

Charity number: SCO38532

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

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2016

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

CONTENTS

	Page
Reference and Administrative Details of the Charity, its Trustees and Advisers	1
Trustees' Report	2 - 9
Accountant's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 - 18

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 2016**

Trustees

Richard Aird
Anne-Louise Anglim
Theresa Breslin, President
Jeanette Castle, Past President (resigned April 2016)
Keith Fraser
Carole Gray
Craig Green
Andrew McAinsh
Ian McCracken
Liz McGettigan (appointed 1st January 2016)
Rebecca McKellar
Helen Robinson
Jane Sandell
Ewan Scott
Audrey Walker, Honorary Treasurer
Duncan Wright (appointed 1st January 2016)

Charity registered number

SCO38532

Principal office

Robertson House, 152 Bath Street, Glasgow G2 4TB

Accountants

A&A Accounting Limited, 1037 Sauchiehall Street, Glasgow, G3 7TZ

Bankers

CAF Bank Ltd., 25 Kingshill Avenue, Kings Hill, West Mailing, Kent ME1

Solicitors

Turcan Connell, Princes Exchange, 1 Earl Grey Street, EH3 9EE

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

The Trustees present their annual report together with the financial statements of the Chartered Institute of Library & Information Professionals in Scotland (the charity) for the year ended 31 December 2016. 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 (CILIPS) has been registered as a charity since 6 August 2007 (SCO38532). CILIP IN SCOTLAND is affiliated to the Chartered Institute of Library and Information Professionals (CILIP) (Registered charity number in England 313014). The relationship between CILIP in Scotland and CILIP is governed by agreements dated 1931, 1995 and 2012. Together with CILIP in Scotland Rules and Regulations these agreements provide the constitutional framework for the charity in Scotland.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

CILIP in Scotland is a member led organisation and its Trustees are elected from the membership following a process set out in the Rules and Regulations. The Trustee Board meets four times a year and comprises;

- President
- Immediate Past-President
- Vice-President
- Honorary Treasurer
- Twelve elected Trustees

The Trustee Board is responsible for all policy, financial and operational matters relating to CILIP in Scotland and those professional issues solely affecting the operation, development and promotion of library and information services in Scotland.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

CILIP in Scotland undertakes to identify and provide appropriate training for Trustees as required. Every new trustee received a comprehensive induction pack, an informal meeting with staff and a formal one day training session on the role and responsibilities of Trustees.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

CILIP in Scotland's approach to strategic and operational planning involves approval of an annual development plan derived from the CILIP strategic plan priorities. The development plan details activities and actions within designated areas of work. These are linked to associated budgets and progress is monitored by the Trustee Board. The AGM is normally held in June.

e. RELATED PARTY RELATIONSHIPS

CILIP is a related party of CILIP in Scotland by way of the constitutional arrangement outlined in section a.

f.RISK MANAGEMENT

Trustees maintain and regularly review a risk register which identified the 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.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2016

Objectives and activities

a. POLICIES AND OBJECTIVES

Mission

1. To support the principles 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.

Aim

To provide, in conjunction with CILIP, 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.

Objectives

To represent and act as the professional body for persons in Scotland working in library and information services, represent members' interests in the wider library and information community.

- To scrutinise any legislation affecting, or likely to affect, the provision of library and information services in Scotland, and to promote such further legislation as may be considered necessary.
- To advocate and promote the role and value of library and information services to all sections of the community in Scotland.
- To promote and encourage the maintenance of adequate and appropriate provision of library and information services of all kinds at both local and national level.
- To promote the improvement of the knowledge and skills of Librarians and information personnel.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

Objectives are largely achieved through the following mechanisms: advocacy activity, articles and presentations, responses to consultations, printed communication, website, e-community, meetings, events, annual conference, continuing professional development programme, media and press releases and partnership work.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2016

Achievements and Performance

a. GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in the preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2016

b. REVIEW OF ACTIVITIES

Advocacy

In preparation for the Scottish Parliamentary elections 2016 CILIP in Scotland:

- Delivered an influential cross sectoral campaign strategy, *'Inspiration for the Nation'*;
- Published a Manifesto for Libraries;
- Coordinated a series of regular guest blog posts which appeared on the website;
- Organised a Twitter 'Thunderclap' campaign;
- Developed a range of online content to support advocacy activity in the election run up;
- Proactively engaged with key policy makers and prospective election candidates

Across the course of the year CILIP in Scotland scrutinised Scottish Government and local authority plans in relation to public and school library services and responded to consultations with

- Edinburgh City Libraries;
- Argyll and Bute school libraries; and
- Culture North Lanarkshire

In the school libraries sector we

- Organised significant activities, meetings and a project plan for school library advocacy;
- Provided an advocacy and briefing document for the Deputy First Minister and Cabinet Secretary for Education;
- Delivered a letter of support for the school libraries petition to the Scottish Parliament;
- Contributed a response to the Scottish Government Education Governance Review; and
- Responded to the Scottish Government Digital Learning and Teaching Strategy consultation

Awards and Honorary Membership

Student awards were presented to:

Alanna Broadley, Strathclyde University
Tom Lennox, Robert Gordon University

Awards of Honorary Membership were made to:

Jeanette Castle
Jenny Des Fountain
Paulette Hill
Ruth Lyle
Val Walker

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2016

Workforce Development

Across the year we delivered a series of training events and conferences:

- Professional Registration event: April;
- Mentoring Exchange of Experience: April;
- Mentor training: April;
- Professional Registration workshop: September;
- Reflective writing workshop: September;
- Portfolio Building Course: September;
- Library Privacy event (IP Bill) in liaison with Scottish PEN: July
- Professional Careers Skills Training Day (in liaison with IRMS): April
- Student recruitment session: Strathclyde University, February
- National two day conference: June
- National One Day Conference (Autumn Gathering): October

Professional Development Fund

CILIP in Scotland operates a fund to support learning, training and development of our members. During 2016 we announced 4 calls for funding and made 16 awards to the following individuals:

Robert Allanson;
Sarah Ames;
Alanna Broadley;
Clare Hemsworth;
Stephen Leitch;
Christine Love-Rodgers;
Ewan McAndrew;
Caitlin McCulloch;
SaraLouise McDonald;
Lindsay McKrell;
Laura MacNeil;
Lynne Mackie;
Melanie Tauscher;
Shelagh Toonen;
Jessica Walther;
Juliet Wheeler

Member services

- Published 10 issues of the member newsletter;
- Launched a new CILIP in Scotland LinkedIn Group;
- Refreshed and further developed the website to deliver news, and other content, event information and support and advocacy tools for the membership;
- Developed our use of Twitter as a proactive strategic engagement tool.

Operations and Governance

- Trustee Board meetings were held in January, April, September and November;
- Consultative Council Meetings were held in April and December; and
- The AGM took place in June.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2016

Financial review

a. RESERVES POLICY

The charity's aim is to hold a sufficient level of funds to cover at least three months of resources expended, which equates to approximately £24,700. With total funds of £211,737 at 31 December 2016 (2015 - £203,310) this intended level of funds had been achieved.

b. PRINCIPAL FUNDING

The principal sources of funding include:

- A proportion of membership subscriptions via CILIP
- Continuing Professional Development Programme
- Annual Conference and Autumn Gathering
- Supplier sponsorship for events.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2016

Plans for the future

a. FUTURE DEVELOPMENTS

Following a successful application to OSCR and a member vote at the 2016 AGM CILIP in Scotland reconstituted as a Scottish Charitable Incorporated Organisation from 1st January 2017 and is working to develop a revised relationship with CILIP via a new Memorandum of Understanding due to become effective from January 2018.

TRUSTEES' RESPONSIBILITIES STATEMENT

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 accounting 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 are sufficient to show and explain the charity's transactions and 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 22nd May 2017 and signed on their behalf by:



Craig Green, Chair of Trustee Board

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

ACCOUNTANTS REPORT TO THE TRUSTEES OF CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

We have prepared for your approval the accounts of Chartered Institute of Library & Information Professionals in Scotland for the year ended 31 December 2016 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes from the charity's accounting records and from information and explanations you have given us.

RESPONSIBILITIES OF TRUSTEES

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.

BASIS OF ACCOUNTANTS REPORT

This report is made solely to the Board of Trustees of Chartered Institute of Library & Information Professionals in Scotland, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Chartered Institute of Library & Information Professionals in Scotland and state those matters that we have agreed to state to the Board of Trustees of Chartered Institute of Library & Information Professionals in Scotland. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Chartered Institute of Library & Information Professionals in Scotland and its Board of Trustees as a body for our work or for this report.

We have not been instructed to carry out an audit or a review of the accounts of Chartered Institute of Library & Information Professionals in Scotland. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



A&A Accounting Limited
Chartered Public Finance Accountants
1037 Sauchiehall Street
Glasgow
G3 7TZ

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Notes	Restricted Funds £	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming Resources					
Voluntary Income	2	-	20,000	20,000	26,199
Investment Income	3	-	83	83	77
Incoming resources from charitable activities	4	-	62,444	62,444	64,486
Total Incoming Resources		-	82,527	82,527	90,762
Resources Expended					
Costs of generating funds:					
Charitable Activities	5,6	-	70,112	70,112	56,009
Governance Costs	7	-	3,988	3,988	4,873
Total Resources Expended		-	74,100	74,100	60,882
Net incoming/(outgoing) resources and net movements in funds for year		-	8,427	8,427	29,880
Reconciliation of funds					
Total Funds brought forward		-	203,310	203,310	173,430
Total funds carried forward		-	211,737	211,737	203,310

The notes on pages 9 to 15 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

BALANCE SHEET
AS AT 31 DECEMBER 2016

	<u>Notes</u>	Restricted Funds £	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Fixed assets					
Intangible assets	11	-	7,200	7,200	-
Tangible assets	12	-	79	79	156
Investments					
Total Fixed Assets		<u>-</u>	<u>7,279</u>	<u>7,279</u>	<u>156</u>
Current assets					
Stock		-	-	-	-
Debtors	13	-	770	770	884
Cash at bank and in hand		-	212,234	212,234	204,370
Total Current Assets		<u>-</u>	<u>213,004</u>	<u>213,004</u>	<u>205,254</u>
Liabilities					
Creditors falling due within one year	14	-	(8,546)	(8,546)	(2,100)
		-	(8,546)	(8,546)	(2,100)
Total assets less current liabilities		<u>-</u>	<u>211,737</u>	<u>211,737</u>	<u>203,310</u>
Creditors: Amounts falling due after more than one year		-	-	-	-
Net assets		<u>-</u>	<u>211,737</u>	<u>211,737</u>	<u>203,310</u>
The funds of the charity:					
Restricted income funds		-	-	-	-
Unrestricted income funds	15	-	211,737	211,737	203,310
Total charity funds		<u>-</u>	<u>211,737</u>	<u>211,737</u>	<u>203,310</u>

Approved by the Trustees on 22nd May 2017 and signed on their behalf by:

Audrey R. Walker

Audrey Walker, Honorary Treasurer

The notes on pages 9 to 15 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity 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.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

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

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.

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 basis:

Computer Equipment - 33% reducing balance

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

1 ACCOUNTING POLICIES (continued)

1.6 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities 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 £	Unrestricted Funds £	Total 2016 £	Total 2015 £
CILIP Contribution	-	20,000	20,000	26,199
Costs Recovered from CILIP Salaries	-	-	-	-
Donations	-	-	-	-
Total	-	20,000	20,000	26,199

3. INVESTMENT INCOME

	Restricted Funds £	Unrestricted Funds £	Total 2016 £	Total 2015 £
Bank Interest Received	-	83	83	77
Total	-	83	83	77

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted Funds £	Unrestricted Funds £	Total 2016 £	Total 2015 £
Income				
Conference	-	45,406	45,406	47,289
Short courses	-	416	416	2,177
Autumn Gathering	-	13,093	13,093	13,824
Royalties	-	206	206	1,130
Branch & Other Income	-	3,323	3,323	66
Total	-	62,444	62,444	64,486

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

5. DIRECT COSTS	Restricted	Unrestricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Telephones	-	933	933	1,402
Staff Training & Expenses	-	3,759	3,759	4,040
Rent	-	2,419	2,419	6,130
Printing, Postage & Stationery	-	199	199	1,929
Legal & Professional Fees	-	3,250	3,250	657
Events	-	7,777	7,777	1,335
Conference	-	36,268	36,268	28,018
Branch Expenditure	-	1,461	1,461	674
Autumn Gathering	-	8,164	8,164	7,303
Total Governance Costs	-	64,230	64,230	51,488

6. SUPPORT COSTS	Restricted	Unrestricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Telephones	-	1,256	1,256	-
Subscriptions	-	1,050	1,050	180
Staff Training & Expenses	-	248	248	2,235
Rent	-	897	897	-
Presidents fund	-	644	644	126
Honoraria	-	500	500	500
Equipment	-	331	331	1,248
Depreciation	-	77	77	77
Amortisation	-	800	800	-
Bank Charges	-	79	79	155
Total Support Costs	-	5,882	5,882	4,521

7. GOVERNANCE COSTS	Restricted	Unrestricted	Total	Total
	Funds	Funds	2016	2015
	£	£	£	£
Independent Examination Fee	-	815	815	815
Council & Committee	-	3,173	3,173	4,058
Total Support Costs	-	3,988	3,988	4,873

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

8. NET INCOME / (EXPENDITURE)

	2016	2015
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets:		
- owned by the charity	77	77
Independent examination fee	815	815
Pension costs	-	-
	<u> </u>	<u> </u>

During the year, one trustee received remuneration amounting to £500 (2015 - £500).
Trustees received benefits in kind amounting to £nil in the current financial year (£2015 - £nil).
During the year the trustees received reimbursement of expenses amounting to £644 (2015 - £1,700)

9. STAFF COSTS

Staff costs were paid directly by CILIP for CILIPS staff in the Scotland office.

All staffing costs were borne directly by CILIP.

10. TRUSTEES' REMUNERATION

	2016	2015
	£	£
Aggregate emoluments (see note 17)	500	500
	<u>500</u>	<u>500</u>

11. INTANGIBLE FIXED ASSETS

	Total 2016	Total 2015
	£	£
Cost		
At 1st January 2016	-	-
Additions	8,000	-
Surplus on revaluation	-	-
Disposals	-	-
At 31st December 2016	<u>8,000</u>	<u>-</u>
Amortisation		
At 1st January 2016	-	-
Charge for the year	800	-
Surplus on revaluation	-	-
On disposals	-	-
At 31st December 2016	<u>800</u>	<u>-</u>
Net book value		
At 31st December 2016	<u>7,200</u>	<u>-</u>
At 1st January 2016	<u>-</u>	<u>-</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

12. TANGIBLE FIXED ASSETS

	Computer Equipment £	Total 2016 £	Total 2015 £
Cost			
At 1st January 2016	2,648	2,648	2,648
Additions	-	-	-
Surplus on revaluation	-	-	-
Disposals	-	-	-
At 31st December 2016	<u>2,648</u>	<u>2,648</u>	<u>2,648</u>
Depreciation			
At 1st January 2016	2,492	2,492	2,415
Charge for the year	77	77	77
Surplus on revaluation	-	-	-
On disposals	-	-	-
At 31st December 2016	<u>2,569</u>	<u>2,569</u>	<u>2,492</u>
Net book value			
At 31st December 2016	<u>79</u>	<u>79</u>	<u>156</u>
At 1st January 2016	<u>156</u>	<u>156</u>	<u>233</u>

13. Debtors

	2016 £	2015 £
Trade debtors	-	686
Other debtors	770	198
	<u>770</u>	<u>884</u>
Amounts due after more than one year included above	<u>-</u>	<u>-</u>

14. Creditors: amounts falling due within one year

	£	£
Bank loans and overdrafts	-	-
Obligations under finance lease and hire purchase contracts	-	-
Trade creditors	2,070	722
Other taxes and social security costs	6,476	-
Other creditors	-	1,378
	<u>8,546</u>	<u>2,100</u>

15. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
Fixed Assets	7,279	-	7,279	156
Current Assets	213,004	-	213,004	205,254
Current Liabilities	(8,546)	-	(8,546)	(2,100)
Total Net Assets	<u>211,737</u>	<u>-</u>	<u>211,737</u>	<u>203,310</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

16. Statement of funds	Brought forward	Incoming resources	Resources expended	Fund c/fwd
Unrestricted general funds	203,310	82,527	(74,100)	211,737
Restricted funds	-	-	-	-
Total of funds	203,310	82,527	(74,100)	211,737

17. RELATED PARTY TRANSACTIONS

The net amount of VAT paid out to HM Revenue & Customs totaled £6,799.03. The full output VAT was recharged to CILIPS, while only 90% - 91% of the input VAT was repaid to CILIPS.

The Honorary Treasurer, Audrey Walker, received honoraria of £500 (2015 - £500).