

**CHARTERED INSTITUTE OF LIBRARY & INFORMATION
PROFESSIONALS IN SCOTLAND**

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009**

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

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CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2009

Trustees and Policy & Resources Committee

Alistair Campbell, Honorary Treasurer
Alan Reid, Chair (appointed 30 January 2009)
Alan Hasson (resigned 31 December 2009)
Chris Pinder
Audrey Walker
Jeanette Castle
Keith Fraser
Chris Milne (resigned 31 December 2009)
Sheila Miller
Margaret Forrest
Marilyn Milligan
Moirra Methven (appointed 26 March 2010)

Charity registered number

SC038532

Principal office

1st Floor, Building C
Brandon Gate, Leechlee Road
Hamilton
ML3 6AU

Chief executive officer

Elaine Fulton

Independent Examiner

Mark Gallacher BA CA
EQ
Chartered Accountants
14 City Quay
Dundee
DD1 3JA

Bankers

Royal Bank of Scotland
50 Cadzow Street
Hamilton
ML3 6DU

Solicitors

Thorntons
Whitehall Terrace
33 Yeaman Shore
Dundee
DD1 4BJ

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2009

The Trustees present their annual report together with the financial statements of Chartered Institute of Library & Information Professionals in Scotland (the charity) for the year ended 31 December 2009. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

a. CONSTITUTION

The Chartered Institute of Library and Information Professionals in Scotland was created in affiliation with the Chartered Institute of Library and Information Professionals. Whilst previously CILIP in Scotland was a branch of the main CILIP charity, it became a registered charity in its own right in Scotland on 6 August 2007. CILIP in Scotland remains a branch of CILIP, however, and CILIP is the overarching legal entity. The relationship between CILIP and CILIP in Scotland is governed by the 1995 agreement between the Library Association and the Scottish Library Association, which was subsequently adopted by the new organisations, subject to the provisions of the Royal Charter granted to CILIP in 2002 and subject to any requirement arising from the Institute's charitable status. The Council of CILIP in Scotland is responsible for all policy, financial and operational matters relating to internal affairs and for those professional issues solely affecting the operation, development and promotion of library and information services in Scotland. CILIP Charter, CILIP Regulations, the 1995 Agreement and CILIP in Scotland's rules and regulations provide the constitutional framework for the charity in Scotland.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

Nominated trustees upon registration with OSCR were the Chair of Council, the Honorary Treasurer, and the President in 2007.

Responsibility for assisting the Director in Scotland in managing the charity's affairs lies with the Policy and Resources Committee, who are effectively the charity's trustees. This committee consists of:

- President
- Immediate Past-President
- Two Vice-Presidents
- Chair of Council
- Honorary Treasurer
- 4 other nominations from full council
- CILIPS representative to CILIP.

The Policy and Resources Committee members are drawn from a broader Council which oversees the affairs of CILIPS and the activities of the Policy and Resources Committee (subject to the control of the Annual and Special General Meetings). All members of CILIP in Scotland are eligible to stand for Council which consists of the following posts:

- President
- Immediate Past-President
- Two Vice-Presidents
- Chair of Council
- Honorary Treasurer
- Other such Officer as the Council may from time to time decide
- 12 elected Councillors
- One Councillor appointed by each Branch of CILIPS
- One Councillor appointed by each Scottish Committee of the Special Interest Groups [such Groups and sections] of the Chartered Institute of Library and Information Professionals, as may be from time to time decided upon by the Council and approved by the Annual General Meeting
- The President of the Chartered Institute of Library and Information Professionals (exofficio)

More information on the governance of CILIP in Scotland is available at <http://www.slainte.org.uk>.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2009

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

Induction meetings are held with the Director in Scotland outlining the roles and responsibilities and documentation and induction packs are issued. Additionally, OSCR guidance for charity trustees is given to all trustees and their completed appointment form is only forwarded once they have completed a declaration which states they understand their role and will abide by the guidance. CILIP in Scotland undertakes to identify appropriate training for trustees as required.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Director in Scotland offers advice and support to Council policy, services to members, finance and governance, business planning and decision making. All significant decisions are agreed and actioned by Policy and Resources Committee and homologated by full Council.

e. RELATED PARTY RELATIONSHIPS

CILIP is a related party of CILIPS by way of the constitutional arrangement outlined above.

CILIPS has a shared services and joint working agreement with the Scottish Library and Information Council (SLIC). The charity's Chief Executive Officer, Elaine Fulton, is also the Chief Executive Officer of SLIC.

f. RISK MANAGEMENT

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate its exposure to the major risks. Risks are also reported to the Chief Executive of CILIP the parent legal entity and partial funder of CILIPS.

Objectives and Activities

a. POLICIES AND OBJECTIVES

These are outlined in the charity's mission and aims statement, advocacy framework and communications strategy and business plan which are available on its website.

Mission

1. To support the principle of equality of access to information, ideas and works of the imagination, as fundamental elements of Scotland's economy, democracy, culture and civilisation.
2. To enable members to achieve and maintain the highest professional standards in all aspects of delivering library and information services for the good of the people of Scotland.
3. To work with relevant Scottish organisations and CILIP to set, maintain, monitor and promote standards of excellence in the creation, management, exploitation and sharing of information and knowledge resources within Scotland.

Aims

To provide, in conjunction with CILIP and the Scottish Library and Information Council, an authoritative voice for members of the library and information profession in Scotland, recognised and approached as necessary by government, employers and the general public.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2009**

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

Objectives are largely achieved through the following mechanisms: articles and presentations, responses to consultations, annual report, printed communication, website, e-community, meetings, events, launches, continuing professional development programme, media and press release and special programmes.

Achievements and performance

a. REVIEW OF ACTIVITIES

2009 has been an active year for CILIP in Scotland. Key landmarks include:

- A successful conference and CPD programme conference included major one-day conferences: Skills for Scotland: information literacy, libraries and learning; Equality and Diversity; and the Annual e-Books and Innovation and Development Showcase events. CPD events on improving personal effectiveness for professional success, web 2.0, twitter and procurement also attracted a wide range of delegates from across the profession. The twitter event proved so popular that it had to be repeated to satisfy demand
- Development of communications and advocacy strategy
- Continued development of SLAINTE website including the joint publication of Web2 guidelines which have been recognised by International Federation of Library Associations as world leading
- Review of governance structure and printed communications, which will see the introduction of Information Scotland as an online journal only and a bi-monthly printed newsletter to members
- Development and agreement of a devolved countries framework with CILIP and Colleagues in Wales, Northern Ireland and England. This agreement will be included in the revision of regulations in 2010 and will replace the 1931 and 1995 agreements
- Support for individual members in developing their skills and competencies and supporting mentors
- Planning and organisation of study tours
- Review of CILIPS/SLIC Joint working arrangements
- Responses to consultations including the Extension of Public Lending Right to books in non-book formats; Europeana; The Public Services Reform Bill; the Calman Consultation on the Future of Scottish Devolution; BIG Lottery funding proposals; the Scottish Government Literature Group; Copyright Futures: Looking Ahead, the Gowers Review of Intellectual Property; and Digital Britain
- Presentations at conferences and other library events
- Support for branches and groups including joint CPD events.

b. FACTORS RELEVANT TO ACHIEVE OBJECTIVES

Crucial to the successful delivery of objectives for CILIPS is the funding and continued support from CILIP and the continuation of the successful joint working arrangement with SLIC. At a meeting of SLIC and CILIPS liaison Committee in December 2008, it was agreed to continue the agreement, as it offered good value and ensured that both organisations could achieve their objectives whilst reducing overall running costs.

Financial review

a. RESERVES POLICY

The charity's aim is to hold a sufficient level of funds to cover at least six months' of resources expended, which equates to approximately £178,000. With total funds of £166,921 at 31 December 2009 (2008 - £180,865), the intended level of funds were not held at the year end, and the trustees are actively seeking ways in which to achieve their target level through a combination of increased income and reduced costs.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2009**

b. PRINCIPAL FUNDING

A Proportion of Membership Subscriptions via CILIP
Continuing Professional Development Programme Funding
Conference
Income generation through network events
Sponsorship for events

Plans for the future

a. FUTURE DEVELOPMENTS

CILIPS sees the need for the development of a flexible qualifications framework which enables all who are interested in working in and developing libraries to be able to engage in the profession and provide quality service for public benefit across the sectors. CILIPS continues to lobby CILIP to assist in this development through ensuring that the Framework of Qualifications and Accreditation is mapped to the Scottish Credit Qualifications Framework. CILIP in Scotland will work within the Skills for Scotland agenda and with other qualification stakeholders to consider options for Modern Apprenticeships.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2009**

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 Accounting Practice).

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 the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on _____ and signed on their behalf, by:

Marilyn Milligan

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2009

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

I report on the financial statements of the charity for the year ended 31 December 2009 which comprise the Statement of Financial Activities and Balance Sheet, with the related notes.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees, as a body, for my work, for this report, or for the opinions I have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (the Accounts Regulations). The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with Regulation 11 of the Charities (Scotland) Accounts Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated:

Mark Gallacher CA

EQ

Chartered Accountants

14 City Quay

Dundee

DD1 3JA

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2009

	Note	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	-	258,242	258,242	272,150
Investment income	3	9	318	327	5,115
Incoming resources from charitable activities	4	-	83,228	83,228	103,519
TOTAL INCOMING RESOURCES		9	341,788	341,797	380,784
RESOURCES EXPENDED					
Charitable activities	6,7	4,978	344,858	349,836	398,055
Governance costs	5	-	5,905	5,905	5,926
TOTAL RESOURCES EXPENDED		4,978	350,763	355,741	403,981
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR					
		(4,969)	(8,975)	(13,944)	(23,197)
<i>Total funds at 1 January 2009</i>					
		5,914	174,951	180,865	204,062
TOTAL FUNDS AT 31 DECEMBER 2009		945	165,976	166,921	180,865

The notes on pages 10 to 17 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

**BALANCE SHEET
AS AT 31 DECEMBER 2009**

	Note	£	2009 £	£	2008 £
FIXED ASSETS					
Tangible fixed assets	10		1,765		-
CURRENT ASSETS					
Debtors	11	32,888		21,535	
Cash at bank and in hand		153,511		184,765	
			<u>186,399</u>	<u>206,300</u>	
CREDITORS: amounts falling due within one year	12	(21,243)		(25,435)	
			<u>165,156</u>		<u>180,865</u>
NET CURRENT ASSETS					
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>166,921</u>		<u>180,865</u>
CHARITY FUNDS					
Restricted funds	13		945		5,914
Unrestricted funds	13		165,976		174,951
			<u>166,921</u>		<u>180,865</u>
TOTAL FUNDS					

The financial statements were approved by the Trustees on

and signed on their behalf, by:

Alistair Campbell, Honorary Treasurer

The notes on pages 10 to 17 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005 and applicable accounting standards.

1.2 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 charity 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 which have been raised by the charity for particular purposes. The cost 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.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Membership subscriptions received in advance of the following year are treated as deferred income and credited to the balance sheet at the year end.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. Irrecoverable VAT is treated as an expense of the period.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1.5 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	-	33% reducing balance
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

1. ACCOUNTING POLICIES (continued)

1.6 Operating leases

Rentals under operating leases are charged on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

2. VOLUNTARY INCOME

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	<i>Total funds 2008 £</i>
CILIP grant	-	2,954	2,954	2,737
Costs recovered from CILIP - salaries	-	85,661	85,661	88,227
Costs recovered from CILIP - office costs	-	35,959	35,959	41,806
Costs recovered from SLIC - salaries	-	129,518	129,518	137,244
Costs recovered from SLIC - office costs	-	4,150	4,150	2,136
	-	258,242	258,242	272,150

3. INVESTMENT INCOME

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	<i>Total funds 2008 £</i>
Bank interest received	9	318	327	5,115

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	<i>Total funds 2008 £</i>
Information Scotland	-	8,763	8,763	10,076
Publications	-	-	-	837
Conference	-	51,838	51,838	49,244
Branch/group day	-	3,153	3,153	4,787
Short courses	-	7,871	7,871	13,247
Events	-	445	445	3,366
Consultancy	-	8,750	8,750	5,250
Branch income	-	2,408	2,408	69
Readership promotion	-	-	-	16,643
	-	83,228	83,228	103,519

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

5. GOVERNANCE COSTS

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Independent Examination fee	-	3,000	3,000	3,000
Council and committee	-	2,905	2,905	2,926
	<u>-</u>	<u>5,905</u>	<u>5,905</u>	<u>5,926</u>

6. DIRECT COSTS

	Basis of Allocation	General charitable activities £	Readership develop- ment £	Total 2009 £	Total 2008 £
Information Scotland	Actual	13,971	-	13,971	15,017
Publications	Actual	14	-	14	613
Conference	Actual	35,920	-	35,920	37,157
Branch/group day	Actual	4,314	-	4,314	5,372
Short courses	Actual	4,306	-	4,306	13,496
Events	Actual	1,657	-	1,657	6,854
Branch expenditure	Usage	795	-	795	1,234
Readership promotion	Actual	-	4,978	4,978	27,881
Printing and stationery	Usage	1,625	-	1,625	2,217
Rent	Usage	9,713	-	9,713	9,713
Equipment	Usage	3,964	-	3,964	2,079
Services	Usage	7,277	-	7,277	5,344
Photocopier	Usage	74	-	74	59
Telephones	Usage	2,261	-	2,261	2,008
Licences	Usage	-	-	-	3,500
Other costs	Usage	1,614	-	1,614	186
Staff expenses	Usage	7,218	-	7,218	7,893
Postage	Usage	2,219	-	2,219	2,219
SLAINTE website	Actual	903	-	903	3,771
Wages and salaries	Usage	187,814	-	187,814	196,796
		<u>285,659</u>	<u>4,978</u>	<u>290,637</u>	<u>343,409</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

7. SUPPORT COSTS

	Basis of Allocation	General charitable activities £	Total 2009 £	Total 2008 £
Rent	Usage	5,288	5,288	5,288
Postage	Usage	100	100	392
Telephones	Usage	1,507	1,507	1,339
Printing and stationery	Usage	797	797	1,088
Subscriptions	Usage	1,594	1,594	630
Photocopier	Usage	82	82	65
Equipment	Usage	5,946	5,946	3,828
Legal and professional fees	Actual	1,403	1,403	1,779
President's fund	Actual	1,394	1,394	1,496
Staff	Actual	3,539	3,539	4,004
Licences	Actual	-	-	1,500
Services	Usage	4,851	4,851	3,563
Honoraria	Usage	1,000	1,000	1,000
Accountancy	Actual	3,450	3,450	-
Wages and salaries	Usage	27,365	27,365	28,674
Depreciation	Usage	883	883	-
		59,199	59,199	54,646

8. NET EXPENDITURE

This is stated after charging:

	2009 £	2008 £
Depreciation of tangible fixed assets:		
- owned by the charity	883	-
Independent Examiner's fee	3,000	3,000
Pension costs	29,294	23,843
Independent Examiner - other accountancy services	3,450	-

During the year, no Trustees received any remuneration (2008 - £NIL).

During the year, no Trustees received any benefits in kind (2008 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2008 - £NIL).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

9. STAFF COSTS

Staff costs were as follows:

	2009 £	2008 £
Wages and salaries	160,981	182,942
Social security costs	24,904	18,685
Pension costs	29,294	23,843
	<u>215,179</u>	<u>225,470</u>

The average monthly number of employees during the year was as follows:

	2009 No.	2008 No.
	<u>4</u>	<u>4</u>

CILIP is the employer of the four members of CILIPS's staff, and pays their full wages (including employers' national insurance and pension contributions). As these staff members also carry out work for SLIC, CILIP then invoices CILIPS for a percentage of their salaries. In turn, CILIPS invoices SLIC for these amounts so, in effect, the net cost to CILIPS for wages and salaries is £NIL.

10. TANGIBLE FIXED ASSETS

	Computer equipment £
Cost	
At 1 January 2009	-
Additions	2,648
At 31 December 2009	<u>2,648</u>
Depreciation	
At 1 January 2009	-
Charge for the year	883
At 31 December 2009	<u>883</u>
Net book value	
At 31 December 2009	<u>1,765</u>
At 31 December 2008	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

11. DEBTORS

	2009 £	2008 £
Trade debtors	13,166	3,524
SLIC recovery	10,691	11,356
Prepayments and accrued income	9,031	6,655
	<u>32,888</u>	<u>21,535</u>

12. CREDITORS:
Amounts falling due within one year

	2009 £	2008 £
Trade creditors	839	1,048
Social security and other taxes	2,329	3,991
Accruals and deferred income	18,075	20,396
	<u>21,243</u>	<u>25,435</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General funds	174,951	341,788	(350,763)	165,976
Restricted funds				
Readership development fund	5,914	9	(4,978)	945
Total of funds	180,865	341,797	(355,741)	166,921

The monies in the Readership Development fund have arisen by way of grants received from Scottish Arts Council lottery funds. The terms of these grants stipulate that the monies must be applied solely for the purpose of promoting readership uptake in Scotland.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	174,951	341,788	(350,763)	165,976
Restricted funds	5,914	9	(4,978)	945
	180,865	341,797	(355,741)	166,921

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2009 £	Unrestricted funds 2009 £	Total funds 2009 £	Total funds 2008 £
Tangible fixed assets	-	1,765	1,765	-
Current assets	945	185,454	186,399	206,300
Creditors due within one year	-	(21,243)	(21,243)	(25,435)
	945	165,976	166,921	180,865

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

15. OPERATING LEASE COMMITMENTS

At 31 December 2009 the charity had annual commitments under non-cancellable operating leases as follows:

	2009 £	2008 £
Expiry date:		
Between 2 and 5 years	<u>19,993</u>	<u>4,993</u>

16. RELATED PARTY TRANSACTIONS

During the year, CILIP reimbursed CILIPS for office expenses totalling £35,959 (2008 - £41,806). The amount outstanding at the year end £230 (2008 - £NIL).

CILIP paid salaries on behalf of CILIPS totalling £85,661 (2008 - £88,227). No amounts were outstanding at the year end in respect of these salaries (2008 - £NIL).

CILIP also paid output VAT to HM Revenue & Customs totalling £29,744 and reclaimed input VAT totalling £15,969 from HM Revenue & Customs on behalf of CILIPS. The full output VAT was recharged to CILIPS, while only 93% of the input VAT was repaid to CILIPS. The amount of VAT owed to CILIP at the year end was £2,328 (2008 - £3,991).

During the year, CILIP paid salaries on behalf of SLIC totalling £129,518 (2008 - £137,244). These expenses were reimbursed by CILIPS, which in turn recharged them to SLIC. An amount totalling £10,656 was owed to CILIP at the year end (2008 - £11,140), whilst £10,656 was due from SLIC (2008 - £11,140).

CILIPS paid office costs on behalf of SLIC totalling £4,150 (2008 - £2,136). SLIC was fully recharged for these expenses. An amount totalling £35 remained due from SLIC at the year end (2008 - £216).

CILIPS also provided consultancy services to SLIC during the year totalling £8,750 (2008 - £NIL). An amount totalling £8,750 remained due from SLIC at the year end (2008 - £NIL).

During the year, SLIC recharged goods and services totalling £46,806 to CILIPS (2008 - £60,592). No amount was outstanding at the year end (2008 - £301).