23,238
Income from Investment					
Income from quoted investment and bank interest	3	22,278	18,740	41,018	49,585
TOTAL INCOME		<u>3,278,586</u>	<u>812,949</u>	<u>4,091,535</u>	<u>3,946,319</u>
EXPENDITURE					
Expenditure on charitable activities					
Training, Events & Conferences		154,389	-	154,389	243,858
Publications		318,798	-	318,798	443,752
Professional services		2,115,829	1,042,826	3,158,655	2,944,283
Total charitable expenditure		<u>2,589,016</u>	<u>1,042,826</u>	<u>3,631,842</u>	<u>3,631,893</u>
Expenditure on raising funds					
Services to tenants		238,267	-	238,267	239,300
CILIP Pathway costs		36,998	-	36,998	27,754
Total expenditure on raising funds		<u>275,265</u>	<u>-</u>	<u>275,265</u>	<u>267,054</u>
TOTAL EXPENDITURE	4	<u>2,864,281</u>	<u>1,042,826</u>	<u>3,907,107</u>	<u>3,898,947</u>
Net income & expenditure before investment gains and (losses)		414,305	(229,877)	184,428	47,372
Net gains/(losses) on investment assets	10	48,250	66,636	114,886	(181,041)
NET INCOME/(EXPENDITURE)		<u>462,555</u>	<u>(163,241)</u>	<u>299,314</u>	<u>(133,669)</u>
Other recognised gains/(losses)					
Revaluation of tangible fixed assets	9	4,374,000	-	4,374,000	676,000
Actuarial gains/(losses) on defined benefit pension scheme	22	2,480,000	-	2,480,000	(1,032,000)
NET MOVEMENT IN FUNDS		<u>7,316,555</u>	<u>(163,241)</u>	<u>7,153,314</u>	<u>(489,669)</u>
Reconciliation of Funds					
Total funds brought forward at 1 January		15,831,715	949,699	16,781,414	17,325,117
Prior year adjustments	27	-	-	-	(54,034)
Updated total funds brought forward		<u>15,831,715</u>	<u>949,699</u>	<u>16,781,414</u>	<u>17,271,083</u>
TOTAL FUNDS CARRIED FORWARD 31 December	20	<u>23,148,270</u>	<u>786,458</u>	<u>23,934,728</u>	<u>16,781,414</u>

CONSOLIDATED CHARITY AND GROUP BALANCE SHEET
As at 31 December 2021

		CILIP CHARITY	CILIP CHARITY	CILIP GROUP	CILIP GROUP
		31 Dec 2021	31 Dec 2020	31 Dec 2021	Restated 31 Dec 2020
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	9	26,283,542	21,963,032	26,283,542	21,963,032
Long-term investments	10	564,714	498,078	564,714	498,078
Investment in subsidiary companies	11	-	4	-	4
Investment in CILIP Pathways	11	-	-	-	-
Other investments	11	1	1	1	1
Total Fixed Assets		26,848,257	22,461,115	26,848,257	22,461,115
CURRENT ASSETS					
Short-term investments	10	414,455	366,205	414,455	366,205
Stock & work in progress	12	95,061	91,108	95,061	91,108
Debtors	13	570,787	613,117	578,455	585,362
Cash at bank and in hand		2,246,882	1,877,700	2,249,062	1,877,700
		3,327,185	2,948,130	3,337,033	2,920,375
LIABILITIES					
Creditors: Amount falling due within one year	14	(1,167,379)	(1,345,829)	(1,182,979)	(1,345,829)
NET CURRENT ASSETS		2,159,806	1,602,301	2,154,054	1,574,546
TOTAL ASSETS LESS CURRENT LIABILITIES		29,008,063	24,063,416	29,002,311	24,035,661
Creditors: Amounts falling due after more than one year					
Life members provision in advance		(19,297)	(23,247)	(19,297)	(23,247)
CBIL loan		(114,286)	(180,000)	(114,286)	(180,000)
NET ASSETS EXCLUDING PENSION LIABILITIES		28,874,480	23,860,169	28,868,728	23,832,414
Defined Benefit pension scheme funding deficit	22	(4,934,000)	(7,051,000)	(4,934,000)	(7,051,000)
TOTAL NET ASSETS		23,940,480	16,809,169	23,934,728	16,781,414
REPRESENTED BY:					
Restricted Funds	16	786,458	949,699	786,458	949,699
Unrestricted Funds					
Revaluation reserve	19	24,624,496	20,250,496	24,624,496	20,250,496
Pension reserve	19	(4,934,000)	(7,051,000)	(4,934,000)	(7,051,000)
CILIP Pathways reserve	19	-	-	(5,752)	(27,754)
Central Operations reserve	19	958,817	168,786	958,817	168,785
Total Central Operations funds		20,649,313	13,368,282	20,643,561	13,340,527
Member Networks – other funds	19	693,294	678,915	693,294	678,915
Total other unrestricted funds	19	21,342,607	14,047,197	21,336,855	14,019,442
Designated funds-Fixed Asset reserve	17	1,659,045	1,712,535	1,659,045	1,712,535
Designated funds-Development reserve	17	152,370	99,738	152,370	99,738
Total Designated Funds		1,811,415	1,812,273	1,811,415	1,812,273
Total Unrestricted Funds		23,154,022	15,859,470	23,148,270	15,831,715
TOTAL CILIP's RESERVE		23,940,480	16,809,169	23,934,728	16,781,414

The notes on pages 38 to 62 form part of these financial statements approved by the Board on 12 Oct 2022

Signed on behalf of the Board by:

Sue Lacey Bryant
 Susan Lacey Bryant
 Honorary Chair

CONSOLIDATED CHARITY AND GROUP STATEMENT OF CASHFLOWS
For the period ended 31 December 2021

Cash-flow from operating activities:	2021	2020
	£	£
Net cash provided by operating activities	364,870	951,765
Cash flows from investing activities		
Investment income and bank interest	41,018	49,586
Purchase of tangible fixed assets	(2,556)	(18,200)
CILIP Pathways Ltd	(25,574)	27,754
Cash (outflow) from debt financing		
CBIL Loan	(6,396)	-
Increase in cash	371,362	1,010,905

Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net income/(expenditure) for the reporting period	299,314	(133,669)
Depreciation charges	56,046	70,465
Expenses and net interest costs	554,000	331,000
Pension contributions paid	(191,000)	(82,000)
(Gains)/losses on investments	(114,886)	181,041
CILIP Pathway investment loss	5,752	27,754
Life members provision in advance	(3,950)	(4,365)
Investment income and bank interest received	(41,019)	(49,585)
(Increase)/Decrease in stocks	(3,953)	52,900
Decrease/ (Increase) in debtors	42,355	(60,070)
(Decrease)/Increase in creditors	(237,769)	618,294
Net cash inflow from operating activities	364,870	951,765

Change in cash and cash equivalents in the reporting period	At	Change	At
	1 January	In cash	31 December
	2021		2021
	£	£	£
Bank balances and cash in hand	1,877,700	371,362	2,249,063

Reconciliation of Net Debts	At	Cash	At
	1 January	flow	31 December
	2021		2021
Cash	1,877,700	371,362	2,249,062
Loans due within one year	(60,000)	2,857	(57,143)
Loans due after one year	(180,000)	65,714	(114,286)
Totals	1,637,700	439,933	2,077,633

The notes on pages 38 to 62 form part of these financial statements.

Notes to the Accounts

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The consolidated financial statements have been prepared in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

CILIP's functional currency is pounds sterling and the address is 7 Ridgmount street, London WC1E 7AE.

CILIP is a charity under Royal Charter and meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The consolidated financial statements presented show the consolidated statement of financial activities, balance sheet and cash flows of the CILIP Group for the year ended 31 December 2021. The CILIP Group financial statements consolidate the accounts of CILIP as a charity and CILIP Pathways Ltd wholly owned trading subsidiary on a line-by-line basis.

Going concern

These financial statements are prepared on the going concern basis. The trustees has considered the impact of the COVID-19 crisis on the going concern assumptions. The Finance and Audit Risk committee has reviewed and approved a detailed impact assessment presented by the Chief Executive Officer, Director of Transformation and Head of Finance on 30th June 2022.

Although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long term effect on income. Trustees are satisfied that an effective plan and risk controls are in place to enable the organisation to transition from its existing premises at 7 Ridgmount Street to a stable future operating model.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows in financial years 2022 and 2023, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

The particular accounting policies adopted by the Trustees described below and have been applied consistently throughout the current and preceding year.

1.2 Income

All income is included in the Statement of Financial Activities (SOFA) when CILIP is legally entitled to them as income or capital respectively, ultimate receipt is reasonably certain and the amount to be recognised quantified with reasonable accuracy.

- 1.2.1 Membership income: is the subscription received from members to buy a right to services and other benefits and this is recognised as income earned from the provision of goods and services as income from charitable activities.

- 1.2.2 Income from rent, royalties, interest, dividend and other income is accounted for when receivable and can be measured reliably by CILIP.
- 1.2.3 Income received in advance of specified service is deferred until the criteria for income recognition are met (see note 14)
- 1.2.4 Donation and grants income: is recognised when there is evidence of entitlement to the gift, receipt is probable and the amount can be measured reliably.
- 1.2.5 Government grants income: are accounted for when receivable, as long as there is evidence of entitlement, receipt is probable and the amount can be measured reliably.
- 1.2.6 Legacy: receipt of a legacy is recognised when it is probable that it will be received. Legacy receipt is probable when:
- there has been grant of probate
 - the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay legacy and
 - any conditions attached to the legacy are either within the control of the charity or have been met.
- 1.3 Expenditure and irrecoverable VAT
- 1.3.1 All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party on an accruals basis, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to each activity. Where costs cannot be directly attributed to a particular heading, they have been allocated to activities on a basis consistent with the use of the resource.
- 1.3.2 Support costs have been allocated to activities on the following basis:
- | | |
|-------------------------|---|
| Building costs | Square footage occupied |
| ICT and Personnel costs | Per Capita basis |
| Finance costs | Estimated time spent |
| Governance costs | Proportion of total charitable expenditure and cost of raising fund |
- Governance costs relate to the organisational administration in compliance with constitutional and statutory requirements.
- Costs of raising funds are primarily those incurred in raising funds for CILIP's charitable activities.
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.
- 1.4 Operating leases
- Rental incomes under operating leases where substantially all of the benefits and risks of ownership remain with the lessors are recognised in the statement of financial activities as income.
- 1.5 Employee benefits
- Short term benefits
- Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Employee termination benefits

Termination benefits are accounted for on an accruals basis and in line with FRS 102.

1.6 Tangible fixed assets and depreciation

Freehold property: revaluation to market value every year has been adopted. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Depreciation: is charged at the following rates, which are expected to reduce the assets to their net realisable values over their expected lives:

Furniture, fixtures and equipment	20% per annum on cost
Computers and programs	25% per annum on cost
Plant and machinery	Various rate

All tangible fixed assets are capitalised, subject to a cost threshold of £1,000.

1.7 Investments

Investments are listed on a recognised stock exchange and stated at fair value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow moving items. In the case of work in progress and finished goods, costs consists of direct materials, direct labour and attributable overheads. Net realisable value means estimated selling price less all further costs to completion and all costs to be incurred in marketing, selling and distribution.

1.9 Financial instruments

CILIP has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Fixed assets are recorded at depreciated historical cost and investments are recorded at fair value, being the closing market value, with unrecognised gains or losses being posted to the SOFA. All other assets and liabilities are recorded at cost which is their fair value.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due

1.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short term deposits with a short maturity of three months or less from the date of opening of the deposit or similar account.

1.12 Creditors and Provisions

Creditors and provisions are recognised when CILIP has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.13 Fund accounting

1.13.1 Unrestricted funds: are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation and which have not been designated for other purposes.

1.13.2 Designated funds: comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 17.

1.13.3 Restricted funds: which are detailed in note 16, are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund.

1.14 Accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions in the reported defined benefit pension scheme and property valuation in the disclosures made in the financial statements. Estimates, assumptions and judgements are continually evaluated and are based on historic experience and other factors, including expectations of future events that are believed to be reasonable.

1.15 CILIP operates two pension schemes:

1.15.1 CILIP operates a defined benefit pension scheme on behalf of employees.

The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by contributions from the employer in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. The Pensions Act 2004 sets out a statutory funding objective: that every pension scheme must have sufficient and appropriate assets to cover its funding target (referred to in legislation as Technical Provisions) and if there is a shortfall the trustees and the employer are required to agree a Recovery Plan to make this good. The Pension Scheme trustees have accepted a charge of the full value of the building secured on the freehold property against the shortfall. The pension scheme was closed to new members on 1 April 2009 and was closed to existing members for further accruals from 31 March 2011.

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the SOFA together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in note 22.

1.15.2 CILIP also operates a defined contribution pension scheme

Payments made by CILIP into the group stakeholder salary sacrifice pension scheme on behalf of individual employees are charged to the Statement of Financial Activities as incurred.

2A CHARITY – 2021 STATEMENT OF FINANCIAL ACTIVITIES

Notes	Unrestricted funds			Restricted funds	Total 2021	Total 2020
	Central operations	Member Networks	Designated fund			Restated
	£	£	£	£	£	£
INCOME						
<i>Income from charitable activities</i>						
Members' subscriptions	1,186,537	-	-	-	1,186,537	1,009,480
Training, Events, Conferences	258,479	70,064	-	-	328,543	273,417
Publications	622,367	19,696	-	-	642,063	555,142
Professional Services	126,226	51,046	17,628	43,209	238,109	262,404
	2,193,609	140,806	17,628	43,209	2,395,252	2,100,443
<i>Income from trading activities</i>						
Rent & Service charge	815,605	-	-	-	815,605	878,081
<i>Income from grants, donations and legacies</i>						
Grant-Coronavirus Job Retention scheme	23,096	-	-	-	23,096	159,807
Grant-Govt.CBIL loan interest paid	4,535	-	-	-	4,535	-
Grant-Government Recovery fund scheme	-	-	-	620,000	620,000	623,000
Grant-Others	-	-	-	131,000	131,000	70,500
Donations from individuals	2,028	-	-	-	2,028	23,238
Legacies	-	-	-	-	-	41,665
<i>Income from investment</i>						
Income from quoted investments and bank interest	3 19,957	2,321	-	18,740	41,018	49,585
TOTAL INCOME	3,058,830	143,127	17,628	812,949	4,032,534	3,946,319
EXPENDITURE						
<i>Expenditure on charitable activities</i>						
Training, Events & Conferences	152,553	1,836	-	-	154,389	(243,858)
Publications	314,461	4,337	-	-	318,798	(443,752)
Professional services	1,937,208	122,575	56,046	1,042,826	3,158,655	(2,944,283)
	2,404,222	128,748	56,046	1,042,826	3,631,842	(3,631,893)
<i>Expenditure on raising funds</i>						
Services to tenants	238,267	-	-	-	238,267	(239,300)
TOTAL EXPENDITURE	4 2,642,489	128,748	56,046	1,042,826	3,870,109	(3,871,193)
Net income/(expenditure) before investment gains and losses	416,341	14,379	(38,418)	(229,877)	162,425	75,126
Net gain/(losses) on investment assets	10 48,250	-	-	66,636	114,886	(181,041)
NET INCOME / (EXPENDITURE)	464,591	14,379	(38,418)	(163,241)	277,311	(105,915)
Transfers between funds	18 (37,560)	-	37,560	-	-	-
<i>Other recognised gains/(losses)</i>						
Revaluation of tangible fixed assets	9 4,374,000	-	-	-	4,374,000	676,000
Actuarial gains/(losses) on defined benefit scheme	22 2,480,000	-	-	-	2,480,000	(1,032,000)
NET MOVEMENT IN FUNDS	7,281,031	14,379	(858)	(163,241)	7,131,311	(461,915)
Total funds brought forward	13,368,282	678,915	1,812,273	949,699	16,809,169	17,325,118
Prior year adjustments	27 -	-	-	-	-	(54,034)
Updated brought forward balance	13,368,282	678,915	1,812,273	949,699	16,809,169	17,271,084
Total Fund carried forward	20,649,313	693,294	1,811,415	786,458	23,940,480	16,809,169

2B CHARITY COMPARATIVE – 2020 STATEMENT OF FINANCIAL ACTIVITIES - restated

Notes	Unrestricted funds			Restricted funds	Total 2020	Total 2019
	Central operations	Member Networks	Designated fund			
	£	£	£	£	£	£
INCOME						
<i>Income from charitable activities</i>						
Members' subscriptions	1,009,480	-	-	-	1,009,480	1,040,172
Training, Events, Conferences	250,812	22,605	-	-	273,417	699,466
Publications	532,342	22,800	-	-	555,142	805,019
Professional Services	162,781	99,623	-	-	262,404	166,409
	1,955,415	145,028	-	-	2,100,443	2,711,066
<i>Income from trading activities</i>						
Rent & Service charge	878,081	-	-	-	878,081	973,372
<i>Income from grants, donations and legacies</i>						
Grant-Coronavirus Job Retention scheme	159,807	-	-	-	159,807	-
Grant-Government Recovery fund scheme	-	-	-	623,000	623,000	-
Grant-Others	-	-	-	70,500	70,500	167,500
Donations from individuals	23,098	-	140	-	23,238	280
Legacies	41,665	-	-	-	41,665	-
<i>Income from investment</i>						
Income from quoted investments and bank interest	3	19,050	13,554	-	16,981	49,585
					66,956	
TOTAL INCOME	3,077,116	158,582	140	710,481	3,946,319	3,919,174
EXPENDITURE						
<i>Expenditure on charitable activities</i>						
Training, Events & Conferences	(143,006)	(100,852)	-	-	(243,858)	(470,904)
Publications	(438,761)	(4,991)	-	-	(443,752)	(403,953)
Professional services	(2,393,211)	(75,208)	(70,465)	(405,399)	(2,944,283)	(2,954,513)
	(2,974,978)	(181,051)	(70,465)	(405,399)	(3,631,893)	(3,829,370)
<i>Expenditure on raising funds</i>						
Services to tenants	(239,300)	-	-	-	(239,300)	(264,575)
TOTAL EXPENDITURE	4	(3,214,278)	(181,051)	(70,465)	(405,399)	(3,871,193)
					(4,093,945)	
Net income/expenditure before investment gains and losses		(137,162)	(22,469)	(70,325)	305,082	75,126
Net (losses)/gains on investment assets	10	(76,488)	-	-	(104,553)	(181,041)
NET (EXPENDITURE) /INCOME		(213,650)	(22,469)	(70,325)	200,529	(105,915)
Transfers between funds	18	(53,204)	-	53,204	-	-
<i>Other recognised gains/(losses)</i>						
Revaluation of tangible fixed assets	9	676,000	-	-	-	676,000
Actuarial (losses)/gains on defined benefit scheme	22	(1,032,000)	-	-	-	(1,032,000)
NET MOVEMENT IN FUNDS		(622,854)	(22,469)	(17,121)	200,529	(461,915)
Total funds brought forward		14,045,169	701,384	1,829,394	749,170	17,325,117
Prior year adjustment	27	(54,034)	-	-	-	(54,034)
Updated total funds brought forward		13,991,136	701,384	1,829,394	749,170	17,271,084
Total Fund carried forward		13,368,282	678,915	1,812,273	949,699	16,809,169
						17,325,117

3 INVESTMENT INCOME AND BANK INTEREST – GROUP

	2021					2020				
	Unrestricted fund					Unrestricted fund				
	Central	Member	Designated	Restricted	Total	Central	Member	Designated	Restricted	Total
	operatio n	Network	fund	fund		operatio n	Networks	fund	fund	
	£	£	£	£	£	£	£	£	£	£
Investment income	19,660	2,321	-	18,735	40,716	18,082	7,350	-	16,960	42,392
Bank interest	297	-	-	5	302	968	6,204	-	21	7,193
Totals	19,957	2,321	-	18,740	41,018	19,050	13,554	-	16,981	49,585

4 TOTAL EXPENDITURE – GROUP

	Direct costs	Support costs	Totals 2021	Totals 2020 Restated
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	128,939	25,450	154,389	243,858
Publications	256,460	62,338	318,798	443,752
Professional services	2,657,030	501,625	3,158,655	2,944,283
Total Charitable expenditure	3,042,429	589,413	3,631,842	3,631,893
<i>Cost of raising funds</i>				
CILIP Pathways Ltd	36,998	-	36,998	27,754
Services to tenants	-	238,267	238,267	239,300
Total Expenditure	3,079,427	827,680	3,907,107	3,898,947

In 2021 Professional services includes net defined benefit pension costs of £363,000 in 2020 it was £249,000.

4B COMPARATIVE 2020 TOTAL EXPENDITURE – GROUP (RESTATED)

	Direct costs	Support costs	Totals 2020	Totals 2019
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	217,546	26,312	243,858	470,904
Publications	377,421	66,331	443,752	403,953
Professional services	2,426,061	518,222	2,944,283	2,954,513
Total Charitable expenditure	3,021,028	610,865	3,631,893	3,829,370
<i>Cost of raising funds</i>				
CILIP Pathways Ltd	27,754	-	27,754	264,575
Services to tenants	-	239,300	239,300	4,093,945
Total Expenditure	3,048,782	850,165	3,898,947	

In 2020 Professional services includes net defined benefit pension costs of £249,000 in 2019 it was £7,000.

5 SUPPORT COSTS - GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2021	Total 2020
	£	£	£	£	£	£	£
Training, Events & Conferences	5,502	6,086	1,243	9,521	3,098	25,450	26,312
Publications	14,671	12,173	3,718	25,390	6,386	62,338	66,331
Professional services	132,042	69,992	16,840	244,382	38,369	501,625	518,222
Services to tenants	5,502	-	218,502	9,521	4,742	238,267	239,300
Total Support Costs	157,717	88,251	240,303	288,814	52,595	827,680	850,165
2020 Support costs	153,883	113,261	242,500	287,338	53,183	850,165	

5B COMPARATIVE 2020 SUPPORT COSTS - GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2020	Total 2019
	£	£	£	£	£	£	£
Training, Events & Conferences	5,368	7,811	1,254	9,473	2,406	26,312	36,278
Publications	14,315	15,622	3,752	25,260	7,382	66,331	80,906
Professional services	128,832	89,828	16,994	243,132	39,436	518,222	639,536
Services to tenants	5,368	-	220,500	9,473	3,959	239,300	264,575
Total Support Costs	153,883	113,261	242,500	287,338	53,183	850,165	1,021,295
2019 Support costs	179,020	134,670	263,399	342,965	101,241	1,021,295	

Basis for the support cost allocation

Support costs allocated to activities as follows:

Building costs	Square footage occupied (includes insurance, lighting, heating, maintenance, cleaning and reception costs)
ICT and Human resources costs	Per Capita basis
Finance costs	Estimated time spent
Governance cost	Proportion of total charitable and cost of raising funds

6 STAFF COSTS – GROUP

	2021	2020
	£	£
Wages and salaries	1,619,592	1,565,502
Social Security costs	153,456	148,258
Pension costs	693,160	463,924
Redundancy costs	-	6,563
	2,466,208	2,184,247

In addition, to the staff costs above, CILIP in 2021 used the services of agency staff whilst awaiting the recruitment to vacant posts making a total cost of £6,059 (2020: £34,126).

The number of employees whose emoluments exceeded £60,000 in the year was:

	2021	2020
	Number	Number
£60,001 to £70,000	-	-
£80,001 to £90,000	1	1
Total	1	1

Employer's pension contribution for higher earners totalled £9,864 (2020: £6,439).

The key management personnel of CILIP, comprises the trustees, member network committee members, the Chief Executive Officer, Chief Operating Officer, Director of Transformation, Chief Development officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £663,136 (2020: £586,806). No trustee and member network committee members received any remuneration from CILIP.

The average monthly employee head count was 47 (2020: 46) and the average number of full time equivalent analysed by function, was:

	2021	2020
	Number	Number
Business services	7	7
Professional services	33	32
Support services	2	2
	42	41

7 TRUSTEES' REMUNERATION AND EXPENSES – GROUP

No trustee has received any remuneration from CILIP during the year (2020: nil). Expenses totalling £nil (2020: £30) were reimbursed to trustees for travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year the charity paid £2,070 (2020: £1,232) in respect of trustees' indemnity insurance on behalf of the trustees. See Related Parties note 24 for arm's length payments to trustees.

8 NET EXPENDITURE FOR THE YEAR – GROUP

	2021	2020
	£	£
Net outgoing expenditure from operations for the year are stated after charging:		
Auditors' remuneration:		
Fees payable to CILIP's auditors for the audit of the annual accounts	15,000	22,900
Fees payable to CILIP's auditors for the audit of CILIP Pathways accounts	2,150	
Fees payable to CILIP's auditors for the audit of CILIP Benevolent Fund annual accounts	1,000	780
	18,150	23,680
Depreciation of tangible fixed assets:	56,046	70,465

9 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2021	21,876,000	202,822	352,771	302,218	22,733,811
Additions in the year	-	-	2,556	-	2,556
Revaluation	4,374,000	-	-	-	4,374,000
At 31 December 2021	26,250,000	202,822	355,327	302,218	27,110,367
Depreciation					
At 1 January 2021	-	180,485	334,251	256,043	770,779
Charge for the year	-	2,234	7,637	46,175	56,046
At 31 December 2021	-	182,719	341,888	302,218	826,825
Net book value					
At 1 January 2021	21,876,000	22,337	18,520	46,175	21,963,032
At 31 December 2021	26,250,000	20,103	13,439	-	26,283,542

The historic cost of freehold land and buildings was £1,625,504. In March 2012, the charge over the freehold and buildings in favour of the CILIP Pension and Assurance Scheme increased to the full value. The freehold land and buildings value stated above based on Gerald Eve LLP valuation as at 31st December 2021.

9B COMPARATIVE 2020 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2020	21,200,000	202,822	334,571	302,218	22,039,611
Additions in the year	-	-	18,200	-	18,200
Revaluation	676,000	-	-	-	676,000
At 31 December 2020	21,876,000	202,822	352,771	302,218	22,733,811
Depreciation					
At 1 January 2020	-	178,184	321,499	200,631	700,314
Charge for the year	-	2,301	12,752	55,412	70,465
At 31 December 2020	-	180,485	334,251	256,043	770,779
Net book value					
At 1 January 2020	21,200,000	24,638	13,072	101,587	21,339,297
At 31 December 2020	21,876,000	22,337	18,520	46,175	21,963,032

10 INVESTMENTS – CHARITY AND GROUP

Quoted Investments	2021	2020
	£	£
Fixed Asset Long term Investments		
Market value at 1 January	498,078	599,935
Unrealised (losses)/gains on revaluation of investment portfolio	66,636	(101,857)
Market value at 31 December	564,714	498,078
<i>Historical Cost at 31 December</i>	<i>233,715</i>	<i>233,715</i>
Fixed Asset Short term Investments		
Market value at 1 January	366,205	445,389
Unrealised (losses)/gains on revaluation of investment portfolio	48,250	(79,184)
Market value at 31 December	414,455	366,205
<i>Historical Cost at 31 December</i>	<i>189,315</i>	<i>189,315</i>

Long and Short term investment holdings over 5%

	2021	2021	2020	2020
M&G Charifund	61,016 units	£979,169	61,016 units	£864,283
Unlisted subsidiary –				
Library Association Publishing Limited	Nil-dissolved	Nil-dissolved	3 units	£99

11 INVESTMENT IN SUBSIDIARY COMPANIES

At 31 December 2021 and 31 December 2020 the institute held the following investments:

Name of Company	Country of registration	Holding And operation	Proportion	Nature of business
CILIP Pathways Limited	England	Company limited by Guarantee and not having a share capital	100%	Apprenticeship assessment
Library Association Publishing Limited	England	Ordinary shares	100%	Dissolved 2021
Clive Bingley Limited	England	Ordinary shares	100%	Dissolved 2021

The shares in Clive Bingley Limited are held by Library Association Publishing Limited.

The aggregate of the share capital and reserves are stated below:

	Dissolved 2021	2020
	£	£
Library Association Publishing Limited	-	(137,045)
Clive Bingley Limited	-	702

As full provision has been made in these accounts for the deficiency in Library Association Publishing limited, the latter's accounts have not been consolidated into CILIP's figures.

Other investments:

Library Services Limited

At 31 December 2021 and at 31 December 2020, CILIP held one share, out of 1,000 shares issued, in Library Services Limited.

CILIP Pathways Limited (registered company no: 12497166)

CILIP Pathways Limited incorporated on 4th March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers.

Details of the trading activities are set out below:

	Pathways Ltd	Pathways Ltd
	2021	2020
	£	£
Turnover	54,000	-
Cost of sales	(9,322)	-
Gross Profit	44,678	-
Administration expenses	(27,676)	(27,754)
Other operating income	5,000	-
Operating Profit/(loss)	22,002	(27,754)
Loss carried forward against future profit	(27,754)	-
	(5,752)	(27,754)
Taxation	-	-
(Loss) after tax	(5,752)	(27,754)

Summarised statement of financial position:

	2021	2020
	£	£
Debtors	7,668	-
Cash	2,180	-
Current assets	9,848	-
Creditors: falling due within one year		
Creditors and accrued charges	(15,600)	(27,754)
Provision for liabilities and charges	-	-
Total net assets	(5,752)	(27,754)
Capital and reserves	(5,752)	(27,754)

12 STOCK – CHARITY AND GROUP

	2021	2020
	£	£
Finished books	83,666	88,486
Work in progress books	11,395	2,622
Total stocks	95,061	91,108

13 DEBTORS

	Group	Charity	Group	Charity
	2021	2021	2020	2020
	£	£	£	£
Amounts due within one year:				
Trade debtors	310,692	310,692	340,248	340,248
Prepayment	34,599	34,599	43,798	43,798
Other debtors	233,164	225,496	201,316	229,071
Total debtors	578,455	570,787	585,362	613,117

14 CREDITORS

	Group	Charity	Group	Charity
	2021	2021	2020	2020
	£	£	Restated	Restated
	£	£	£	£
Amounts falling due within one year:				
Trade creditors	538,271	538,271	340,743	340,743
Other taxes and social security	44,224	44,224	52,216	52,216
Other creditors	40,318	24,718	369,254	369,254
CBIL Loan	57,143	57,143	60,000	60,000
Deferred income (see below)	361,296	361,296	351,743	351,743
Accruals	141,727	141,727	171,873	171,873
Total creditors	1,182,979	1,167,379	1,345,829	1,345,829

Other creditors in 2020 includes £337,000 owed to the Defined benefit pension scheme. In 2021, £300,000 grant received from the Government continuity fund was used to part settled the debt and CILIP paid the remaining £37,000.

CBIL loan was used to supplement CILIP's operations between June and September 2020 due to the impact of the pandemic on CILIP's income. The loan is repayable over forty two months and the interest rate is 1.85% above the bank of England base rate.

	2021	2020
	£	£
Amount due within one year	57,143	60,000
Amount due one to two years	114,286	60,000
Amount due within two to five years	-	120,000
	171,429	240,000

Deferred income reconciliation – charity and group - restated

	At 1 January 2021	Amount released	Amount deferred	At 31 December 2021
	£	£	£	£
Rental income	125,807	(125,807)	126,973	126,973
Conference income	225	(225)	6,005	6,005
Training income	12,395	-	376	12,771
Membership subscription	159,282	(159,282)	161,513	161,513
Lift replacement income (note 27)	54,034	-	-	54,034
	351,743	(285,314)	294,867	361,296

Deferred income comprises advance rental, conference, training vouchers and membership income. Deferred income released and deferred in 2021 analysed above.

15 FINANCIAL INSTRUMENTS

	Group 2021	Charity 2021	Group 2020 Restated	Charity 2020 Restated
	£	£	£	£
Financial assets measured at fair value (a)	979,169	979,169	864,283	864,283
Financial assets measured at amortised cost (b)	2,792,918	2,783,071	2,419,265	2,447,019
Financial liabilities measured at amortised cost (c)	(1,081,612)	(1,123,155)	(1,267,333)	(1,239,579)
Net financial assets measured at amortised cost	2,690,475	2,639,084	2,016,215	2,071,723

- (a) Financial assets measured at fair value include investments.
- (b) Financial assets measured at amortised cost include: short term deposits, cash in hand, trade debtors and other debtors.
- (c) Financial liabilities measured at amortised cost include trade creditors, other creditors and accruals.

16 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2021	Income	Expenditure	net gains	Transfer	At 31 December 2021
	£	£	£	£	£	£
Mitchell Memorial Fund	8,953	-	(179)	-	-	8,774
Anthony Thompson Scholarship Fund	8608	406	(200)	1,009	-	9,823
Arundell Esdaile Memorial Fund	2,474	106	(57)	262	-	2,785
Catherine Hamilton Memorial Prize	1,743	-	(623)	-	-	1,120
K Pierce - legacy	10,143	434	(233)	1,076	-	11,420
F Robinson - legacy	12,495	534	(276)	1,326	-	14,079
Colin Mears – legacy	344,864	17,260	(16,146)	42,819	-	388,797
D Chilcot – legacy	13,941	-	(279)	-	-	13,662
Bob McKee-CILIP/IFLA Award	101	-	(2)	-	-	99
Foyle Foundation	6,034	-	(6,034)	-	-	-
ACE-Working internationally project	62,336	15,000	(77,336)	-	-	-
ACE-Independent review of Public Library Financing	18,000	-	(12,025)	-	-	5,975
Govt-COVID19 Recovery Fund	309,436	-	(309,436)	-	-	-
Govt-COVID19 2 nd Round Recovery Fund	-	320,000	(320,000)	-	-	-
Govt-COVID19 Continuity Fund	-	300,000	(300,000)	-	-	-
ACE-Future skills in Public Libraries	-	80,000	-	-	-	80,000
ACE-Working internationally Phase2	-	36,000	-	-	-	36,000
Workforce mapping project	-	39,000	-	-	-	39,000
Designing Libraries	-	4,209	-	-	-	4,209
	799,128	812,949	(1,042,826)	46,492	-	615,743
GA Cooks legacy – CILIP Cymru	150,571	-	-	20,144	-	170,715
Total Restricted Funds	949,699	812,949	(1,042,826)	66,636	-	786,458

16B COMPARATIVE 2020 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2020	Income	Expenditure	net gains	Transfer	At 31 December 2020
	£	£	£	£	£	£
Mitchell Memorial Fund	9,734	2	(783)	-	-	8,953
Anthony Thompson Scholarship Fund	10,001	365	(176)	(1,582)	-	8608
Arundell Esdaile Memorial Fund	2,842	95	(51)	(412)	-	2,474
Catherine Hamilton Memorial Prize	1,779	-	(36)	-	-	1,743
K Pierce - legacy	11,646	393	(207)	(1,689)	-	10,143
F Robinson - legacy	14,346	484	(255)	(2,080)	-	12,495
Colin Mears – legacy	413,267	15,637	(16,857)	(67,183)	-	344,864
D Chilcot – legacy	14,221	5	(285)	-	-	13,941
Bob McKee-CILIP/IFLA Award	103	-	(2)	-	-	101
Foyle Foundation	6,157	-	(123)	-	-	6,034
ACE-Every Library data driven project	16,283	8,500	(24,783)	-	-	-
ACE-Working internationally project	66,613	44,000	(48,277)	-	-	62,336
ACE-Independent review of Public Library Financing	-	18,000	-	-	-	18,000
ACE-Recovery Fund	-	623,000	(313,564)	-	-	309,436
	566,992	710,481	(405,399)	(72,946)	-	799,128
GA Cooks legacy – CILIP Cymru	182,178	-	-	(31,607)	-	150,571
Total Restricted Funds	749,170	710,481	(405,399)	(104,553)	-	949,699

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The International Library and Information Group (CILIP special interest group) manage the award for CILIP.

Arundell Esdaile Memorial Fund was set up to endow a lecture given periodically on librarianship and bibliography. Only the interest from the fund may be used.

Catherine Hamilton Memorial Prize awarded for the most outstanding Master's dissertation in the broad area of information retrieval or electronic text management.

K Pierce – legacy assists librarians to carry out engagements which would further the interests of librarianship in attending conferences overseas (not IFLA).

F Robinson – legacy was set up to reward innovation in library administration and particularly aimed at para professionals. Only the interest from the fund may be used.

The Colin Mears legacy provides funds for the Colin Mears Awards for the illustration of children's books.

The D Chilcot legacy provides funds to be utilised for information facilities at CILIP and education purposes.

Bob McKee-CILIP/IFLA Aspire award helps new professionals develop through networking at UK and international events. IFLA provides an international bursary to support new professionals.

Foyle Foundation; provided the grant to commission a research to look into the level of school library provision in the UK.

ACE, working internationally project; this is a two-year programme to promote international working for public libraries in England.

Arts Council England (ACE) grant given for the independent review of Public Libraries financing.

Govt-1st&2nd COVID19 Recovery Fund; was given by the government towards CILIP sustainability due to the impact of COVID19 lock down on CILIP's operations.

Govt-COVID19 Continuity fund grant given to part-settled the Defined Benefit Pension debt incurred due to the impact of the pandemic lockdown.

ACE-Future skills in Public libraries grant given for the Induction pack and digital skills training for public libraries workforce.

ACE-Working internationally Phase 2 grant given to continue to develop international working for public libraries in England.

Workforce mapping project is a consortium of organisations embarking on mapping libraries and information manager's workforce within the United Kingdom.

Designing Libraries is a Community Interest Company that CILIP currently supports until they are able to operate independently.

The GA Cooks legacy; was donated for use by the Welsh Member Network of CILIP.

17 DESIGNATED FUNDS – CHARITY AND GROUP

The following designated funds have been set aside out of unrestricted funds for specific purposes:

	At 1 January 2021	Income	Expenditure	Transfer	At 31 December 2021
	£	£	£	£	
Fixed asset Reserve	1,712,535	-	(56,046)	2,556	1,659,045
Development fund	99,738	17,628	-	35,004	152,370
	1,812,273	17,628	(56,046)	37,560	1,811,415

17B COMPARATIVE 2020 DESIGNATED FUNDS – CHARITY AND GROUP

	At 1 January 2020	Income	Expenditure	Transfer	At 31 December 2020
	£	£	£	£	
Fixed asset Reserve	1,764,800	-	(70,465)	18,200	1,712,535
Development fund	64,594	140	-	35,004	99,738
	1,829,394	140	(70,465)	53,204	1,812,273

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves, it excludes the revaluation reserve on the building.

The development reserve has been set aside for a number of one-off projects to enhance the effectiveness of CILIP services for its members.

18 TRANSFER BETWEEN FUNDS

	2021				2020			
	Unrestricted fund				Unrestricted fund			
	Central operations	Member Networks	Designated fund	Restricted fund	Central operations	Member Networks	Designated fund	Restricted fund
	£		£	£	£		£	£
Fixed Asset transfer	(2,556)	-	2,556	-	(18,200)	-	18,200	-
Development fund transfer	(35,004)	-	35,004	-	(35,004)	-	35,004	-
Totals	(37,560)	-	37,560	-	(53,204)	-	53,204	-

In 2021 and 2020, fixed asset acquisitions transferred from central operations to designated funds. In 2021 and 2020, funds transferred from central operations to designated fund to cover the costs of major works on the central office building.

19 UNRESTRICTED FUNDS

Group Unrestricted funds

	At 1 January 2021			Gains	Transfers	At 31 December 2021
	Restated	Income	Expenditure			Restated
	£	£	£	£	£	£
Revaluation Reserve	20,250,496	-	-	4,374,000	-	24,624,496
Pension Reserve (note 20)	(7,051,000)	-	(363,000)	2,480,000	-	(4,934,000)
Central operations fund	168,786	3,058,829	(2,279,489)	48,251	(37,560)	958,817
CILIP Pathways Ltd funds	(27,754)	59,000	(36,998)	-	-	(5,752)
Member Networks	678,915	143,127	(128,748)	-	-	693,294
	14,019,443	3,260,956	(2,808,235)	6,902,251	(37,560)	21,336,855

Charity Unrestricted funds

	At 1 January 2021			Gains	Transfers	At 31 December 2021
	Restated	Income	Expenditure			Restated
	£	£	£	£	£	£
Revaluation Reserve	20,250,496	-	-	4,374,000	-	24,624,496
Pension Reserve (note 20)	(7,051,000)	-	(363,000)	2,480,000	-	(4,934,000)
Central operations fund	168,786	3,058,829	(2,279,489)	48,251	(37,560)	958,817
Member Networks	678,915	143,127	(128,748)	-	-	693,294
	14,047,197	3,201,956	(2,771,237)	6,902,251	(37,560)	21,342,607

19B COMPARATIVE 2020 UNRESTRICTED FUNDS

<i>Group Unrestricted funds - restated</i>	At 1 January 2020	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2020
	£	£	£	£	£	£
Revaluation Reserve	19,574,496	-	-	676,000	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	186,640	3,077,118	(2,965,281)	(76,488)	(53,204)	168,785
CILIP Pathways Ltd funds	-	-	(27,754)	-	-	(27,754)
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	14,692,520	3,235,700	(3,423,086)	(432,488)	(53,204)	14,019,442

<i>Charity Unrestricted funds - restated</i>	At 1 January 2020	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2020
	£	£	£	£	£	£
Revaluation Reserve	19,574,496	-	-	676,000	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	186,640	3,077,116	(2,965,278)	(76,488)	(53,204)	168,786
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	14,692,520	3,235,698	(3,395,329)	(432,488)	(53,204)	14,047,197

20 STATEMENT OF FUNDS

<i>Group statement of funds</i>	At 1 January 2021 Restated	Income	Expenditure	Gains	Transfers	At 31 December 2021
	£	£	£	£	£	£
Restricted fund	949,699	812,949	(1,042,826)	66,636	-	786,458
Designated fund	1,812,273	17,628	(56,046)	-	37,560	1,811,415
Unrestricted fund	14,019,442	3,260,957	(2,808,235)	6,902,251	(37,560)	21,336,855
	16,781,414	4,091,534	(3,907,107)	6,968,887	-	23,934,728

<i>Charity statement of funds</i>	At 1 January 2021 Restated	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2021
	£	£	£	£	£	£
Restricted fund	949,699	812,949	(1,042,826)	66,636	-	786,458
Designated fund	1,812,273	17,628	(56,046)	-	37,560	1,811,415
Unrestricted fund	14,047,197	3,201,956	(2,771,237)	6,902,251	(37,560)	21,342,607
	16,809,169	4,032,533	(3,870,109)	6,968,887	-	23,940,480

20B COMPARATIVE 2020 STATEMENT OF FUNDS

<i>Group statement of funds - restated</i>	At					At
	1 January			Gains and	Transfers	31 December
	2020	Income	Expenditure	(Losses)		2020
	£	£	£	£	£	£
.Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,692,520	3,235,698	(3,423,084)	(432,488)	(53,204)	14,019,442
	17,271,084	3,946,319	(3,898,948)	(537,041)	-	16,781,414

<i>Charity statement of funds - restated</i>	At					At
	1 January			Gains and	Transfers	31 December
	2020	Income	Expenditure	(Losses)		2020
	£	£	£	£	£	£
Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,692,520	3,235,698	(3,395,329)	(432,488)	(53,204)	14,047,197
	17,271,084	3,946,319	(3,871,193)	(537,041)	-	16,809,169

21 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds	Unrestricted				Restricted	Total
	Central	Member	Designated	Pathways	Funds	2021
	operations	Networks	Funds	Limited		
	£	£	£	£	£	£
Tangible assets	24,624,497	-	1,659,045	-	-	26,283,542
Long term investments	1	-	-	-	564,714	564,715
Fixed assets	24,624,498	-	1,659,045	-	564,714	26,848,257
Current assets	2,072,511	819,763	213,167	9,848	221,744	3,337,033
Current liabilities	(1,040,910)	(126,469)	-	(15,600)	-	(1,182,979)
Long-term liabilities	(5,067,583)	-	-	-	-	(5,067,583)
Net Assets	20,588,516	693,294	1,872,212	(5,752)	786,458	23,934,728

Charity allocation of net assets to Funds						
		£	£	£	£	£
	£					
Tangible assets	24,624,497	-	1,659,045	-	-	26,283,542
Long term investments	1	-	-	-	564,714	564,715
Fixed assets	24,624,498	-	1,659,045	-	564,714	26,848,257
Current assets	2,072,511	819,763	213,167	-	221,744	3,327,185
Current liabilities	(1,040,910)	(126,469)	-	-	-	(1,167,379)
Long-term liabilities	(5,067,583)	-	-	-	-	(5,067,583)
Net Assets	20,588,516	693,294	1,872,212	-	786,458	23,940,480

21B COMPARATIVE 2020 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds - restated	Unrestricted				Restricted	Total
	Central	Member	Designated	Pathways	Funds	2020
	operations	Networks	Funds	Limited		
	£	£	£	£	£	£
Tangible assets	20,250,497	-	1,712,535	-	-	21,963,032
Long term investments	5	-	-	-	498,078	498,083
Fixed assets	20,250,502	-	1,712,535	-	498,078	22,461,115
Current assets	1,536,430	832,586	99,738	-	451,621	2,920,375
Current liabilities	(1,164,404)	(153,671)	-	(27,754)	-	(1,345,829)
Long-term liabilities	(7,254,247)	-	-	-	-	(7,254,247)
Net Assets	13,368,281	678,915	1,812,273	(27,754)	949,699	16,781,414

Charity allocation of net assets to Funds - restated	£	£	£	£	£	£
Tangible assets	20,250,497	-	1,712,535	-	-	21,963,032
Long term investments	5	-	-	-	498,078	498,083
Fixed assets	20,250,502	-	1,712,535	-	498,078	22,461,115
Current assets	1,564,185	832,586	99,738	-	451,621	2,948,130
Current liabilities	(1,192,158)	(153,671)	-	-	-	(1,345,829)
Long-term liabilities	(7,254,247)	-	-	-	-	(7,254,247)
Net Assets	13,368,282	678,915	1,812,273	-	949,699	16,809,169

22 PENSION COMMITMENTS

- CILIP operates two pension schemes;
- 22.1 Defined Contribution Pension Scheme
- CILIP's existing employees were entitled to join the Scottish Widows group stakeholder salary sacrifice pension scheme, which is funded, by 5% of salary contribution from employee and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time. Staff may opt-out of the scheme at any time.
- The amount paid into the scheme by CILIP in 2021 was £141,240 (2020: £130,717). The amount within trade creditors in note 14 above was £18,294 (2020: £16,656).

- 22.2 A Defined Benefit Pension Scheme in the UK.
- This is a separate trustee administered fund, holding the pension scheme assets to meet long term pension liabilities. The results of the most recent triennial actuarial valuation as at 31 December 2019 revealed a funding shortfall of £9,538,000.
- To eliminate this funding shortfall, the Pension Trustee and CILIP (the Employer) have agreed that contributions totalling £9,500,000 will be paid to the Scheme by the Employer on or before 31 December 2022. The funding shortfall is expected to be eliminated within 3 years from 31 December 2019 that is by 31 December 2022.

Contributions of £191,000 paid in 2021 were in accordance with the Recovery Plan agreed after the triennial actuarial valuation as at 31 December 2019. The amount paid in advance for January 2022 within other creditors in note 14 above was £15,000.

The amount within other creditors in note 14 above for 2020 was £337,000 of which £300,000 was paid using the government grant and the remaining £37,000 was paid by CILIP.

Trustees are aware that the volatile investment market is expected to have an impact on the pension scheme in terms of asset values and the measure of liabilities. No information has been received to date as to the quantum of the impact of COVID-19 on the pension scheme, and no requests for any change to deficit funding have been received.

A full actuarial valuation was carried out at 31 December 2019 and updated to 31 December 2021 by a qualified actuary, independent of the scheme's sponsoring employer. The major assumptions used by the actuary shown below:

	2021	2020	2019
Discount rate	1.85%	1.35%	2.15%
Inflation (RPI)	3.40%	2.90%	2.95%
Inflation (CPI)	2.8%	2.3%	2.05%
Allowance for pension in payment increases of RPI	3.40%	2.90%	2.95%
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2.250%	2.10%	2.15%
Allowance for pension in payment increases of RPI or 3% p.a. if less	2.4%	2.05%	1.90%
Allowance for commutation of pension for cash at retirement	20%	20%	20%

Present values of defined benefit obligation, fair value of assets and defined benefit asset (liability):

	2021	2020	2019
	£'000	£'000	£'000
Fair value of plan assets	21,989	21,702	20,801
Present value of defined benefit obligations	(26,923)	(28,753)	(26,571)
Surplus (deficit) in plan	(4,934)	(7,051)	(5,770)
Defined benefit asset (liability) to be recognised	(4,934)	(7,051)	(5,770)

Reconciliation of opening and closing balances of the defined benefit obligation:

	2021	2020
	£'000	£'000
Defined benefit obligation at start of period	28,753	26,571
Scheme Administration Expenses	-	205
Interest expense	383	357
Actuarial losses/(gains)	(1,382)	2,500
Benefits paid and expenses	(831)	(880)
Defined benefit obligation at end of period	26,923	28,753

Reconciliation of opening and closing balances of the fair value of plan assets:

	2021	2020
	£'000	£'000
Fair value of plan assets at start of period	21,702	20,801
Interest income	286	436
Actuarial (losses) gains	1,098	1,468
Contributions by CILIP	191	82
Scheme administration expenses	(457)	(205)
Benefits paid	(831)	(880)
Fair value of plan assets at end of period	21,989	21,702

The actual return on the plan assets over the period ended 31 December 2021 was £1,384,000 in (2020: £1,904,000).

Defined benefit costs recognised in statement of financial activities:

	2021	2020
	£'000	£'000
Scheme administration expenses	(457)	205
Net interest on the defined benefit liability	(97)	126
Fair value of plan assets at end of period	(554)	331

Defined benefit costs recognised in other comprehensive income:

	2021	2020
	£'000	£'000
Gain Return on plan assets (excluding amounts included in net interest cost)	1,098	1,468
Gain/(loss) Effects of changes in the demographic and financial assumptions underlying the present value of the plan liabilities	1,382	(2,500)
Total gain/(loss) recognised in other comprehensive income	2,480	(1,032)

Assets:

	2021	2020	2019
	£'000	£'000	£'000
Cash	723	77	229
Immediate annuity policies	76	141	146
Managed growth	7,707	12,676	12,460
Liability driven investments	13,483	8,808	7,967
Total assets	21,989	21,702	20,801

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP.

The best estimate of contributions to be paid by CILIP to the scheme for the period commencing 1 January 2022 £552,000 (1 January 2021: £303,000).

23 CORPORATION TAXATION

CILIP is a registered charity and as such is exempt from taxation of its income and gains to the extent that they fall within the exemptions available to charities under the Taxes Act and are applied to its charitable objectives.

24 RELATED PARTIES**CILIP Benevolent Fund Registered Charity No. 237352**

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. CILIP provided £1,000 towards their running costs on a yearly basis. As at 31st of December 2021 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £294 (2020: £1,575). Also, as at 31st of December 2021 the amount of payment made to suppliers on behalf of CILIP Benevolent Fund and not yet paid was £1,140 (2020: Nil).

The John Campbell Trust Registered Charity No. 802262

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2021 and 2020.

Library Services Trust Registered Charity No. 287404

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2021 and 2020.

CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP

Jo Webb received in 2021 £41 (2020: £41) as Royalty as an author for a book published for CILIP Facet publishing.

CB Resourcing recruitment agency in which Simon Burton is director of, received in 2021 £9,000 (2020: £Nil) as consultancy fees paid via CB Resourcing on behalf of CILIP.

CB Resourcing recruitment agency in which Simon Burton is director of, paid in 2021 £3,864 (2020: £Nil) in respect of sponsorship for Employers Forum.

There were no other related parties in the year or in the prior year.

25 OPERATING LEASE

At the end of the year, CILIP was committed to receiving the following rental incomes in respect of tenant leases:

	2021	2021	2020	2020
	Land	Plant	Land	Plant
	& buildings	& Machinery	& buildings	& Machinery
	£	£	£	£
Leases which expire:				
- within one year	754,441	-	740,799	-
- within two to five years	1,554,790	-	1,828,533	-
- over five years	-	-	-	-
	<u>2,309,231</u>	<u>-</u>	<u>2,569,332</u>	<u>-</u>

Operating lease rentals totaled £754,441 for the year ended 31 December 2021 (2020: £740,799).

26 POST BALANCE SHEET EVENT

CILIP Trustees made a decision to dispose of the building at 7 Ridgmount street and placed on the market with the expectation to complete the sale by 31 December 2022. The disposal proceeds would be used to pay off the Defined Benefit Pension deficit, purchase another freehold building and to secure the ongoing operations of the Charity.

27 PRIOR YEAR ADJUSTMENT

A prior year adjustment was made to defer income incorrectly recognised in the charity's financial statements in relation to before the 31 December 2020 financial year-end. This had the effect of reducing 2020 unrestricted funds brought forward balances by £54,034.

A further prior year adjustment was made to remove 2020 group expenses which were previously included twice within the financial statements in error. This had the effect of reducing the 2020 consolidated unrestricted expenditure by £27,753, reducing creditors and increasing unrestricted funds by £27,753. The prior year adjustment is analysed below:

Unrestricted funds as at 31 December 2020	£16,807,695
Income incorrectly recognised	(£54,034)
Subsidiary expenses double counted	£27,753
Updated unrestricted funds as at 31 December 2020	£16,781,414

CILIP'S Operational management directory

The information shown below is that pertaining between 1 January 2021 and 11 October 2022, the date of signing the accounts.

CILIP Board members are trustees for the purpose of charity legislation

Chair

Sue Lacey Bryant BA(Hons) DipLib MSc MCLIP MIHM (from 1 February 2022)
John Trevor-Allen BA(Hons) MSc Econ MCLIP (to January 2022)

Honorary Treasurer

Alison Wheeler MBE PG Cert Mgmt MCLIP

CILIP Board members

Sue Lacey Bryant BA(Hons) DipLib MSc FCLIP MIHM (from 1 February 2019)
Jo Webb MA MLib MBA FCLIP FHEA FRSA (from 1 January 2018)
Alison Wheeler MBE MCLIP (from 1 January 2017, re-elected 1 January 2021)
Steve Williams BA MSc FBCS (from 1 January 2019)
Shirley Yearwood-Jackman BA(Hons) MSc (from 1 January 2019)
Nicola Davies BA(Hons) MSc Econ (from 1 June 2019 to 31 May 2022)
Helen Workman (from 1 January 2020)
Binni Brynolf (from 1 January 2020)
Simon Burton (from 1 January 2021)
Stephen Phillips (from 1 January 2021)
Alison Brettell (from 1 January 2021)
Sue Ball (from 1 January 2021)
Liz Jolly (from 30 April 2021)

Presidential Team

President

Kate Robinson JP, BA, MA, FCLIP, FRSA (from 1 January 2021)

Vice-President

John Trevor-Allen BA(Hons) MSc Econ MCLIP (from 1 January 2018)

CILIP Senior Leadership Team

Chief Executive Officer	Nick Poole BA MA
Director of Transformation	Paul Jessop (from October 2021)
Chief Operating Officer	Adam Pokun BA (Hons) MSc (from December 2019 to October 2021)
Chief Sector Development officer	Jo Cornish FCLIP (from June 2021)
Editor, Information Professional	Rob Green (from April 2019)
Head of CILIP in Scotland	Sean McNamara (from April 2019)
Head of Digital and IT	Lisa Goldsmith MBA Bsc (from April 2019)
Head of Facilities	Fredy Castrillon (from April 2019)
Head of Finance	Abosede Dada FCCA (from April 2019)

CILIP Senior Leadership Team continued

Head of Sector Development	Jo Cornish FCLIP (from July 2019 to June 2021) & Claire Robe (from January 2022)
Head of Programmes	Natalie Jones (from December 2019)
Head of Publishing	Pete Baker (from July 2019)
Head of Sales and Marketing	Gemma Wood MA (from August 2019)

Professional Advisers

Bankers:

Bank of Scotland
Teviot House,
41 South Gyle Crescent
Edinburgh EH12 9XD

Unity Trust Bank PLC
Nine Brindley place
Birmingham B1 2HB

CCLA
Senator House
85 Queen Victoria Street
London EC4V 4ET

Auditors:

Price Bailey
Chartered Accountants
24 Old Bond Street
London W1S 4AP

Solicitors:

Bates, Wells
10 Queen Street Place
London EC4R 1BE

Pension providers:

Defined Benefit Scheme

Isio (trading as Iseran Bidco Ltd)
1 St Peter's Square
Manchester M2 3AE

Group Stakeholder Pension Scheme

Scottish Widows
69 Morrison Street
Edinburgh EH3 8YF



Issuer Price Bailey LLP

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Parties involved with this document

Document processed	Party + Fingerprint
Wed, 12th Oct 2022 14:37:00 BST	Sue Lacey-Bryant - Signer (046a7b9708f17cd616f0e5e9880aa663)

Audit history log

Date	Action
Wed, 12th Oct 2022 14:37:00 BST	The envelope has been signed by all parties. (213.31.24.86)
Wed, 12th Oct 2022 14:37:00 BST	Sue Lacey-Bryant signed the envelope. (213.31.24.86)
Wed, 12th Oct 2022 14:32:54 BST	Sue Lacey-Bryant viewed the envelope. (213.31.24.86)
Wed, 12th Oct 2022 14:32:32 BST	Sue Lacey-Bryant viewed the envelope. (213.31.24.86)
Wed, 12th Oct 2022 14:12:02 BST	Document emailed to sue.lacey-bryant@hee.nhs.uk (18.133.73.237)
Wed, 12th Oct 2022 14:12:02 BST	Sent the envelope to Sue Lacey-Bryant (sue.lacey-bryant@hee.nhs.uk) for signing. (5.148.19.153)
Wed, 12th Oct 2022 14:10:14 BST	Automatic reminders for this envelope have been set to occur every 1 days (5.148.19.153)
Wed, 12th Oct 2022 14:09:47 BST	Sue Lacey-Bryant has been assigned to this envelope (5.148.19.153)
Wed, 12th Oct 2022 14:09:34 BST	Document generated with fingerprint e3f90596dfa8afa8588ea7b4b0d218f2 (5.148.19.153)
Wed, 12th Oct 2022 14:09:34 BST	Document generated with fingerprint 338c6ee864baa753508c612d36a81914 (5.148.19.153)
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Wed, 12th Oct 2022 14:09:19 BST	Envelope generated by Elodie Entressangle (5.148.19.153)

Accounts

Trustees' Report and Financial Statements

31 December 2020

CILIP: Registered charity number in England 313014

CILIP: Registered company number in England RC000780

CILIP: the Chartered Institute of Library and Information Professionals: Inaugurated April 2002 following the unification of the Institute of Information Scientists and the Library Association.

Originally incorporated by the Library Association Royal Charter 1898.

Registered office address: 7 Ridgmount Street, London WC1E 7AE

Website: www.cilip.org.uk

Report of the Trustees

For the year ended 31st December 2020

The trustees present their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) for the Financial Year ended 31st December 2020. The accounts are those of CILIP and its 100% owned subsidiary CILIP Pathways. The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter. CILIP is a charity operating under Royal Charter registered with the Charity Commission (Reg. No 313014).

1. Objectives and activities

Strategic objective

As a Chartered Institute, CILIP operates under Royal Charter which sets the following objective:

"The objects of the Institute shall be to work for the benefit of the public to promote education and knowledge through the establishment and development of libraries and information services and to advance information science (being the science and practice of the collection, collation, evaluation and organised dissemination of information)."

We deliver this objective through the mission and activities set out in our 5-year Strategic Plan. The previous plan, *Securing the Future*, was completed in 2020 and by Agreement with the Board of Trustees a new strategy is currently under development to cover the period 2022-26.

CILIP's purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

As a charitable organisation, our work is strongly guided by our values, which include a commitment to:

- Human Rights, equality and diversity
- Public benefit
- Preservation and continuity of access to knowledge
- Intellectual freedom, including freedom from censorship
- Impartiality and the avoidance of bias
- Confidentiality and the right to privacy
- Promoting information rights and information literacy

Activities

Our mission is to be the leading professional association for people working in information, knowledge and libraries. We will achieve this mission by focusing on 5 key priorities:

- Advocacy and representation on behalf of our members
- Training and CPD
- Professional recognition
- Access to expert communities of practice
- Engagement with sector employers

In setting our strategic priorities and developing our annual programme, we have due regard both to the Charity Commission's general guidance on public benefit and the improvement of education and knowledge for public benefit. The trustees review CILIP's annual delivery plans and budgets to ensure that all activities are in line with the charity's objects and goals.

Four nations, regional devolution and international

CILIP is a UK-based organisation with a global reach. Through our international programmes, we support intercultural dialogue, cultural diplomacy and knowledge exchange with librarians, information and knowledge professionals worldwide.

We recognise the unique and distinct context of each of the four Nations that comprise the United Kingdom. Where possible, we develop programmes with a UK-wide remit, and work with our representative partners and members in all four Nations to tailor our activities and priorities to their national context.

To this end, in addition to the leadership of CILIP as the main UK-wide body, we also work in Scotland in affiliation with CILIP in Scotland, an independent charity registered in Scotland. In Wales, our work is led by CILIP Cymru Wales, a National Committee of CILIP. In Ireland, our work is led by CILIP Ireland, a National Committee of CILIP.

We have considered the current context of increased devolution in national policy and are satisfied that these governance arrangements provided an approach that is responsive to changing circumstances while supporting the overall delivery of our charitable purpose.

Wider context

This report is provided in the context of a global pandemic that has transformed the lives of millions of people worldwide. Throughout the pandemic, CILIP has remained open and has continued to focus on supporting our members as they support the users and communities that depend on them.

In the early days of the pandemic, CILIP set out a 'COVID 19 Response Plan' which has enabled us to continue to meet our obligations throughout this period of disruption while continuing to deliver the benefits our members expect. This plan included:

- Delaying and deferring some regularised payments including contributions into the Defined Benefits Pension Scheme (now closed);
- Taking advantage of Government support through the Coronavirus Job Retention Scheme (JRS) and a Coronavirus Business Interruption Loan (CBIL) from the Royal Bank of Scotland;
- Working with our Member Networks, many of whom granted permission for CILIP to make use of free reserves for business continuity (including in some cases on a 'gift' – ie. non-refundable basis), and;

- Applying for support through the Arts Council England's *Culture Recovery Fund*

We are particularly grateful to our community of Member Networks and our colleagues in CILIP in Scotland, CILIP Wales and CILIP Ireland, without whose support it is unlikely that we could have maintained our operations on behalf of our members.

The challenges of the pandemic will be with us for many years to come. Entire societies have seen 'digital' access taking equal place alongside physical experiences. The impact on learners of all ages, and particularly schoolchildren and students, has been profound.

We have set out an ambitious programme for the future, helping to ensure that our profession is able to play its part at the centre of our national recovery.

How we deliver public benefit

CILIP is a charity operating under Royal Charter. Our purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

We maintain a 'theory of change' which articulates how our work generates public benefit, both directly and indirectly. Our aim is to generate social, cultural, educational, economic, scientific and personal benefit for everyone by actively promoting an equal and inclusive information society and a competitive knowledge economy.

We have seen first-hand during the pandemic the vital role that reading, literacy, digital skills and access to information play in the lives of every citizen. Our role is to support the library and information professional workforce who deliver this benefit for everyone, regardless of their means.

2. What we did: activities, achievements and impact

The table below summaries how we delivered against our priorities and objectives in 2020.

Member support

CILIP has worked hard to provide support for our members throughout 2019-20, despite the complex challenges of COVID-19. A summary of our activities and impact is provided below.

Outcome	Activity	Impact
Member services	CILIP's membership team have provided timely and effective customer service for our members throughout the pandemic, helping to resolve queries, process changes and ensure members get value from their subscription.	We have seen positive results in terms of member engagement and retention, with members citing the friendly, helpful service provided by our team.

Outcome

Activity

Impact

CILIP has implemented a wide range of COVID-19 support for our members, including authoritative advice through the *Coronavirus Information Service*, guidance for school librarians and the establishment of the £150,000 support fund by the CILIP Benevolent Fund.

CILIP has been able to deliver value for our members as a conduit to authoritative information from Public Health England and other public bodies.

We have demonstrated the value and importance of our role as an umbrella professional body for our membership, in the process enhancing the resilience of our professional community.

CILIP implemented our own 'digital pivot' early in the pandemic and have been able to continue to support our members through online events, activities, training and resources throughout.

We have received positive feedback from members throughout this year, highlighting the improved presence and accessibility of our work as an online offer.

As we begin to emerge from current restrictions, we will continue to develop our 'digital first' approach, ensuring that we can deliver the same quality of service to members, wherever they are based.

As a result, more members have been able to derive more value and use from their membership.

Member Networks

Our busy and proactive network of Special Interest Groups have been working hard throughout the pandemic to provide specialist expertise and support for members.

The specialist support of the Special Interest Groups has been consistently cited as among the most valuable elements of our work, helping members to develop their skills, improve their practice and progress their careers.

Collectively, the SIGs and SIG Committees have delivered dozens of training and knowledge-exchange events, hundreds of networking opportunities and a vital programme of engagement and support for CILIP members across the UK.

As an umbrella body, it is essential that CILIP is able to support members *both* in their overall development as information professionals and within their chosen specialisms. The SIGs provide

		a highly effective mechanism to deliver this support.
Outcome	Activity	Impact
	The CILIP Regional Member Networks have acted as CILIP's 'face' in the English regions, helping to ensure that our support is timely, relevant and tailored to the distinct needs of each region. During the past year, the Regional Member Networks have provided CPD and professional development support through online events, training and content.	The Regional Member Networks ensure that CILIP is able to be effective both nationally and regionally. They are frequently the 'frontline' for engagement with and support for members, helping to drive recruitment and retention in our membership. As a result of the work of the Regional Member Networks, we have been able to deliver better value for members across the UK.
Devolved Nations	CILIP in Scotland is CILIP's affiliated partner organisation in Scotland, delivering a proactive programme of member support, representation, networking and advocacy. During the past year, CILIPS' work has gone from strength to strength, helping to ensure that members in Scotland have access to authoritative support and representation tailored to the distinct nature of the Scottish context. CILIPS has represented the sector both in national policy development and local political decision-making while also supporting a busy community of Scottish Branches and Networks. The active CILIP Cymru Wales Committee and national Development Manager for Wales have been able to	CILIPS has been able to provide clear leadership, representation and support for CILIP members in Scotland. As a result, recruitment and retention rates for membership have improved significantly over the course of the year and members can now benefit from a broader programme of support. The voice of the profession is clearly represented in key political processes in Scotland and there is evidence of strong and informed engagement with the whole sector across all types of library and information service by political leadership. Thanks to the efforts of the Committee and national Development Manager, there is a strong identity and

	deliver a strong programme of tailored support for members in Wales. Significant progress has been made in advocating for the profession in Wales and securing recognition in public policy and decision-making. At the same time, CILIP Cymru Wales has been able to act as a focal point for community, networking, solidarity and support for members in Wales throughout the pandemic.	purpose for the professional community in Wales. As a result, membership recruitment and retention have shown positive signs during the past year and we have received very positive feedback relating to member engagement and CPD and training support for members in Wales.
Outcome	Activity	Impact
	The CILIP Ireland Committee and national Development Manager for Northern Ireland have delivered a comprehensive programme of representation, support, advocacy and professional development throughout the past year. As a result, CILIP Ireland has been able to provide leadership and a focal point for sector development and dialogue throughout the pandemic.	The work of the CILIP Ireland Committee and national Development Manager have resulted in significant improvements in the visibility, profile and influence of CILIP Ireland as a sector-wide convening body and professional support. Ongoing engagement with sector employers in Northern Ireland is delivering real value and impact in terms of the recognition of professional skills, which in turn is having a positive effect on membership engagement.
Diversity Networks	The newly-established CILIP BAME Network has provided a platform for career development, support and knowledge-sharing for librarians and information professionals from BAME backgrounds. After a positive and inclusive launch event, the Network is	The BAME Network has already delivered positive impact in terms of representation and inclusivity within CILIP membership. The network has been able to advise on key areas of sector and professional policy development and has provided a critical 'sounding

	developing a work programme to provide ongoing support for the professional community.	board' for CILIP's wider activities.
Outcome	Activity	Impact
	The new LGBTQ+ Network was established in 2019 to provide a focus for professional representation and support for LGBTQ+ people in the library, information and knowledge profession.	The LGBTQ+ Network is already emerging as a force for positive change and better representation across all areas of CILIP's work.
	The network has already delivered an active programme of events, member engagement and CPD and training support.	As a result, we are a more engaged, inclusive and representative organisation that is better-able to reflect and respond to the diversity of our professional community.
Recruitment and retention	The membership voted for the implementation of a new membership model from 2021, designed to deliver more value and impact for members while providing more flexibility to reflect the different circumstances of different membership groups and securing CILIP's overall financial viability as a professional association. Once the model was voted in, we were able to deliver a rapid deployment across our internal systems and processes, ensuring that the model was ready in time for January 2021 renewals (issued November 2020).	Although it is too early to tell the impact of the new model on membership recruitment and retention in this reporting period, there are positive initial signs that it is helping to deliver on CILIP's targets for greater diversity and representation in our membership community.

Training and development

Outcome	Activity	Impact
Professional Registration	CILIP has delivered a comprehensive programme of	As a result of the hard work of the new Sector

	professional registration support throughout 2020, including maintaining the workflow of submissions, assessments and awards throughout the pandemic. Candidates have been supported with new applications for Chartership, Certification, Fellowship as well as professional revalidation.	Development Committee, the Professional Registration Panel and CILIP staff professional registration services have been maintained and improved throughout this year, supporting membership retention and helping members to invest in their own development and evidence their career progression to employers.
Outcome	Activity	Impact
	CILIP concluded the Professionalism Review project in 2020, delivering a new, updated and more inclusive definition of 'professionalism' for the library and information community.	It is clear that it will take a long time to refresh attitudes and ideas around 'professionalism' in the library community. It has come to be synonymous with exclusivity when our belief is that it ought to be robust, meaningful and inclusive. The initial 'soft launch' publication has had limited impact and traction, but this is likely to change as we progress into 2021 and reflect the updated definition across all areas of our work and professional support.
	CILIP has worked with Health Education England to initiate a comprehensive review and refresh of the Professional Knowledge and Skills Base (PKSB) as a 'Sector Skills Standard' for our profession.	The work had not yet been concluded within the period covered by this report. The initial 'discovery phase' of the work has already proven tremendously productive, highlighting both the robustness of the existing PKSB and key areas for development including digital skills.
	Also in partnership with NHS Health Education England, CILIP has commissioned a	The initial research and literature review are providing valuable insight into the likely

	'tech review' into the impact of AI, machine learning, process automation and robotics for our profession, due for publication in 2021.	future skills needs of the profession, which will be fed into the PKSB review process (above).
Outcome	Activity	Impact
	CILIP has successfully launched and rolled out 'KM Chartership' (professional registration for Knowledge Managers).	The move towards an explicit professional registration option for Knowledge Management practitioners have significantly enhanced CILIP's profile and reputation with the UK and international KM community, introducing us to new partners and stakeholders and creating new opportunities for business development. The first 'cohorts' of KM Chartership candidates filled almost immediately, with strong evidence of international demand for professional registration services in future.
Workforce development	CILIP has successfully launched <i>CILIP Pathways</i>, a new wholly-owned subsidiary company providing professional assessment services to the sector, beginning with registration as an end-point assessment organisation (EPAO) for the new Library, Archive and Information Services Assistant Level 3 Apprenticeship.	The establishment of an EPAO for library apprentices was the key 'final step' in creating an apprenticeship programme for our professional community. Thanks to the hard work of the CILIP staff and our Trailblazer group, sector employers are already actively recruiting new apprentices, who will be assessed over the next 18-24 months. In addition to unlocking a key element of our workforce development strategy, the registration of CILIP Pathways has created a new

income stream for the organisation, scheduled to break even and deliver a net return by 2023.

Outcome

Activity

Impact

During this reporting period, the new *Information Professional Jobs* platform continued to develop as the sector-leading source of information about jobs and vacancies.

Information Professional Jobs is a key element of ensuring that members can benefit from quality employment opportunities. In addition to advertising vacancies, the platform provides an opportunity for dialogue with employers and terms and conditions for our members, as well as key sector professional insight to help guide our CPD and training.

Training and CPD

CILIP has continued to publish *Information Professional* magazine and the accompanying *Suppliers Guide* throughout 2020, providing an essential platform for current information, insight, analysis and professional development for our community.

Information Professional is consistently cited as among the most valuable and valued benefits of membership, providing quality editorial coverage and in-depth analysis into current developments across the breadth of our profession.

As a result, CILIP is able to demonstrate thought-leadership for our profession while ensuring that our priorities and activities are driven by current awareness of and insight into the challenges and opportunities confronting our members.

Facet Publishing has continued to act as a sector-leading specialist publisher throughout the pandemic, despite the impact of the coronavirus on global supply-chains. Facet has maintained a strong back-list of professional publications

Facet makes a central contribution to the thought-leadership, positioning and expertise of CILIP as a professional association. We have been able to do more this year to strengthen the collaboration between CILIP and Facet, helping to improve

while also developing a 'front-list' of new specialist titles.

the value we can offer to both authors and members.

Facet also provides a vital net return into CILIP's charitable activities, helping to ensure that our operations are sustainable and that we can deliver value-for-money for our members.

Outcome

Activity

Impact

As part of our 'digital pivot' the CILIP team moved our busy programme of events, training and conferences online, including a highly successful annual CILIP Conference, delivered through the Pheedloop platform.

Professional development, training and CPD support is a key part of the value proposition for members and the wider community. As a result of our move online, we have seen significant increases in participation and engagement with our training events and activities.

We have been able to deliver a very popular programme of webinars covering a wide range of subjects as well as specialist online training support in partnership with our Member Networks.

The shift online has also helped us to begin to address the environmental impact of physical events and training. As we look ahead to post-pandemic recovery, it will be important to consolidate these gains in terms of participation and ease-of-access to our support programme.

CILIP has continued to provide support for international standards throughout 2020, including specifically our role in the international leadership and development of the RDA standard.

There has been significantly increased engagement with and take-up of the RDA standard during this reporting period. We are actively engaged with the RDA community to implement a longer-term programme of development support.

CILIP has provided ongoing support for LIS teaching and learning in the UK and internationally through our

Accreditation provides a vital mechanism to deliver on our vision for the future development of the

	Accreditation programme, while also beginning to diversify our role as an accrediting body in related sectors including Archival and Museum Studies, Records, Information and Data Management.	professional workforce. By expanding into 'Short Course Accreditation' we are able to engage new and existing learning providers with a more flexible model that reflects the changing ways in which people undertake professional development.
International development	CILIP has led the ACE-funded <i>Working Internationally</i> programme, providing grant funding support to 4 public library authorities to develop collaborative programmes with their counterparts overseas.	<i>Working Internationally</i> has highlighted a significant appetite among UK libraries in all sectors for international working. The programme has provided an opportunity to showcase the positive benefits of international collaboration for innovation and knowledge exchange. Looking ahead, CILIP and the <i>Working Internationally</i> Project Board are hoping to put forward a case for a Phase 2 programme, building on the lessons learned in Phase 1.

Advocacy

Outcome	Activity	Impact
Championing Equality, Diversity and Inclusion	Through our <i>Changing Lives</i> programme, CILIP has made a lasting commitment to equality, diversity and inclusion across every aspect of our work, leadership and governance.	<i>Changing Lives</i> has already delivered significant impact in terms of equality, diversity and inclusion in our work, helping us both to present a more representative voice for our professional community and to begin to tackle systems which prevent people from marginalised communities entering and progressing in our profession. It is clear that this is the beginning of a long-term

process for CILIP and for our profession, but *Changing Lives* represents an unequivocal statement of intent allied to practical action.

Outcome

Activity

Impact

Building political influence

As the only independent association representing librarians, information and knowledge management professionals in all sectors, CILIP maintains an active programme of political relations in Westminster and the Devolved administrations.

Our political engagement is helping both to ensure that key decisions impacting on our professional community are based on insight, evidence and understanding and that our potential contribution is reflected in wider policy documents.

Through our secretariat of the All-Party Parliamentary Group for Libraries (APPG Libraries) we have been able to develop and maintain relationships with Parliamentarians and key political stakeholders, providing a channel for regular dialogue and briefings.

Our ongoing dialogue with political stakeholders means that we can answer questions, provide guidance and briefings to enable Parliamentarians to provide more effective support for library and information services in all sectors.

We have also been able to reflect the priorities and capabilities of our professional community in key Government consultations, including those towards a Media and Information Literacy Strategy, a Digital Strategy for Wales and the consultation for a National Data Strategy.

We have seen real progress in expanding the scope of our political dialogue to encompass a broader understanding of the scale, composition and impact of our profession beyond public libraries.

We have continued to build the evidence base in support of our advocacy of librarians, information and knowledge management professionals in all sectors.

Although some progress has been made in assembling evidence in support of our arguments, it is clear that the overall evidence-base is still sorely lacking, particularly in respect of consistent and clear impact metrics for our profession in all sectors.

		Although we will continue to seek opportunities to address this on a piecemeal basis, it is clear that the whole sector would benefit from a sector-wide approach to evidence-based practice and the development of assessment data in support of advocacy.
Outcome	Activity	Impact
	CILIP has maintained a proactive approach to public and media relations, providing commentary and quotes for national, local and trade press and media outlets throughout 2020.	As a result of our active engagement with media outlets, we were able to help 'tell the story' of the tremendous support provided by librarians and information professionals to their users, organisations or communities during the pandemic. In the process, we have been able to present a more positive and proactive voice for libraries in all sectors, and to start to be more effective in securing recognition of the scope and size of the sector beyond public libraries.
	CILIP has provided national representation for our professional community through participation in Working Groups, advisory councils and other strategic platforms, including the <i>English Public Libraries Strategic Working Group</i>, chaired by the Arts Council England.	As a result of this proactive representation, we have started to see real progress in 're-connecting' sector leadership and other stakeholder organisations with the central role and value of professional skills. This participation has provided us with an opportunity to set out our more progressive and inclusive vision of the role of professional skills and to enable key partners to see them as an opportunity rather than an obligation.
	In addition to our national representation, CILIP has	CILIP has seen a marked shift from 'reactive' responses to

continued to provide local representation in support of our members.

proposed service reductions, particularly in Local Authorities, towards a more constructive and proactive dialogue that takes place increasingly *before* public announcements are made. This has provided us with an opportunity to make the case for the retention of professional skills and in some instances has helped to 'soften' the impact of proposed cuts to budgets.

Outcome

Activity

Impact

Promoting public engagement

Despite the disruptions of COVID-19, CILIP delivered a highly successful *Libraries Week 2020* campaign in the first week of October (coinciding with key moments in the political calendar, including budget-setting within Local Authorities).

The campaign focused on the theme of 'Books and Reading' and attracted widespread participation across most parts of the library and information sector, delivering significant public engagement and visibility.

During the 'first lockdown' in England, CILIP and the Youth Libraries Group worked with partners including Nielsen Book, Bolinda and OverDrive to launch the *National Shelf Service*, a YouTube channel featuring daily book recommendations for children and young people.

Libraries Week has continued to grow and develop as a key opportunity for public engagement during the year. The theme of 'Books and Reading' was timely in light of the huge shift towards e-reading and the increased national interest in readership more generally.

We are aware of a need to translate participation into ongoing engagement. Our future planning for *Libraries Week* will include a clear 'call-to-action' to ensure that new and existing audiences engaged through the campaign become longer-term and habitual users of library services.

The *National Shelf Service* had a tremendously positive impact, attracting thousands of views and helping to align librarians to the emerging national interest in reading.

CILIP was able to meet our advocacy goal, which was to re-state the role of librarians

		and information professionals as 'expert recommenders of books', making a positive contribution to discovery and readership in the overall publishing sector.
Outcome	Activity	Impact
	CILIP was able to deliver the Carnegie Greenaway Awards 2020 successfully as an online-only programme, supported by the UK-wide 'Shadowing Scheme'.	Thanks to the hard work of the CILIP staff team, the Youth Libraries Group, Working Party and awards judges, the 2020 Awards process went ahead and delivered an outstanding long-list and shortlist as well as worthy winners of both the Carnegie and Kate Greenaway Medals.
	Despite the impact of COVID-19, the Awards process was delivered successfully, albeit with some changes to timings.	
	At the same time, the Awards are presented with a complex longer-term financial challenge as key sponsors revisit their priorities in response to the pandemic. As a result, CILIP commissioned a specialist Awards Agency to develop proposals for future financial sustainability.	The new review into the longer-term financial and delivery model for the awards will help to ensure their longer-term sustainability.
	CILIP continued to publish <i>Pen & Inc.</i> , the diversity magazine and listings guide throughout 2020.	<i>Pen and Inc.</i> addresses a key problem highlighted by CILIP members relating to better options to discover a broader and more diverse range of identities in books for children and young people.
		The magazine is circulated to key contacts including bookshops and schools across the UK. It features, editorial, recommendations and examples of beautiful illustration, all highlighting the diversity and creativity of children's publishing.

Outcome	Activity	Impact
Targeted campaigns	CILIP has continued to work with Health Education England and the Health Libraries Group to support 'A Million Decisions' – the campaign to highlight the life-changing impact of librarians and knowledge specialists in health.	The campaign has continued to deliver positive results throughout 2020, providing an opportunity to engage with clinicians and senior decision-makers in the healthcare sector. As part of this work, we have been pleased to support Health Education England with the development of their study <i>Value Proposition: The gift of time</i>, which provides further evidence in support of the campaign
	CILIP has supported the School Libraries Group and School Library Association (SLA) in the ongoing implementation of the <i>Great School Libraries</i> campaign.	<i>Great School Libraries</i> has provided an important platform from which to advocate for quality school library provision. The Research Report has provided the first comprehensive evidence of the 'state of the nation' in provision and sets out clear priorities for future advocacy.
	During 2020, we were pleased to support the launch of the findings of a research study funded by the Foyle Foundation, which highlighted concerns about the inequality of school library provision between the state and independent sectors.	
Employer engagement	CILIP has continued to maintain and grow the Employer Partners Scheme, providing a much-needed platform for dialogue and knowledge-sharing between the professional body and sector employers.	The impact of the Employer Partners Scheme continues to be very significant for CILIP, providing a vital platform for sector development, prioritisation and advocacy across all sectors. As a result, participating employers have made a number of strong commitments to supporting CPD, development and professional registration for their staff, while also sharing
	Following the 2020 AGM, we undertook additional research which confirmed the ongoing development and identity of the scheme.	

key current insight back into the organisation.

Operations and governance

We have successfully maintained efficient, accountable and effective operations throughout 2020 in support of our charitable objects. Highlights of this work and its impact are set out below:

Outcome	Activity	Impact
Governance	Effective leadership	CILIP continues to benefit from clear and effective governance and leadership across the CILIP Trustee Board, our national committees in CILIP Cymru Wales and CILIP Ireland and our affiliated partner CILIP in Scotland.
	Accountability	We have reviewed and updated the governance sections of the CILIP website to ensure that key governing documents and papers are publicly available for scrutiny by the membership.
Finance and Audit	Statutory compliance	CILIP completed a successful audit for 2019 with no material issues raised and the audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	Our risk register has provided an effective mechanism for the CILIP Board and Senior Leadership Team to track and manage risks and ensure that controls are adequate.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow. CILIP has also provided managed office services, meeting room and event hire through our wholly-owned property at 7 Ridgmount Street in London.

Future plans

2020 represents the final year of CILIP's current 5-year strategy, *Securing the Future*. The aim of this strategy has been to:

- Modernise CILIP as the leading professional association for people working in libraries, information and knowledge management;
- Improve the profile, influence and visibility of our profession with employers and key decision-makers;
- Do more to help our members succeed in their careers and futureproof their skills;
- Create a sustainable long-term platform to support our members.

CILIP has made strong progress against these agendas in 2019 and during 2020, we plan to consolidate our role as a professional association and place of quality for librarians, information and knowledge management professionals to advance their skills and career.

We are committed to being an open, inclusive and democratic association, and so the process of developing our new 5-year plan (2022-26) will be undertaken in consultation with our membership and the wider profession.

Activities in the devolved nations

We aspire to combine a UK-wide perspective and common goals with effective and equal representation across Wales, Scotland, Northern Ireland and England.

CILIP Cymru Wales

During 2020 CILIP Cymru Wales comprised a National Committee for Wales supported by a CILIP Development Manager. CILIP Cymru Wales is active in ensuring that the needs of CILIP members in Wales are addressed and that their priorities are fed into our overall programmes. Key achievements included:

- The delivery of a successful CILIP Cymru Wales conference
- Representation of the profession to key policymakers, including at the Welsh Assembly
- Ongoing advocacy for the role and value of information, library and knowledge management professionals
- Provision of networking opportunities and representation

CILIP Ireland

CILIP Ireland comprises a National Committee based in Northern Ireland supported by a CILIP Development Manager. CILIP Ireland is responsible for ensuring that the needs of CILIP members in Ireland are addressed and that their priorities are fed into our overall programmes. Key achievements for 2020 included:

- Representation of the profession to key policymakers

- Liaison with strategic partners across Northern Ireland
- Ongoing advocacy for the role and value of information, library and knowledge management professionals

During 2020, the CILIP Ireland Committee has developed a strategic plan which identifies key priorities, connected to the five strategic goals and priorities set out in the CILIP Action Plan.

CILIP in Scotland (CILIPS)

CILIP in Scotland (CILIPS) is an independent organisation registered as a charity with OSCR, the Scottish Charity Regulator. Each year, CILIPS sets out its own business plan which is aligned to the priorities and goals set out in the CILIP action plan.

CILIPS is supported through an annual grant, agreed with CILIP, which includes the cost of staffing and delivery of activities to the benefit of CILIP members in Scotland.

The joint CILIP/CILIPS Service Level Agreement (SLA) agreed in 2018 has provided a strong foundation for mutual dialogue and collaboration throughout 2019. As a result, we have agreed to translate the SLA from a 'rolling annual' agreement to a permanent standing one, representing the trust and respect between our organisations and our mutual interest in meeting the needs of our members.

Monitoring and evaluation

At the request of the CILIP Board, the Senior Management Team has developed a performance management framework which supports ongoing decision-making, evaluation and future planning. The performance management report focuses on:

- Business development metrics
- Membership growth metrics
- Customer satisfaction metrics
- Member engagement metrics
- Organisational performance indicators

External factors affecting our work

We undertake a periodic 'foresight' exercise in order to identify the main trends and external factors, which will affect our work. The key trends we have identified in 2020, which will inform our future work, include:

- Ongoing channel shift – digital technologies and data continue to transform our world, and in the process are coming to define the future opportunities and challenges for our profession;
- Becoming an 'embedded' profession – the library, information and knowledge management workforce continue to be defined less by their job title and more by the application of their skills to the benefit of their communities and organisations;

- Continued shrinking in public funding – we will continue to see significant reductions in the funding available for public services, resulting in ongoing attrition in both infrastructure and the quality of services;
- Diversification into K&IM – CILIP has set the ambition to become the 'natural professional home' for people working in Knowledge and Information Management, reflecting the journey of the sector towards professionalization;
- Continued pressure on the 'cost of knowledge' – libraries and information services will continue to be exposed to rising costs in access to content on behalf of their users, including particularly increasing pressure on digital licensing costs;
- Ongoing devolution of decision-making powers - including devolution between the four nations, to local government and to individual decision-makers such as head teachers, resulting in greater fragmentation and a more complex network of relationships;
- Fake news, online harms and disinformation – there is likely to be a continued focus on the value of evidence and accountability in public life as well as the role of our profession in combatting fake news, online harms and disinformation and their impact on our democracy.

Fundraising

The majority of CILIP's income comes from its members and it undertakes very little direct fundraising activity involving individual donors. CILIP did not receive any complaints in relation to fundraising in 2020 and 2019. Due to the nature of CILIP, CILIP is not registered with the fundraising regulator.

3. Future plans

2020 represents the final year of CILIP's current 5-year strategy, *Securing the Future*. The aim of this strategy has been to:

- Modernise CILIP as the leading professional association for people working in libraries, information and knowledge management;
- Improve the profile, influence and visibility of our profession with employers and key decision-makers;
- Do more to help our members succeed in their careers and futureproof their skills;
- Create a sustainable long-term platform to support our members.

The strategy was largely successful, meaning that we look ahead to 2021 and beyond as a period of recovery and new ambition. The impact of COVID19 lockdown has resulted in the depletion of reserves, and so a key priority for 2021 is to re-build our free reserves investments to a minimum position in line with the Reserves Policy established by the Board of Trustees.

We are in the process of developing our new 5-year plan (2022-26) which will be undertaken in consultation with our membership and the wider profession.

Our primary plan for 2021 is therefore the establishment of a new, cash-positive 'business as usual' for CILIP which ensures that we can continue to deliver value for the membership. The key elements of this will be:

- Diversifying into new income-generating activities, including apprenticeship assessments, project and programme management and professional certification;
- Continuing to focus on membership retention and renewal by providing clear benefits, regular communications and excellent customer services to our members;
- Building a more open and collaborative relationship with Special Interest Groups, Member Networks and our Devolved Nation partners, to ensure that we can benefit from the skills and experience of our whole community by establishing the 'Community Strategy';
- Strengthening and growing our engagement with Knowledge and Information Management professionals in the UK and internationally;
- Continuing to 'pivot' towards digital delivery, with a particular focus on online engagement with events, CPD and training;
- Strengthening and re-affirming CILIP's role as the professional association for librarians, information and knowledge management professionals, including our role as a regulatory authority.

4. Financial review

The financial statements were in the format required under the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) and the Statement of Financial Activities (SOFA) reflects the strategic priorities of CILIP.

Overview of 2020 financial position and performance for CILIP and CILIP Pathways Ltd

During the pandemic year 2020, CILIP carried out a number of actions to ensure its short and medium term financial sustainability. These actions included:

- Negotiating a restructuring of deficit repair contributions to the Pension Scheme
- Implementing a furlough of all but 9 staff using the Government *Job Retention Scheme*
- Applying for 'emergency' financial support of £240,000 from the Royal Bank of Scotland under the Government-backed *Coronavirus Business Interruption Loan Scheme (CBILS)*
- Borrowing some of the Member Networks reserves to offset the overall financial position for 2020/2021
- Bringing forward the membership model and associated price increase to be effective from 1 January 2021
- Applied and obtained the 1st round of Recovery Fund grant from the government

Taking the above proactive actions enables CILIP's overall income to increase from £3,919,174 in 2019 to £3,946,319 in 2020. This 1% increase in overall income was mainly due to the Coronavirus Job Retention Scheme and the 1st round of government recovery fund grants. COVID-19 did have significant impact on CILIP's following activities;

- training, events and conferences income plummeted by 61% because of cancellation due to UK's economic lockdown
- publication income also have an adverse effect of 31% decrease in income
- membership income decreases by 3%
- rent and service charge income decreased by 10% due to the tenants giving up occupancy of some of their office spaces due to staff working from home

Fortunately, CILIP's diversification into professional services did have a favourable variance of 58% increase in income in 2020 compared to 2019

CILIP has made savings of 5% on overall expenditure by implementing restrictions on non-committed expenditure to manage outgoings thereby decreasing our costs from £4,093,946 in 2019 to £3,871,193 in 2020.

CILIP Pathways limited commenced trading in March 2020, incurring mainly start-up costs of £27,754. There is also a time lag between opening apprentices and receiving income from successful apprentices. Income from successful apprentices is expected to gradually increase during 2021.

Future financial outlook for CILIP and CILP Pathways Ltd

2020 represents the final year of CILIP's current 5-year strategy '*Securing the Future*', we developed our longer term action based on an assumption of continued disruption in 2021 and 2022 due to the impact of COVID-19. In addition, we are developing longer term plans particularly through the Strategy Finance review that would be completed in July 2021. The recommendations from the strategic review would inform our new 5-year plan (2022-26) which will be undertaken in consultation with our membership and the wider profession.

In 2021, we have begun work on creating a 'Future CILIP' programme to ensure our future sustainability. This programme of work is looking in detail at:

- Our premises at 7 Ridgmount Street, which are a 'contingent asset' on the Pension Scheme
- The Pension Scheme itself, which represents a £350,000 annual liability to service an hypothetical deficit
- The actual and potential value of our invested funds
- The structure of our financial systems, including Designated Funds and Restricted funds
- Our long-term tenancy commitments
- Our diversified income model and
- the balance of membership and non-membership activities

CILIP Pathways Ltd: During the period ended 31 December 2020, CILIP Pathways Limited incurred losses of £27,754 in relation to start-up costs. CILIP Pathways limited forecast to make a modest profit in 2021 with an increase in profits year on year projected. The directors are confident that CILIP Pathways is establishing itself well and forecasts that growth in 2021 and beyond will be achieved.

CILIP's financial activities

Reserves

Total group's reserves in 2020 were £16,807,695 (2019: £17,325,118) which consists of unrestricted funds £14,045,723 (2019: £14,746,554), designated funds £1,812,273 (2019: £1,829,394) and restricted funds £949,699 (2019: £749,170). Further details about the funds are as stated below:

Unrestricted funds

Unrestricted funds consist of CILIP's (i) central operations activities, (ii) Member Networks activities, (iii) designated funds activities, (iv) pension reserve and (v) revaluation reserve.

(i) CILIP's central operations activities

CILIP's Central operational activities during the year had a net expenditure of £213,650 (2019: £115,572). £137,162 deficit was due to the impact of COVID-19 on our operational activities and deficit of £76,488 on our investment assets due to the stock market performance.

The total reserve carried forward to 2020 for central office activities was £222,820, in 2019 it was £240,674 as per note 19.

(ii) Member Networks activities

Our Member Networks continue to provide a range of high quality events, conferences and training opportunities at a fee that our members can afford to ensure their professional development thereby having a positive movement of £27,688 in 2019 but this was negative movement of £22,469 in 2020 due to cancellation of events because of the pandemic.

The total reserve carried forward to 2020 for Member Network activities was £678,915 (2019: £701,384) as per note 19.

(iii) Designated funds activities

Designated funds consist of the fixed asset reserve and development fund reserve.

The movement on the designated fund fixed asset reserve as per note 17 was due to the acquisition in 2020 of £18,200 (2019: £nil) worth of computer assets and the depreciation charge for the year of £70,465 (2019: £72,590). The total fixed asset reserve carried forward to 2020 was £1,712,535 (2019: £1,764,800) and this did not include the revaluation reserve on buildings.

The total designated funds development reserves as per note 17 analysed below:

	2020 Amount	2019 Amount
Member Network development fund	£8,901	£8,901
My library by right campaign fund	£1,942	£1,802
Central office master plan building repairs fund	£60,572	£25,568
Member Network CPD Forum development fund	£4,103	£4,103
Infrastructure development fund	£24,220	£24,220
	<u>£99,738</u>	<u>64,594</u>

(iv) Pension reserves

The trustees believe that the defined benefit pension scheme funding calculation, which can vary considerably according to the assumptions made at each year-end, has no material effect on the charity's cash flows in the short term, and that in the longer term its effects are sustainable out of future income. For this reason, in the trustees' view, it is disregarded for reserves policy purposes. The movement on the pension reserve of £1,281,000 in 2020 (2019: £637,000) as per note 22 was mainly due to an increment in the present value of the defined benefit obligations. In 2020 the pension scheme deficit was £7,051,000 in 2019 this was £5,770,000.

(v) Revaluation reserve

CILIP fully owns the central office building as a primary asset of the charity which generates revenues (rental of office and meeting space) which are driven back to support our charitable objects. The freehold property revaluation takes place every two years. The market value as at 2019 £21,200,000 (as per note 9) in 2020 estimated to be £21,876,000 using property non-core prime yield guide at 4.25%.

Restricted funds activities

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, charged against the specific fund. The movement on the restricted fund is analysed in note 16.

Subsidiaries

CILIP has three subsidiaries of which two are dormant.

CILIP Pathways Limited incorporated on 4th March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. CILIP's customers are the employers of apprentices, the apprentices and apprenticeship-training providers. CILIP Pathway Ltd incurred a start-up cost of £27,754.

Further information on investment in subsidiary companies is set out in note 11.

5. Investment powers and selection of investments

The Royal Charter gives powers to the trustees to invest the monies of the Institute not immediately required for the furtherance of its objects in or upon such investments, securities or

property as may thought fit. The Byelaws allow the Board to delegate power to an investment manager to buy and sell investments on behalf of the Institute, within a prescribed investment policy.

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee makes decisions on which managers are used.

CILIP's investment policy and investment:

- a) to maximise the total return from short or long term investments, both income and capital growth, without taking undue risk, and
- b) to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

The trustees will not invest directly in investments which conflict with CILIP's aims and objectives as set out in the Royal Charter.

Restricted investments classified as long-term investments and unrestricted investments classified as short-term investments to fund CILIP's strategic plan capital projects.

CILIP holds units in M&G Charifund. The Fund had a net yield of 6% in 2020 (2019: 5.5%). In addition to offering an attractive yield, Charifund has a strong long-term performance record.

The value of the total investments decreased in 2020 by 17% to £864,283 with unrealised net loss of £181,041 due to the stock market. Further information on CILIP's investments is set out in note 10.

6. Reserves policy

CILIP's reserves policy designed to determine the level of reserves required to:

- Cover periods of low income (resulting from adverse market conditions or a fall in membership) while remedial action is taken
- To cover an unexpected loss on a project
- To cover unforeseen expenditure items

Under the policy in place in 2020, the reserves required to fund central operations are a minimum of three months' (£803,571) and a maximum of six months' operating costs (£1,607,142). Central office reserves stood at £222,820 at 31 December 2020, which equates to approximately one months' costs.

In addition, the policy allows sums to be set aside in designated reserves for important expenditure outside the normal operating budget. If overspend occurs, this needs to be recouped within a few years.

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserve stood at £678,914 in 2020 (2019: £701,384).

Going concern assessment

In June 2021, although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long term effect on income. However, having reviewed the funding facilities available to CILIP especially the government recovery fund and coronavirus job retention scheme together with the expected future cash flows, the trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

7. Principal risks and uncertainties

The Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk Committee provides assurance to the Board that this system is adequate and appropriate. The Senior Management Team is responsible for implementing the system of risk management and internal control and for identifying and evaluation of risks, putting in place appropriate mitigating action and monitoring and reporting progress.

Key risks identified during the year were:

Financial risk including possible declining income from membership income and tenant income; potential increasing costs in relation to pensions; fall in value of investments. Mitigating actions include regular review of risk by Finance, Audit and Risk Committee and Senior Leadership Team (SLT); introduction of new subscription levels and diversification of membership; introduction of marketing and sales strategy; and regular meetings with Pension Trustees and investment advisers.

Operational risk including possible failure to deliver business plan, failure to meet objectives throughout the year, failure to retain and motivate staff through extended periods of working at home. Mitigating actions include reviewing annual delivery plan at every SLT meeting, strong leadership from Board and SLT, regular communications with staff.

Reputational risk including failure to identify potential sources of reputational risk; failure to have in place adequate protocols for responding to events which carry reputational risk; failure to fully embrace obligations to equalities, diversity and inclusion. Mitigating actions include ensuring that reputational risk is factored into risk assessments, identifying key staff with responsibility for reputational risk, ensuring that we have a comprehensive equalities, diversity and inclusion change programme and that diversity is reflected in our leadership.

Compliance risk including possible breaches of CILIP's legal and regulatory duties; breaches of CILIP's duties under the Data Protection Act and the General Data Protection Regulation; breaches of CILIP's cyber security. Mitigating actions include Finance, Audit and Risk Committee regularly reviewing internal controls and implementation, CILIP website and virtual learning environment is secured with SSL encryption, new systems configured to comply with GDPR.

The risk register is regularly reviewed by the Board, Senior Leadership Team and by the Finance, Audit and Risk Committee. The trustees continue to assess the risks and uncertainties brought about by the COVID-19 pandemic.

8. Structure, governance and management

CILIP Board

Members of the Board are trustees of CILIP for the purpose of charity legislation.

The Board has twelve members elected directly by the membership, with a provision for up to three co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process. During 2020, nine of the twelve Board members were in place. All of these Board members were individual members of CILIP. In 2020 three co-opted members served on the Board of which one was co-opted as a new professional. The Chair of the Board, Caroline Brazier stood down on 30 January and was replaced on 26 March 2020 by John Trevor-Allen.

Reporting to the Board are the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities; and provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance and finance.

Chief Executive

Day-to-day management of the Charity delegated by the trustees to the Chief Executive, who is responsible for managing staff and resources to implement the decisions made by the Board. The Chief Executive is also included as key management personnel and his salary reviewed and agreed by the Remuneration Committee.

Key management personnel

Other key management personnel in 2020, in addition to the Chief Executive were the Chief Operating Officer; Editor, Information Professional; Head of CILIP in Scotland; Head of Digital and IT; Head of Facilities; Head of Finance; Head of Sales and Marketing; Head of Publishing; Head of Sector Development and Head of Programmes. Their salaries are included in CILIP's general pay scales.

Trustees' induction and training

In January 2020 an induction day was held for all existing and new trustees. The focus was on the role of the Board and of individual trustees as well as on their financial, risk management responsibilities and collective decision-making.

Each new trustee received a welcome pack, which included:

- A copy of the governing Charter, Byelaws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP trustees
- A copy of the conflict of interest policy
- A register of interest form
- The latest Annual Report and Accounts
- Briefings on key current issues for CILIP

Changes to legislation or other rules affecting CILIP reported to CILIP Board to keep trustees up-to-date.

Office of the President

The Office of the President comprises the President, the Vice-President and the Immediate Past President. They are directly elected by the membership, and are independent of the trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio on all committees.

The Annual General Meeting

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year and agrees the appointment of CILIP's auditors. It also approves by resolution any proposed changes to the Royal Charter and Byelaws (subject to approval by the Privy Council). In all other respects, its role is mainly advisory but the CILIP Board will give serious consideration to its recommendations.

The Finance, Audit and Risk Committee

The purpose of the Finance, Audit and Risk Committee is to assess CILIP's overall governance framework for fitness-for-purpose, to identify and escalate issues and to confirm to the Board that proportionate mechanisms exist to manage risk, strategy, compliance and finance. The Committee contributes to audit planning, identifying areas of concern, receiving and reviewing the audit report and monitoring the management response.

Following consideration of the Audit Findings Report, risk management, internal controls and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2020, it did not identify any particular issues to report as a matter of concern to the Board.

9. Membership information

Membership and subscription income by category

In 2017, members voted at the AGM for the membership categories to change in 2018 in order to make it fairer and affordable for most members. The result of the change analysed below:

	2020	2020	2019	2019
Membership type	% of members	% of fees income	% of members	% of fees income
Leaders network	4%	8%	7%	14%
Member	38%	35%	31%	30%
Registered Professional (Full)	21%	32%	27%	34%
Student	10%	3%	5%	2%
Members paying full rate	73%	78%	70%	80%
Leaders network (concession)	1%	2%	1%	1%
Member (Concession)	12%	6%	11%	5%
Registered Professional (Concession)	14%	14%	18%	14%
Student Concession				
Members paying discounted rates	27%	22%	30%	20%

The average subscription per member in 2020 was £96 in 2019 it was £104.

Membership by Geographical location

	2020	2019
East Midlands	545	547
East of England	817	837
London	1719	1,693
North East	283	270
North West	721	672
South East	1,441	1,366
South West	906	828
West Midlands	515	493
Yorkshire & Humberside	531	522
England Total	7,478	7,228
CILIP in Scotland	1,210	1,121
CILIP in Wales	405	383
CILIP in Ireland	105	181
Total UK & Ireland	9,198	8,913
Overseas members	551	424
	9,749	9,337

Membership per geographical location numbers given above were as at 31 December 2020 and 2019

In addition to joining member networks in member's geographical area, members may join any group that they have interest in, namely:

1. Academic and Research Libraries group (ARLG)
2. Metadata and Discovery group (MDG)
3. Commercial, Legal and Scientific Information group (CLSIG)
4. Community, Diversity and Equality group (CDEG)
5. Government Libraries and Information group (GIG)
6. Health Libraries group (HLG)
7. Knowledge and Information Management group (KIM)
8. Information Literacy group (ILG)
9. International Library and Information group (ILIG)
10. Library and Information History group (LIHG)
11. Library and Information Research group (LIRG)
12. Local Studies group (LSG)
13. Multimedia, Information and Technology group (MMIT)
14. Prison Libraries group (PLG)
15. Public and Mobile Libraries group (PMLG)
16. Marketing and Communication group (MCG)
17. Rare Books and Special Collections group (RBSCG)
18. School Libraries group (SLG)
19. UKeiG: the UK e-information Group
20. Youth Libraries group (YLG)
21. Retired Professional Group (RPG)
22. Lesbian, Gay, Bisexual, Transgender, Transsexual and Questioning group (LGBTQ+)
23. Blacks, Asian Minority Ethnic group (BAME)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Charity 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 its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently.
- b) Observe the methods and principles in the charities SORP.
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations and the provisions of the Royal Charter.

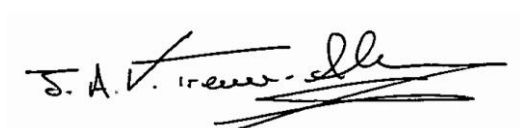
They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Annual Report and Accounts complies with current statutory requirements, the requirements of CILIP's Royal Charter and the current Statement of Recommended Practice on Accounting and Reporting by Charities.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

Signed on behalf of the Board of trustees

A handwritten signature in black ink, appearing to read 'J. A. Trevor-Allen', with a stylized flourish underneath.

John Trevor-Allen
Honorary Chair

Date: 9th September 2021

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

Opinion

We have audited the financial statements of Chartered Institute of Library and Information Professionals for the year ended 31 December 2020 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and of the parent charity's affairs as at 31 December 2020 and of the group's net movement in funds for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the [group/charity]'s ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or
- sufficient accounting records have not been kept; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 33, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such

internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Based on our understanding of the group and the environment in which it operates, we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011, the Charity's Royal Charter, payroll tax and sales tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls). Audit procedures performed by the engagement team included:

- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions; and
- Challenging assumptions and judgements made by management in their critical accounting estimates

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.

Haysmacintyre LLP

Haysmacintyre LLP
Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 14 September 2021

Haysmacintyre LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

CONSOLIDATED CHARITY AND GROUP STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an income and expenditure account) for the year ended 31 December 2020

			CHARITY 31-Dec-20	CHARITY 31-Dec-19	GROUP 31-Dec-20	GROUP 31-Dec-19
	Notes		£	£	£	£
INCOME						
Incoming from charitable activities						
Members' subscriptions			1,009,480	1,040,172	1,009,480	1,040,172
Training, Events & Conferences			273,417	699,466	273,417	699,466
Publications			555,142	805,019	555,142	805,019
Professional Services			262,404	166,409	262,404	166,409
			2,100,443	2,711,066	2,100,443	2,711,066
Incoming from trading activities						
Rent & Service charge			878,081	973,372	878,081	973,372
CILIP Pathways income			-	-	-	-
Income from donations and legacies						
Grants-CJRS			159,807	-	159,807	-
Grant - ACE recovery fund			623,000	-	623,000	-
Grant-Others			70,500	167,500	70,500	167,500
Legacy			41,665	-	41,665	-
Donations from individuals			23,238	280	23,238	280
Income from Investment						
Income from quoted investments	3		49,585	66,956	49,585	66,956
Other income						
TOTAL INCOME			3,946,319	3,919,174	3,946,319	3,919,174
EXPENDITURE						
Expenditure on Charitable Activities						
Training, Events & Conferences			243,858	470,904	243,858	470,904
Publications			443,752	403,953	443,752	403,953
Professional services			2,944,283	2,954,513	2,972,036	2,954,513
Total Charitable Expenditure			3,631,893	3,829,370	3,659,646	3,829,370
Expenditure on Raising Funds						
Services to tenants			239,300	264,575	239,300	264,575
CILIP Pathway costs			-	-	27,754	-
Total expenditure on raising funds			239,300	264,575	267,054	264,575
TOTAL EXPENDITURE	4		3,871,193	4,093,945	3,926,700	4,093,945
Net income & expenditure before investment gains and (losses)			75,126	(174,771)	19,619	(174,771)
Net Gains/(losses) on investment assets	10		(181,041)	192,118	(181,041)	192,118
NET INCOME/(EXPENDITURE)			(105,915)	17,347	(161,422)	17,347
Transfers between funds			-	-	-	-
Other recognised gains/(losses):						
Revaluation of tangible fixed assets	9		676,000	(9,060,000)	676,000	(9,060,000)
Actuarial gains/(losses) on defined benefit pension scheme	22		(1,032,000)	(630,000)	(1,032,000)	(630,000)
NET MOVEMENT IN FUNDS			(461,915)	(9,672,653)	(517,422)	(9,672,653)
Reconciliation of Funds						
Total Fund brought forward at 1 January 2020			17,325,118	26,997,771	17,325,117	26,997,771
Total Fund carried forward at 31 December 2020			16,863,203	17,325,118	16,807,695	17,325,118

CONSOLIDATED CHARITY AND GROUP BALANCE SHEET
As at 31 December 2020

		Notes	CHARITY 31-Dec-20 £	CHARITY 31-Dec-19 £	GROUP 31-Dec-20 £	GROUP 31-Dec-19 £
FIXED ASSETS						
Tangible assets	9		21,963,032	21,339,297	21,963,032	21,339,297
Long term investments	10		498,078	599,935	498,078	599,935
Investments in subsidiary companies	11		4	4	4	4
Investment in CILIP Pathways	11		-	-	-	-
Other investments	11		1	1	1	1
Total Fixed Assets			22,461,115	21,939,237	22,461,115	21,939,237
CURRENT ASSETS						
Short term Investments	10		366,205	445,389	366,205	445,389
Stock and work in progress	12		91,108	144,008	91,108	144,008
Debtors	13		613,117	553,054	585,362	553,054
Cash at bank and in hand			1,877,700	894,543	1,877,700	894,543
			2,948,130	2,036,994	2,920,375	2,036,994
LIABILITIES						
Creditors: Amounts falling due within one year:	14		(1,291,795)	(853,501)	(1,319,548)	(853,501)
NET CURRENT ASSETS			1,656,335	1,183,493	1,600,827	1,183,493
TOTAL ASSETS LESS CURRENT LIABILITIES			24,117,450	23,122,730	24,061,942	23,122,730
Creditors: Amounts falling due after more than one						
Life members provision in advance			(23,247)	(27,612)	(23,247)	(27,612)
CBIL loan			(180,000)	-	(180,000)	-
NET ASSET OR LIABILITIES EXCLUDING PENSION ASSET OR LIABILITY			23,914,203	23,095,118	23,858,695	23,095,118
Defined benefit pension scheme funding deficit	22		(7,051,000)	(5,770,000)	(7,051,000)	(5,770,000)
TOTAL NET ASSETS			16,863,203	17,325,118	16,807,695	17,325,118
REPRESENTED BY;						
Restricted funds			949,699	749,170	949,699	749,170
Unrestricted funds:						
Revaluation Reserve			20,250,496	19,574,496	20,250,496	19,574,496
Pension Reserve	22		(7,051,000)	(5,770,000)	(7,051,000)	(5,770,000)
CILIP Pathways reserve	19		-	-	(27,754)	-
Central Operations reserve	19		222,820	240,674	195,066	240,674
Total central operational funds			13,422,316	14,045,170	13,366,808	14,045,170
Member Networks - other funds			678,915	701,384	678,915	701,384
Total other unrestricted funds			14,101,231	14,746,554	14,045,723	14,746,554
Designated funds-Fixed Asset Reserve	17		1,712,535	1,764,800	1,712,535	1,764,800
Designated fund - Development reserve	17		99,738	64,594	99,738	64,594
Total Designated Funds			1,812,273	1,829,394	1,812,273	1,829,394
Total unrestricted funds			15,913,504	16,575,948	15,857,996	16,575,948
TOTAL CILIP'S RESERVE			16,863,203	17,325,118	16,807,695	17,325,118

Note: Charity and Group are the same in 2019.

The notes on pages 39 to 61 form part of these financial statements approved by the Board on 9th September 2021.

Signed on behalf of the Board by:



Alison Wheeler
Honorary Treasurer

CONSOLIDATED CHARITY AND GROUP STATEMENT OF CASHFLOWS

For the period ended 31 December 2020

Cash-flow from operating activities:	2020	2019
	£	£
Net cash (used in)/provided by operating activities	979,525	(577,998)
Cash flows from investing activities		
Investment income and bank interest	49,585	66,957
Purchase of tangible fixed assets	(18,200)	-
CILIP Pathways Ltd	(27,754)	
Sales of investments	-	453,000
(Decrease)/Increase in cash	983,157	(58,041)

Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net (expenditure) for the reporting period	(105,915)	17,347
Depreciation charges	70,465	72,590
Expenses and net interest costs	331,000	330,000
Pension contributions paid	(82,000)	(323,000)
(Gains)/losses on investments	181,041	(192,118)
CILIP Pathway investment loss/(profit)	27,754	-
Life members provision in advance	(4,365)	(4,687)
Investment income and bank interest received	(49,585)	(66,957)
Decrease/(Increase) in stocks	52,900	(44,052)
Decrease/(Increase) in debtors	(60,064)	(6,539)
Increase/(Decrease) in creditors	618,294	(360,582)
Net cash (outflow)/inflow from operating activities	979,525	(577,998)

Change in cash and cash equivalents in the reporting period

	At	Change	At
	1 January	In cash	31 December
	2020		2020
	£	£	£
Bank balances and cash in hand	894,543	983,157	1,877,700

Reconciliation of Net Debts

	At	Cash	At
	1 January	flow	31 December
	2020		2020
Cash	894,543	983,157	1,877,700
Loans due within one year	-	(60,000)	(60,000)
Loans due after one year	-	(180,000)	(180,000)
Totals	894,543	743,157	1,637,700

The notes on pages 39 to 61 form part of these financial statements.

Notes to the Accounts

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The consolidated financial statements have been prepared in accordance with 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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

CILIP meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The consolidated financial statements presented show the consolidated statement of financial activities, balance sheet and cash flows of the CILIP Group for the year ended 31 December 2020. The CILIP Group financial statements consolidate the accounts of CILIP as a charity and CILIP Pathways Ltd wholly owned trading subsidiary on a line-by-line basis.

Going concern

These financial statements are prepared on the going concern basis. The trustees has considered the impact of the COVID-19 crisis on the going concern assumptions. The Finance and Audit Risk committee has reviewed and approved a detailed impact assessment presented by the Chief Operating Officer and Head of Finance on 16th June 2021.

The ultimate impact of the COVID 19 pandemic is still unclear, but management are modelling scenarios should there be a material effect on income. However, having reviewed the funding facilities available to CILIP together with the expected future cash flows for financial years 2022 and 2023, the trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, CILIP also continue to adopt the going concern basis in preparing the financial statements.

The particular accounting policies adopted by the Trustees described below and have been applied consistently throughout the current and preceding year.

1.2 Income

All income is included in the Statement of Financial Activities (SOFA) when CILIP is legally entitled to them as income or capital respectively, ultimate receipt is reasonably certain and the amount to be recognised quantified with reasonable accuracy.

1.2.1 Membership income: is the subscription received from members to buy a right to services and other benefits and this is recognised as income earned from the provision of goods and services as income from charitable activities.

1.2.2 Income from rent, royalties, interest, dividend and other income is accounted for when receivable and can be measured reliably by CILIP.

1.2.3 Income received in advance of specified service is deferred until the criteria for income recognition are met (see note 13)

1.2.4 Donation and grants income: is recognised when there is evidence of entitlement to the gift, receipt is probable and the amount can be measured reliably.

1.2.5 Government grants income: are accounted for when receivable, as long as there is evidence of entitlement, receipt is probable and the amount can be measured reliably.

1.2.6 Legacy: receipt of a legacy is recognised when it is probable that it will be received. Legacy receipt is probable when:

- there has been grant of probate
- the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay legacy and
- any conditions attached to the legacy are either within the control of the charity or have been met.

1.3 Expenditure and irrecoverable VAT

1.3.1 All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party on accrual basis, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure has been classified under headings that aggregate all costs related to each activity. Where costs cannot be directly attributed to a particular heading, they have been allocated to activities on a basis consistent with the use of the resource.

1.3.2 Support costs have been allocated to activities on the following basis:

Building costs	Square footage occupied
ICT and Personnel costs	Per Capita basis
Finance costs	Estimated time spent
Governance costs	Proportion of total charitable expenditure and cost of raising fund

Governance costs relate to the organisational administration in compliance with constitutional and statutory requirements.

Costs of raising funds are primarily those incurred in raising funds for CILIP's charitable activities.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.4 Operating leases

Rental incomes under operating leases where substantially all of the benefits and risks of ownership remain with the lessors are recognised in the statement of financial activities as income.

1.5 Employee benefits

Short term benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Employee termination benefits

Termination benefits are accounted for on an accruals basis and in line with FRS 102.

1.6 Tangible fixed assets and depreciation

Freehold property: revaluation to market value every two years has been adopted. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Depreciation: is charged at the following rates, which are expected to reduce the assets to their net realisable values over their expected lives:

Furniture, fixtures and equipment	20% per annum on cost
Computers and programs	25% per annum on cost
Plant and machinery	Various rate

All tangible fixed assets are capitalised, subject to a cost threshold of £1,000.

1.7 Investments

Investments are listed on a recognised stock exchange and stated at fair value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making allowance for any obsolete or slow moving items. In the case of work in progress and finished goods, costs consists of direct materials, direct labour and attributable overheads. Net realisable value means estimated selling price less all further costs to completion and all costs to be incurred in marketing, selling and distribution.

1.9 Financial instrument

CILIP has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due

Cash at bank and in hand

Cash at bank and in hand includes cash and short term deposits with a short maturity of three months or less from the date of opening of the deposit or similar account.

Creditors and Provisions

Creditors and provisions are recognised where CILIP has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.10 Fund accounting

1.10.1 Unrestricted funds: are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation and which have not been designated for other purposes.

1.10.2 Designated funds: comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 16.

1.10.3 Restricted funds: which are detailed in note 15, are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund.

1.11 Accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions in the reported defined benefit pension scheme and property valuation in the disclosures made in the financial statements. Estimates, assumptions and judgements are continually evaluated and are based on historic experience and other factors, including expectations of future events that are believed to be reasonable.

1.12 CILIP operates two pension schemes:

1.12.1 CILIP operates a defined benefit pension scheme on behalf of employees.

The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by contributions from the employer in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. The Pensions Act 2004 sets out a statutory funding objective: that every pension scheme must have sufficient and appropriate assets to cover its funding target (referred to in legislation as Technical Provisions) and if there is a shortfall the trustees and the employer are required to agree a Recovery Plan to make this good. The Pension Scheme trustees have accepted a charge of the full value of the building secured on the freehold property against the shortfall. The pension scheme was closed to new members on 1 April 2009 and was closed to existing members for further accruals from 31 March 2011.

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the SOFA together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in note 21.

1.12.2 CILIP also operates a defined contribution pension scheme

Payments made by CILIP into the group stakeholder salary sacrifice pension scheme on behalf of individual employees are charged to the Statement of Financial Activities as incurred.

2A CHARITY – 2020 STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted funds			Restricted funds	Total 2019	Total 2019
	Notes	Central operations	Member Networks	Designated fund			
		£	£	£	£	£	£
INCOME							
<i>Income from charitable activities</i>							
Members' subscriptions		1,009,480	-	-	-	1,009,480	1,040,172
Training, Events, Conferences		250,812	22,605	-	-	273,417	699,466
Publications		532,342	22,800	-	-	555,142	805,019
Professional Services		162,781	99,623	-	-	262,404	166,409
		1,955,415	145,028	-	-	2,100,443	2,711,066
<i>Income from trading activities</i>							
Rent & Service charge		878,081	-	-	-	878,081	973,372
<i>Income from grants, donations and legacies</i>							
Grant-Coronavirus Job Retention scheme		159,807	-	-	-	159,807	-
Grant-Government Recovery fund scheme		-	-	-	623,000	623,000	-
Grant-Others		-	-	-	70,500	70,500	167,500
Donations from individuals		23,098	-	140	-	23,238	280
Legacies		41,665	-	-	-	41,665	-
<i>Income from investment</i>							
Income from quoted investments and bank interest	3	19,050	13,554	-	16,981	49,585	66,956
TOTAL INCOME		3,077,116	158,582	140	710,481	3,946,319	3,919,174
EXPENDITURE							
<i>Expenditure on charitable activities</i>							
Training, Events & Conferences		(143,006)	(100,852)	-	-	(243,858)	(470,904)
Publications		(438,761)	(4,991)	-	-	(443,752)	(403,953)
Professional services		(2,393,211)	(75,208)	(70,465)	(405,399)	(2,944,283)	(2,954,513)
		(2,974,978)	(181,051)	(70,465)	(405,399)	(3,631,893)	(3,829,370)
<i>Expenditure on raising funds</i>							
Services to tenants		(239,300)	-	-	-	(239,300)	(264,575)
TOTAL EXPENDITURE	4	(3,214,278)	(181,051)	(70,465)	(405,399)	(3,871,193)	(4,093,945)
Net income/expenditure before investment gains and losses		(137,162)	(22,469)	(70,325)	305,082	75,126	(174,771)
Net gain/(losses) on investment assets	10	(76,488)	-	-	(104,553)	(181,041)	192,118
NET INCOME / (EXPENDITURE)		(213,650)	(22,469)	(70,325)	200,529	(106,915)	17,347
Transfers between funds	18	(53,204)	-	53,204	-	-	-
<i>Other recognised gains/(losses)</i>							
Revaluation of tangible fixed assets	9	676,000	-	-	-	676,000	(9,060,000)
Actuarial (losses)/gains on defined benefit scheme	22	(1,032,000)	-	-	-	(1,032,000)	(630,000)
NET MOVEMENT IN FUNDS		(622,854)	(22,469)	(17,121)	200,529	(461,915)	(9,672,653)
RECONCILIATION OF FUNDS							
Total Fund brought forward		14,045,170	701,384	1,829,394	749,170	17,325,118	26,997,771
Total Fund carried forward		13,422,316	678,915	1,812,273	949,699	16,863,203	17,325,118

2B CHARITY COMPARATIVE – 2019 STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted funds			Restricted funds	Total 2019	Total 2018
	Notes	Central operations	Member Networks	Designated fund			
		£	£	£	£	£	£
INCOME							
<i>Income from charitable activities</i>							
Members' subscriptions		1,040,172	-	-	-	1,040,172	1,101,087
Training, Events, Conferences		383,300	316,166	-	-	699,466	901,077
Publications		774,420	30,599	-	-	805,019	815,836
Professional Services		130,746	33,663	2,000	-	166,409	148,715
		2,328,638	380,428	2,000	-	2,711,066	2,966,715
<i>Income from trading activities</i>							
Rent & Service charge		973,372	-	-	-	973,372	956,740
<i>Income from grants and donations</i>							
Donations from individuals		195	-	85	-	280	4,463
Grants		-	-	-	167,500	167,500	169,500
<i>Income from investment</i>							
Income from quoted investments and bank interest	3	36,159	9,747	-	21,050	66,956	81,932
TOTAL INCOME		3,338,364	390,175	2,085	188,550	3,919,174	4,179,350
EXPENDITURE							
<i>Expenditure on charitable activities</i>							
Training, Events & Conferences		(276,136)	(194,768)	-	-	(470,904)	(664,742)
Publications		(391,560)	(12,393)	-	-	(403,953)	(487,888)
Professional services		(2,630,595)	(155,326)	(41,210)	(127,382)	(2,954,513)	(3,776,967)
		(3,298,291)	(362,487)	(41,210)	(127,382)	(3,829,370)	(4,929,597)
<i>Expenditure on raising funds</i>							
Services to tenants		(264,575)	-	-	-	(264,575)	(251,610)
TOTAL EXPENDITURE	4	(3,562,866)	(362,487)	(41,210)	(127,382)	(4,093,945)	(5,181,207)
Net gain/(losses) on investment assets	10	108,930	-	-	83,188	192,118	(209,605)
NET (EXPENDITURE)		(115,572)	27,688	(39,125)	(144,356)	17,347	(1,211,462)
Transfers between funds	18	(174)	-	-	174	-	-
<i>Other recognised gains/(losses)</i>							
Revaluation of tangible fixed assets	9	(9,060,000)	-	-	-	(9,060,000)	-
Actuarial (losses)/gains on defined benefit scheme	22	(630,000)	-	-	-	(630,000)	643,000
NET MOVEMENT IN FUNDS		(9,805,746)	27,688	(39,125)	(144,530)	(9,672,653)	(568,462)
RECONCILIATION OF FUNDS							
Total Fund brought forward		23,850,916	673,696	1,868,519	604,640	26,997,771	27,566,233
Total Fund carried forward		14,045,170	701,384	1,829,394	749,170	17,325,118	26,997,771

3 INVESTMENT INCOME AND BANK INTEREST – CHARITY AND GROUP

	2020					2019				
	Unrestricted fund					Unrestricted fund				
	Central	Member	Designated	Restricted	Total	Central	Member	Designated	Restricted	Total
	operatio n	Network	fund	fund		operatio n	Networks	fund	fund	
	£	£	£	£	£	£	£	£	£	£
Investmen t income	18,082	7,350	-	16,960	42,392	34,979	8,922	-	21,014	64,915
Bank interest	968	6,204	-	21	7,193	1,180	825	-	36	2,041
Totals	19,050	13,554	-	16,981	49,585	36,159	9,747	-	21,050	66,956

4 TOTAL EXPENDITURE – CHARITY AND GROUP

	Direct costs	Support costs	Totals 2020	Totals 2019
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	217,546	26,312	243,858	470,904
Publications	377,421	66,331	443,752	403,953
Professional services	2,426,061	518,222	2,944,283	2,954,513
Total Charitable expenditure	3,021,028	610,865	3,631,893	3,829,370
<i>Cost of raising funds</i>				
Services to tenants	-	239,300	239,300	264,575
Total Expenditure	3,021,028	850,165	3,871,193	4,093,945

In 2020 Professional services includes net defined benefit pension costs of £249,000 in 2019 it was £7,000. CILIP Pathways cost of £27,754 was included in the professional services.

4B COMPARATIVE 2019 TOTAL EXPENDITURE – CHARITY AND GROUP

	Direct costs	Support costs	Totals 2019	Totals 2018
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	434,626	36,278	470,904	664,742
Publications	323,047	80,906	403,953	487,888
Professional services	2,314,977	639,536	2,954,513	3,776,967
Total Charitable expenditure	3,072,650	756,720	3,829,370	4,929,597
<i>Cost of raising funds</i>				
Services to tenants	-	264,575	264,575	251,610
Total Expenditure	3,072,650	1,021,295	4,093,945	5,181,207

In 2019 Professional services includes net defined benefit pension costs of £7,000 in 2018 it was £119,000.

5 SUPPORT COSTS CHARITY AND GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2020	Total 2019
	£	£	£	£	£	£	£
Training, Events & Conferences	5,368	7,811	1,254	9,473	2,406	26,312	36,278
Publications	14,315	15,622	3,752	25,260	7,382	66,331	80,906
Professional services	128,832	89,828	16,994	243,132	39,436	518,222	639,536
Services to tenants	5,368	-	220,500	9,473	3,959	239,300	264,575
Total Support Costs	153,883	113,261	242,500	287,338	53,183	850,165	1,021,295
2019 Support costs	179,020	134,670	263,399	342,965	101,241	1,021,295	

5B COMPARATIVE 2019 SUPPORT COSTS CHARITY AND GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2019
	£	£	£	£	£	£
Training, Events & Conferences	6,245	9,288	1,363	11,306	8,076	36,278
Publications	16,653	18,575	4,075	30,151	11,452	80,906
Professional services	149,877	106,807	18,457	290,200	74,195	639,536
Services to tenants	6,245	-	239,504	11,308	7,518	264,575
Total Support Costs	179,020	134,670	263,399	342,965	101,241	1,021,295
2018 Support costs	176,699	134,065	250,716	412,949	71,642	1,046,071

Basis for the support cost allocation

Support costs allocated to activities as follows:

Building costs	Square footage occupied (includes insurance, lighting, heating, maintenance, cleaning and reception costs)
ICT and Human resources costs	Per Capita basis
Finance costs	Estimated time spent
Governance cost	Proportion of total charitable and cost of raising funds

6 STAFF COSTS – CHARITY AND GROUP

	2020	2019
	£	£
Wages and salaries	1,565,502	1,417,692
Social Security costs	148,258	135,401
Pension costs	463,924	445,377
Redundancy costs	6,563	-
	2,184,247	1,998,470

In addition, to the staff costs above, CILIP in 2020 used the services of agency staff whilst awaiting the recruitment to vacant posts making a total cost of £34,126 (2019: £66,814).

The number of employees whose emoluments exceeded £60,000 in the year was:

	2020 Number	2019 Number
£60,001 to £70,000		1
£80,001 to £90,000	1	1
Total	1	2

Employer's pension contribution for higher earners totalled £6,439 (2019: £5,954).

The key management personnel of CILIP, comprises the trustees, member network committee members, the Chief Executive Officer, Chief Operating Officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £586,806 (2019: £541,935). No trustee and member network committee members received any remuneration from CILIP.

The average monthly employee head count was 46 (2019:45) and the average number of full time equivalent analysed by function, was:

	2020 Number	2019 Number
Business services	7	8
Professional services	32	33
Support services	2	2
	41	43

7 TRUSTEES' REMUNERATION AND EXPENSES – CHARITY AND GROUP

No trustee has received any remuneration from CILIP during the year (2018: nil). Expenses totalling £30 (2019: £17,358) were reimbursed to trustees for travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year the charity paid £1,232 (2019: £1,081) in respect of trustees' indemnity insurance on behalf of the trustees. See Related Parties note 24 for arm's length payments to trustees.

8 NET EXPENDITURE FOR THE YEAR – CHARITY AND GROUP

	2020 £	2019 £
Net outgoing expenditure from operations for the year are stated after charging:		
Auditors' remuneration:		
Fees payable to CILIP's auditors for the audit of the annual accounts	22,900	21,225
Fees payable to CILIP's auditors for the audit of CILIP Benevolent Fund annual accounts	780	750
	23,680	21,975
Depreciation of tangible fixed assets:	70,465	72,590

9 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2020	21,200,000	202,822	334,571	302,218	22,039,611
Additions in the year	-	-	18,200	-	18,200
Revaluation	676,000	-	-	-	676,000
At 31 December 2020	21,876,000	202,822	352,771	302,218	22,733,811
Depreciation					
At 1 January 2020	-	178,184	321,499	200,631	700,314
Charge for the year	-	2,301	12,752	55,412	70,465
At 31 December 2020	-	180,485	334,251	256,043	770,779
Net book value					
At 1 January 2020	21,200,000	24,638	13,072	101,587	21,339,297
At 31 December 2020	21,876,000	22,337	18,520	46,175	21,963,032

The freehold land and buildings were revalued March 2020 by Jones Lang LaSalle IP, Inc, Chartered Surveyors, on an open market basis at £21,200,000. The historic cost of freehold land and buildings was £1,625,504. In March 2012, the charge over the freehold and buildings in favour of the CILIP Pension and Assurance Scheme increased to the full value. In 2020, the property was estimated to fair value using publicly available indices of local property yields guide at 4.25% per annum.

9B COMPARATIVE 2019 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2019	30,260,000	202,822	334,571	302,218	31,099,611
Additions in the year	-	-	-	-	-
Revaluation	(9,060,000)	-	-	-	(9,060,000)
At 31 December 2019	21,200,000	202,822	334,571	302,218	22,039,611
Depreciation					
At 1 January 2019	-	175,456	307,049	145,219	627,724
Charge for the year	-	2,728	14,450	55,412	72,590
At 31 December 2019	-	178,184	321,499	200,631	700,314
Net book value					
At 1 January 2019	30,260,000	27,366	27,522	156,999	30,471,887
At 31 December 2019	21,200,000	24,638	13,072	101,587	21,339,297

10 INVESTMENTS – CHARITY AND GROUP

Quoted Investments	2020	2019	
	£	£	
Fixed Asset Long term Investments			
Market value at 1 January	599,935	516,747	
Transfer to short term investments	-	-	
Unrealised (losses)/gains on revaluation of investment portfolio	(101,857)	83,188	
Market value at 31 December	498,078	599,935	
Historical Cost at 31 December	233,715	233,715	
Fixed Asset Short term Investments			
Market value at 1 January	445,389	789,459	
Transfer from long term investments	-	-	
Disposal proceeds	-	(453,000)	
Realised (losses)/gain on investment disposal	-	43,942	
Unrealised (losses)/gains on revaluation of investment portfolio	(79,184)	64,988	
Market value at 31 December	366,205	445,389	
Historical Cost at 31 December	189,315	189,315	
Long and Short term investment holdings over 5%			
	2020	2020	2019
M&G Charifund	61,016 units	£864,283	61,016 units
Unlisted subsidiary –			
Library Association Publishing Limited	3 units	£99	3 units

11 INVESTMENT IN SUBSIDIARY COMPANIES

At 31 December 2020 and 31 December 2019 the institute held the following investments:

Name of Company	Country of registration	Holding And operation	Proportion	Nature of business
CILIP Pathways Limited	England	Company limited by Guarantee and not having a share capital	100%	Apprenticeship assessment
Library Association Publishing Limited	England	Ordinary shares	100%	Dormant
Clive Bingley Limited	England	Ordinary shares	100%	Dormant

The shares in Clive Bingley Limited are held by Library Association Publishing Limited.

The aggregate of the share capital and reserves are stated below:

	2020	2019
	£	£
Library Association Publishing Limited	(137,045)	(137,045)
Clive Bingley Limited	702	702

As full provision has been made in these accounts for the deficiency in Library Association Publishing limited, the latter's accounts have not been consolidated into CILIP's figures.

Other investments:

Library Services Limited

At 31 December 2020 and at 31 December 2019, CILIP held one share, out of 1,000 shares issued, in Library Services Limited.

CILIP Pathways Limited (registered company no: 12497166)

CILIP Pathways Limited incorporated on 4th March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers.

Details of the trading activities are set out below:

	Pathways Ltd	Pathways Ltd
	2020	2019
	£	£
Income	-	-
Costs	(27,754)	-
Profit/(loss)	(27,754)	-
Taxation	-	-
Profit/(loss) after tax	(27,754)	-

Summarised statement of financial position:

	2020	2019
	£	£
Current assets	-	-
Creditors: falling due within one year		
Creditors and accrued charges	(27,754)	-
Provision for liabilities and charges	-	-
Total net assets	(27,754)	-
Capital and reserves	(27,754)	-

12 STOCK – CHARITY AND GROUP

	2020	2019
	£	£
Finished books	88,486	72,690
Work in progress books	2,622	71,318
Total stocks	91,108	144,008

13 DEBTORS

	Group	Charity	Group	Charity
	2020	2020	2019	2019
	£	£	£	£
Amounts due within one year:				
Trade debtors	340,248	340,248	428,257	428,257
Prepayment	43,798	43,798	65,670	65,670
Other debtors	201,316	229,071	59,127	59,127
Total debtors	585,362	613,117	553,054	553,054

14 CREDITORS

	Group 2020 £	Charity 2020 £	Group 2019 £	Charity 2019 £
Amounts falling due within one year:				
Trade creditors	340,743	340,743	233,261	233,261
Other taxes and social security	52,216	52,216	66,732	66,732
Other creditors	397,007	429,254	44,228	44,228
CBIL Loan	60,000	60,000	-	-
Deferred income (see below)	297,709	297,709	356,573	356,573
Accruals	171,873	171,873	152,707	152,707
Total creditors	1,319,548	1,291,795	853,501	853,501

Other creditors includes £337,000 owed to the Defined benefit pension scheme.

CBIL loan was used to supplement CILIP's operations between June and September 2020 due to the impact of the pandemic on CILIP's income. The loan is repayable over forty two months and the interest rate is 1.85% above the bank of England base rate.

	2020 £	2019 £
Amount due within one year	60,000	-
Amount due one to two years	60,000	-
Amount due within two to five years	120,000	-
	<u>240,000</u>	<u>-</u>

Analysis of the movement in Deferred income

	At 1 January 2020 £	Amount released £	Amount deferred £	At 31 December 2020 £
Rental income	118,915	(119,913)	126,805	125,807
Conference income	32,080	(31,855)	-	225
Training income	13,705	(1,310)	-	12,395
Membership subscription	191,873	(191,873)	159,282	159,282
	<u>356,573</u>	<u>(344,951)</u>	<u>286,087</u>	<u>297,709</u>

Deferred income comprises advance rental, conference, training vouchers and membership income. Deferred income released and deferred in 2020 analysed above.

15 FINANCIAL INSTRUMENTS

	Group 2020 £	Charity 2020 £	Group 2019 £	Charity 2019 £
Financial assets measured at fair value (a)	864,283	864,283	1,045,324	1,045,324
Financial assets measured at amortised cost (b)	2,419,265	2,447,019	1,381,927	1,381,927
Financial liabilities measured at amortised cost (c)	(1,267,333)	(1,239,579)	(786,769)	(786,769)
Net financial assets measured at amortised cost	<u>2,016,215</u>	<u>2,071,723</u>	<u>1,640,482</u>	<u>1,640,482</u>

(a) Financial assets measured at fair value include investments.

(b) Financial assets measured at amortised cost include: short term deposits, cash in hand, trade debtors and other debtors.

(c) Financial liabilities measured at amortised cost include trade creditors, other creditors, accruals and deferred income.

16 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2020	Income	Expenditure	net gains	Transfer	At 31 December 2020
	£	£	£	£	£	£
Mitchell Memorial Fund	9,734	2	(783)	-	-	8,953
Anthony Thompson Scholarship Fund	10,001	365	(176)	(1,582)	-	8,608
Arundell Esdaile Memorial Fund	2,842	95	(51)	(412)	-	2,474
Catherine Hamilton Memorial Prize	1,779	-	(36)	-	-	1,743
K Pierce - legacy	11,646	393	(207)	(1,689)	-	10,143
F Robinson - legacy	14,346	484	(255)	(2,080)	-	12,495
Colin Mears – legacy	413,267	15,637	(16,857)	(67,183)	-	344,864
D Chilcot – legacy	14,221	5	(285)	-	-	13,941
Bob McKee-CILIP/IFLA Award	103	-	(2)	-	-	101
Foyle Foundation	6,157	-	(123)	-	-	6,034
ACE-Every Library data driven project	16,283	8,500	(24,783)	-	-	-
ACE-Working internationally project	66,613	44,000	(48,277)	-	-	62,336
ACE-Independent review of Public	-	18,000	-	-	-	18,000
Library Financing						
ACE-Recovery Fund	-	623,000	(313,564)	-	-	309,436
	566,992	710,481	(405,399)	(72,946)	-	799,128
GA Cooks legacy – CILIP Cymru	182,178	-	-	(31,607)	-	150,571
Total Restricted Funds	749,170	710,481	(405,399)	(104,553)	-	949,699

16B COMPARATIVE 2019 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2019	Income	Expenditure	net gains	Transfer	At 31 December 2019
	£	£	£	£	£	£
Mitchell Memorial Fund	10,277	3	(546)	-	-	9,734
Anthony Thompson Scholarship Fund	8,451	456	(205)	1,299	-	10,001
Arundell Esdaile Memorial Fund	2,442	119	(58)	339	-	2,842
Catherine Hamilton Memorial Prize	2,120	1	(342)	-	-	1,779
K Pierce - legacy	10,011	486	(238)	1,387	-	11,646
F Robinson - legacy	12,332	598	(293)	1,709	-	14,346
Colin Mears – legacy	358,357	19,379	(16,961)	52,492	-	413,267
D Chilcot – legacy	14,503	8	(290)	-	-	14,221
Bob McKee-CILIP/IFLA Award	105	-	(2)	-	-	103
Art Council PLSS	(174)	-	-	-	174	-
Foyle Foundation	30,000	-	(23,843)	-	-	6,157
ACE-Every Library data driven project	-	76,500	(60,217)	-	-	16,283
ACE-Working internationally project	-	91,000	(24,387)	-	-	66,613
	448,424	188,550	(127,382)	57,226	174	566,992
GA Cooks legacy – CILIP Cymru	156,216	-	-	25,962	-	182,178
Total Restricted Funds	604,640	188,550	(127,382)	83,188	174	749,170

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The International Library and Information Group (CILIP special interest group) manage the award for CILIP.

Arundell Esdaile Memorial Fund was set up to endow a lecture given periodically on librarianship and bibliography. Only the interest from the fund may be used.

Catherine Hamilton Memorial Prize awarded for the most outstanding Master's dissertation in the broad area of information retrieval or electronic text management.

K Pierce – legacy assists librarians to carry out engagements which would further the interests of librarianship in attending conferences overseas (not IFLA).

F Robinson – legacy was set up to reward innovation in library administration and particularly aimed at para professionals. Only the interest from the fund may be used.

The Colin Mears legacy provides funds for the Colin Mears Awards for the illustration of children's books.

The D Chilcot legacy provides funds to be utilised for information facilities at CILIP and education purposes.

Bob McKee-CILIP/IFLA Aspire award helps new professionals develop through networking at UK and international events. IFLA provides an international bursary to support new professionals.

Arts Council England (ACE) grant given for the development of Public Libraries Skills Strategy programme. The programme completed in 2018. CILIP wrote off the over spend of one hundred and seventy four pounds in 2019.

Foyle Foundation; provided the grant to commission a research to look into the level of school library provision in the UK.

ACE, every library data driven project; deployed to develop skills & capability for public librarians to advocate & build local political support and for public engagement to support public library sector development.

ACE, working internationally project; It is a two-year programme to promote international working for public libraries in England.

ACE-Recovery Fund; was given by the government towards CILIP sustainability due to the impact of COVID19 lock down on CILIP's operations.

The GA Cooks legacy; was donated for use by the Welsh Member Network of CILIP.

17 DESIGNATED FUNDS – CHARITY AND GROUP

The following designated funds have been set aside out of unrestricted funds for specific purposes:

	At 1 January 2020	Income	Expenditure	Transfer	At 31 December 2020
	£	£	£	£	
Fixed asset Reserve	1,764,800	-	(70,465)	18,200	1,712,535
Development fund	64,594	140	-	35,004	99,738
	1,829,394	140	(70,465)	53,204	1,812,273

17B COMPARATIVE 2019 DESIGNATED FUNDS – CHARITY AND GROUP

	At 1 January 2019	Income	Expenditure	Transfer	At 31 December 2019
	£	£	£	£	
Fixed asset Reserve	1,837,391	-	(72,590)	-	1,764,800
Development fund	31,128	2,085	31,380	-	64,594
	1,868,519	2,085	(41,210)	-	1,829,394

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves, it excludes the revaluation reserve on the building.

The development reserve has been set aside for a number of one-off projects to enhance the effectiveness of CILIP services for its members.

18 TRANSFER BETWEEN FUNDS

	2020				2019			
	Unrestricted fund				Unrestricted fund			
	Central operations	Member Networks	Designated fund	Restricted fund	Central operations	Member Networks	Designated fund	Restricted fund
	£		£	£	£		£	£
Fixed Asset transfer	(18,200)	-	18,200	-	-	-	-	-
Development fund transfer	(35,004)	-	35,004	-	-	-	-	-
Cost Reimbursement	-	-	-	-	(174)	-	-	174
Totals	(53,204)	-	53,204	-	(174)	-	-	174

In 2020, fixed asset acquisitions transferred from central operations to designated funds. In 2019, no fixed asset acquisitions. In 2020, funds transferred from central operations to designated fund to cover the costs of major works on the central office building. In 2019, projects discontinued. In 2019, restricted fund grant over spent by a small amount written off.

19 UNRESTRICTED FUNDS

<i>Group Unrestricted funds</i>	At 1 January 2020	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2020
	£	£	£	£	£	£
Revaluation Reserve	19,574,496	-	-	676,000	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	240,674	3,077,116	(2,993,034)	(76,488)	(53,204)	195,066
CILIP Pathways Ltd funds	-	-	(27,754)	-	-	(27,754)
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	14,746,554	3,235,698	(3,450,837)	(432,488)	(53,204)	14,045,723

Charity Unrestricted funds

	At 1 January 2020	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2020
	£	£	£	£	£	£
Revaluation Reserve	19,574,496	-	-	676,000	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	240,674	3,077,116	(2,965,278)	(76,488)	(53,204)	222,820
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	14,746,554	3,235,698	(3,395,329)	(432,488)	(53,204)	14,101,231

19B COMPARATIVE 2019 UNRESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2019	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2019
	£	£	£	£	£	£
Revaluation Reserve	28,634,496	-	-	(9,060,000)	-	19,574,496
Pension Reserve (note 20)	(5,133,000)	-	(7,000)	(630,000)	-	(5,770,000)
Other funds – Head office	349,421	3,338,364	(3,555,867)	108,930	(174)	240,674
Member Networks	673,695	390,175	(362,486)	-	-	701,384
	24,524,612	3,728,539	(3,925,353)	(9,581,070)	(174)	14,746,554

20 STATEMENT OF FUNDS**Group statement of funds**

	At 1 January 2019	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2019
	£	£	£	£	£	£
Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,746,554	3,235,698	(3,450,837)	(432,488)	(53,204)	14,045,723
	17,325,118	3,946,319	(3,926,701)	(537,041)	-	16,807,695

Charity statement of funds

	At 1 January 2019	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2019
	£	£	£	£	£	£
Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,746,554	3,235,698	(3,395,329)	(432,488)	(53,204)	14,101,231
	17,325,118	3,946,319	(3,871,193)	(537,041)	-	16,863,203

20B COMPARATIVE 2019 STATEMENT OF FUNDS – CHARITY AND GROUP

	At 1 January 2019 £	Income £	Expenditure £	Gains and (Losses) £	Transfers £	At 31 December 2019 £
Restricted fund	604,640	188,550	(127,382)	83,188	174	749,170
Designated fund	1,868,519	2,085	(41,210)	-	-	1,829,394
Unrestricted fund	24,524,612	3,728,539	(3,925,353)	(9,581,070)	(174)	14,746,554
	26,997,771	3,919,174	(4,093,945)	(9,497,882)	-	17,325,118

21 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds	Unrestricted				Restricted	Total
	Central operations	Member Networks	Designated Funds	Pathways Limited	Funds	2020
	£	£	£	£	£	£
Tangible assets	20,250,497	-	1,712,535	-	-	21,963,032
Long term investments	5	-	-	-	498,078	498,083
Fixed assets	20,250,502	-	1,712,535	-	498,078	22,461,115
Current assets	1,536,431	832,586	99,738	-	451,621	2,920,376
Current liabilities	(1,138,124)	(153,671)	-	(27,754)	-	(1,319,549)
Long-term liabilities	(7,254,247)	-	-	-	-	(7,254,247)
Net Assets	13,394,563	678,914	1,812,273	(27,754)	949,699	16,807,695

Charity allocation of net assets to Funds	£	£	£		£	£
Tangible assets	20,250,497	-	1,712,535	-	-	21,963,032
Long term investments	5	-	-	-	498,078	498,083
Fixed assets	20,250,502	-	1,712,535	-	498,078	22,461,115
Current assets	1,564,185	832,586	99,738	-	451,621	2,948,130
Current liabilities	(1,138,124)	(153,671)	-	-	-	(1,291,795)
Long-term liabilities	(7,254,247)	-	-	-	-	(7,254,247)
Net Assets	13,422,318	678,915	1,812,273		949,699	16,863,203

21B COMPARATIVE 2019 ALLOCATION OF NET ASSETS TO FUNDS – CHARITY AND GROUP

	Unrestricted			Restricted	Total
	Central operations	Member Networks	Designated Funds	Funds	2019
	£	£	£	£	£
Tangible assets	19,574,497	-	1,764,800	-	21,339,297
Long term investments	5	-	-	599,935	599,940
Fixed assets	19,574,502	-	1,764,800	599,935	21,939,237
Current assets	1,067,659	755,506	64,594	149,235	2,036,994
Current liabilities	(799,379)	(54,122)	-	-	(853,501)
Long-term liabilities	(5,797,612)	-	-	-	(5,797,612)
Net Assets	14,045,170	701,384	1,829,394	749,170	17,325,118

22 PENSION COMMITMENTS

CILIP operates two pension schemes;

22.1 Defined Contribution Pension Scheme

CILIP's existing employees were entitled to join the Scottish Widows group stakeholder salary sacrifice pension scheme, which is funded, by 5% of salary contribution from employee and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time. Staff may opt-out of the scheme at any time.

The amount paid into the scheme by CILIP in 2020 was £130,717 (2019: £190,729). The amount within trade creditors in note 14 above was £16,656 (2019: £15,131).

22.2 A Defined Benefit Pension Scheme in the UK.

This is a separate trustee administered fund, holding the pension scheme assets to meet long term pension liabilities. The results of the most recent triennial actuarial valuation as at 31 December 2016 showed a deficit of £8,079,000. 2016 results represent 72% of the Technical Provisions and 80% of PPF (section 179). The Institute and the Pension Trustees agreed a revised Recovery Plan with contributions of £106,416 per annum in respect of expenses and £207,000 per annum in respect of the funding shortfall with contributions increasing at 3.5% per annum beginning in January 2018 and running to 31 March 2031.

Contributions in 2020 were in accordance with the Recovery Plan agreed after the triennial actuarial valuation as at 31 December 2016 and were £205,000 per annum in respect of expenses and £132,000 per annum in respect of the funding shortfall.

The amount within other creditors in note 14 above was £337,000 (2019: £81,507).

Trustees are aware that the volatile investment market is expected to have an impact on the pension scheme in terms of asset values and the measure of liabilities. No information has been received to date as to the quantum of the impact of COVID-19 on the pension scheme, and no requests for any change to deficit funding have been received.

A full actuarial valuation was carried out at 31 December 2016 and updated to 31 December 2020 by a qualified actuary, independent of the scheme's sponsoring employer. The major assumptions used by the actuary shown below:

	2020	2019	2018
Discount rate	1.35%	2.15%	2.9%
Inflation (RPI)	2.90%	2.95%	3.2%
Inflation (CPI)	2.3%	2.05%	2.2%
Allowance for pension in payment increases of RPI	2.90%	2.95%	3.2%
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2.10%	2.15%	2.1%
Allowance for pension in payment increases of RPI or 3% p.a. if less	2.05%	1.90%	2.0%
Allowance for commutation of pension for cash at retirement	20%	20%	20%

Present values of defined benefit obligation, fair value of assets and defined benefit asset (liability):

	2020	2019	2018
	£'000	£'000	£'000
Fair value of plan assets	21,702	20,801	19,577
Present value of defined benefit obligations	(28,753)	(26,571)	(24,710)
Surplus (deficit) in plan	(7,051)	(5,770)	(5,133)
Defined benefit asset (liability) to be recognised	(7,051)	(5,770)	(5,133)

Reconciliation of opening and closing balances of the defined benefit obligation:

	2019	2019
	£'000	£'000
Defined benefit obligation at start of period	26,571	24,710
Scheme Administration Expenses	205	183
Interest expense	357	521
Actuarial losses/(gains)	2,500	2030
GMP equalisation impact/Past service costs	-	-
Benefits paid and expenses	(880)	(873)
Defined benefit obligation at end of period	28,753	26,571

Reconciliation of opening and closing balances of the fair value of plan assets:

	2020	2019
	£'000	£'000
Fair value of plan assets at start of period	20,801	19,577
Interest income	436	557
Actuarial (losses) gains	1,468	1400
Contributions by CILIP	82	323
Scheme administration expenses	(205)	(183)
Benefits paid	(880)	(873)
Fair value of plan assets at end of period	21,702	20,801

The actual return on the plan assets over the period ended 31 December 2020 was £1,904,000 in (2019: £1,957,000).

Defined benefit costs recognised in statement of financial activities:

	2020	2019
	£'000	£'000
Scheme administration expenses	205	183
GMP equalisation impact/past service costs	-	-
Net interest on the defined benefit liability	126	147
Fair value of plan assets at end of period	331	330

Defined benefit costs recognised in other comprehensive income:

	2020	2019
	£'000	£'000
Gain/(Loss) Return on plan assets (excluding amounts included in net interest cost)	1,468	1,400
Gain/(loss) Effects of changes in the demographic and financial assumptions underlying the present value of the plan liabilities	(2,500)	(2,030)
Total gain/(loss) recognised in other comprehensive income	(1,032)	(630)

Assets:

	2020	2019	2018
	£'000	£'000	£'000
Cash	77	229	157
Immediate annuity policies	141	146	156
Managed growth	12,676	12,460	11,374
Liability driven investments	8,808	7,967	7,890
Total assets	21,702	20,801	19,577

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP.

The best estimate of contributions to be paid by CILIP to the scheme for the period commencing 1 January 2021 £303,000 (1 January 2020: £302,000).

23 CORPORATION TAXATION

CILIP is a registered charity and as such is exempt from taxation of its income and gains to the extent that they fall within the exemptions available to charities under the Taxes Act and are applied to its charitable objectives.

24 RELATED PARTIES

CILIP Benevolent Fund Registered Charity No. 237352

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. CILIP provided £1,000 towards their running costs on a yearly basis. As at 31st of December 2019 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £1,575 (2019: £835).

The John Campbell Trust Registered Charity No. 802262

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2020 and 2019.

Library Services Trust Registered Charity No. 287404

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2020 and 2019.

CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP

Ayub Khan received in 2020 £23 (2019: £35) as Royalty as an author for a book published for CILIP Facet publishing.

Jo Webb received in 2020 £41 (2019: £36) as Royalty as an author for a book published for CILIP Facet publishing.

Caroline Carruthers received in 2020 £nil (2019: £1,591) as Royalty as an author for a book published for CILIP Facet publishing.

There were no other related parties in the year or in the prior year.

25 OPERATING LEASE

At the end of the year, CILIP was committed to receiving the following rental incomes in respect of tenant leases:

	2020 Land & buildings £	2020 Plant & Machinery £	2019 Land & buildings £	2019 Plant & Machinery £
Leases which expire:				
- within one year	740,799	-	723,252	-
- within two to five years	1,828,533	-	1,749,731	-
- over five years	-	-	-	-
	<u>2,569,332</u>	<u>-</u>	<u>2,472,983</u>	<u>-</u>

CILIP'S Operational management directory

The information shown below is that pertaining between 1 January 2020 and 9th September 2021, the date of signing the accounts.

CILIP Board members are trustees for the purpose of charity legislation

Chair

John Trevor-Allen BA(Hons) MSc Econ MCLIP

Honorary Treasurer

Alison Wheeler MBE PG Cert Mgmt MCLIP

CILIP Board members

Karen McFarlane CMG BA(Hons) MLib FCLIP (Trustee until 1 January 2021)
Dawn Finch ACLIP (Trustee until 1 January 2021)
John Trevor-Allen BA(Hons) MSc Econ MCLIP (from 1 January 2018)
Sue Lacey Bryant BA(Hons) DipLib MSc MCLIP MIHM (from 1 February 2019)
Jo Webb MA MLib MBA FCLIP FHEA FRSA (from 1 January 2018)
Alison Wheeler MBE MCLIP (from 1 January 2017, re-elected 1 January 2021)
Steve Williams BA MSc FBCS (from 1 January 2019)
Shirley Yearwood-Jackman BA(Hons) MSc (from 1 January 2019)
Nicola Davies BA(Hons) MSc Econ (from 1 June 2019)
Helen Workman (from 1 January 2020)
Binni Brynolf (from 1 January 2020)
Simon Burton (from 1 January 2021)
Stephen Phillips (from 1 January 2021)
Alison Brettle (from 1 January 2021)
Sue Ball (from 1 January 2021)
Liz Jolly (from 30 April 2021)

Presidential Team

President

Judy Broady-Preston BA(Hons) MA PhD MCLIP FHEA (from 1 January 2020)
Paul Corney (from 1 January 2021)

Vice-President

Paul Corney (from 1 January 2020)
Kate Robinson JP, BA, MA, FCLIP, FRSA (from 1 January 2021)

CILIP Senior Leadership Team

Chief Executive Officer	Nick Poole BA MA
Chief Operating Officer	Adam Pokun BA (Hons) MSc (from December 2019)
Editor, Information Professional	Rob Green (from April 2019)
Head of CILIP in Scotland	Sean McNamara (from April 2019)
Head of Digital and IT	Lisa Goldsmith MBA Bsc (from April 2019)
Head of Facilities	Fredy Castrillon (from April 2019)
Head of Finance	Abosede Dada FCCA (from April 2019)
Head of Sales and Marketing	Gemma Wood MA (from August 2019)
Head of Publishing	Pete Baker (from July 2019)
Head of Sector Development	Jo Cornish FCLIP (from July 2019)
Head of Programmes	Natalie Jones (from December 2019)

Professional Advisers

Bankers:

Bank of Scotland
Teviot House,
41 South Gyle Crescent
Edinburgh EH12 9XD

Unity Trust Bank PLC
Nine Brindley place
Birmingham B1 2HB

CCLA
Senator House
85 Queen Victoria Street
London EC4V 4ET

Auditors:

Haysmacintyre LLP
10 Queen Street Place
London EC4R 1AG

Solicitors:

Bates, Wells
10 Queen Street Place
London EC4R 1BE

Pension providers:

Defined Benefit Scheme

Isio (trading as Iseran Bidco Ltd)
1 St Peter's Square
Manchester M2 3AE

Group Stakeholder Pension Scheme

Scottish Widows
69 Morrison Street
Edinburgh EH3 8YF