

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

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

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 2012

Trustees

Alan Reid, Chair & Past President (appointed 27 January 2012)
Audrey Walker, Honorary Treasurer
Janette Castle
Michael Charlton (resigned 23 March 2012)
Thomas Connelly (appointed 3 May 2012)
Sheila Miller
Marilyn Milligan
Roana Mourad
Peter Reid
Audrey Sutton (appointed 27 January 2012)

Charity registered number

SC038532

Principal office

151 West George Street, Glasgow, G2 2JJ

Accountants

EQ Accountants LLP, 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 2012

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 2012. 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 is affiliated to the Chartered Institute of Library and Information Professionals. (Registered charity number in England 313014) CILIP in Scotland has been registered in Scotland as a charity since 6 August 2007 (SC038532) but CILIP is the parent body for charitable status in the UK. The Council of CILIPS 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 CILIPS' 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.

CILIPS is a member led organisation. The Policy and Resources Committee, whose members are the charity's trustees, have responsibility for the strategic management of CILIP in Scotland and sets and reviews policy priorities. Day to day operation is delegated to the Director and her team. This committee consists of:

- President
- Immediate Past-President
- Vice-President
- Chair of Council
- Honorary Treasurer
- Four other nominations from full Council; and
- CILIPS' representative to CILIP.

Members of the Policy and Resources Committee 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
- Vice-President
- Chair of Council
- Honorary Treasurer
- Other such Officers as the Council may from time to time decide
- 12 elected Councillors
- One Councillor appointed by each active Branch of CILIPS
- One Councillor appointed by each Scottish Committee of the Special Interest Groups 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; and
- The President of the Chartered Institute of Library and Information Professionals (exofficio)

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2012

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

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

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

CILIP in Scotland's approach to strategic and operational planning involves approval of an annual business plan derived from the CILIP corporate plan priorities. The business plan details activities and actions within each area of work. These are linked to associated budgets and are monitored by Policy and Resources Committee. All significant decisions are agreed by Policy and Resources Committee and homologated by full Council before being actioned.

e. RELATED PARTY RELATIONSHIPS

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

During the period covered by this report CILIPS has a shared services and joint working agreement with the Scottish Library and Information Council (SLIC). During this time 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. The risk register is regularly reviewed by Policy and Resources Committee meetings. 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 principles of equality of access to information, ideas and works of the imagination, as 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 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 2012**

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, annual conference, continuing professional development programme, media and press release and special programmes.

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 preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. REVIEW OF ACTIVITIES

CILIP in Scotland continued to work in a difficult and challenging operating environment during 2012 as the organisation coped with the effects of the economic recession and its impact on membership numbers. We entered 2012 with ongoing negotiations regarding TUPE transfer to SLIC, and recording a deficit for financial year 2011.

Activities during 2012 were guided by CILIPS business plan which in turn is derived from the CILIP corporate plan. CILIP in Scotland continued to deliver to its members through a range of activities including advocacy, member services, continuing professional development and events. Our activism and activity took place against the backdrop of a more wide ranging review of the member offer being undertaken by our parent organisation, CILIP.

A key feature of our advocacy work during the year was activism with the school library sector in support of the CILIP year long nationwide campaign '#shoutabout school libraries'. Events and training activity continued with new approaches to encourage maximum attendance levels such as early bird reduced registration fee offers.

Some examples of the continuing professional development offered across the year include:

- Annual Conference in June;
- Autumn Gathering in October;
- A job shadowing scheme for new professionals;
- Support for tweet up activity with members using social media;

In April, the organisation moved to smaller more central serviced office accommodation in Glasgow as a deficit control measure which would realise financial savings.

Negotiations on the TUPE transfer were abandoned in the final quarter of the year after Trustees decided to end the joint working relationship with SLIC in favour of staff remaining in the employ of CILIP, the parent organisation. Following this decision, CILIP made arrangements to introduce a revised staffing structure from early 2013.

During the year a review of governance arrangements was initiated to facilitate greater transparency in the appointment of trustees and to improve the consultative mechanisms for engagement with Branches and Groups. Discussion focused on replacing the Policy and Resources Committee with a more clearly titled Trustee Board and to replace Council with a consultative Council.

Despite the actions taken to reduce costs, including downsizing the office and relocating our HQ, CILIPS recorded a deficit of £17,282 for the year ended 31 December 2012.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2012

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 £70,000. With total funds of £126,369 at 31 December 2012 (2011 - £143,651), this intended level of funds had been achieved.

b. PRINCIPAL FUNDING

A proportion of membership subscriptions via CILIP
Continuing Professional Development Programme funding
Annual Conference and Autumn Gathering
Income generation through network events
Sponsorship for events

Plans for the future

a. FUTURE DEVELOPMENTS

Our business plan for 2013 will be published in March following the appointment of a new CILIPS Director. As in previous years it will be derived from the CILIP Corporate Plan.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012**

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 and signed on their behalf by:

Sheila A. Miller

Sheila Miller, Trustee (Chair of Council)

8 April 2013

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2012

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 2012 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 or for this report.

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 the course of 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:

11th April 2013

Mark Gallacher CA

EQ Accountants LLP
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 2012

	Note	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	-	195,476	195,476	227,157
Investment income	3	-	95	95	104
Incoming resources from charitable activities	4	-	71,739	71,739	72,186
TOTAL INCOMING RESOURCES		-	267,310	267,310	299,447
RESOURCES EXPENDED					
Charitable activities	5,6	682	277,479	278,161	312,937
Governance costs	7	-	6,431	6,431	5,091
TOTAL RESOURCES EXPENDED		682	283,910	284,592	318,028
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		(682)	(16,600)	(17,282)	(18,581)
<i>Total funds at 1 January 2012</i>		<i>1,891</i>	<i>141,760</i>	<i>143,651</i>	<i>162,232</i>
TOTAL FUNDS AT 31 DECEMBER 2012		1,209	125,160	126,369	143,651

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 2012

	Note	£	2012 £	£	2011 £
FIXED ASSETS					
Tangible assets	11		523		785
CURRENT ASSETS					
Debtors	12	37,933		22,966	
Cash at bank and in hand		117,363		143,981	
		<u>155,296</u>		<u>166,947</u>	
CREDITORS: amounts falling due within one year	13	(29,450)		(24,081)	
NET CURRENT ASSETS			125,846		142,866
NET ASSETS			<u>126,369</u>		<u>143,651</u>
CHARITY FUNDS					
Restricted funds	14		1,209		1,891
Unrestricted funds	14		125,160		141,760
TOTAL FUNDS			<u>126,369</u>		<u>143,651</u>

The financial statements were approved by the trustees on 8 April 2013
behalf, by:

and signed on their

Audrey R. Walker

Audrey Walker, Honorary Treasurer

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

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

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 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.

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
AT 31 DECEMBER 2012**

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.

1.7 Pensions

Employees of CILIPS are members of the defined benefit pension scheme operated by CILIP. The assets of the scheme are held separately from those of CILIP in an independently administered fund. The scheme is funded by employer and employee contributions in accordance with the recommendations of independent qualified actuaries on the basis of triennial valuations. Full details of the CILIP pension scheme are disclosed within the financial statements of CILIP.

The amount charged to the Statement of Financial Activities represents contributions payable by CILIPS to the scheme in respect of the accounting period.

2. VOLUNTARY INCOME

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	<i>Total funds 2011 £</i>
CILIP grant	-	519	519	-
Costs recovered from CILIP - salaries	-	66,478	66,478	77,725
Costs recovered from CILIP - office costs	-	13,951	13,951	25,788
Costs recovered from SLIC - salaries	-	113,606	113,606	119,734
Costs recovered from SLIC -office costs	-	922	922	3,910
	<u>-</u>	<u>195,476</u>	<u>195,476</u>	<u>227,157</u>

3. INVESTMENT INCOME

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	<i>Total funds 2011 £</i>
Bank interest received	-	95	95	104
	<u>-</u>	<u>95</u>	<u>95</u>	<u>104</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Information Scotland	-	1,192	1,192	1,225
Publications	-	1,045	1,045	1,546
Conference	-	47,449	47,449	41,288
Branch/group day	-	8,043	8,043	6,168
Short courses	-	4,805	4,805	11,676
Autumn gathering	-	8,975	8,975	6,421
Events	-	-	-	226
Consultancy	-	-	-	3,600
Branch income	-	230	230	36
	-	71,739	71,739	72,186

5. DIRECT COSTS

	Basis of Allocation	General charitable activities £	Total 2012 £	Total 2011 £
Information Scotland	Actual	4,200	4,200	6,748
Publications	Actual	-	-	517
Conference	Actual	29,972	29,972	31,108
Short courses	Actual	3,507	3,507	8,386
Autumn Gathering	Actual	6,424	6,424	4,577
Events	Actual	174	174	1,023
Branch expenditure	Actual	809	809	368
Accreditation costs	Actual	-	-	4,000
Printing and stationery	Usage	1,190	1,190	1,364
Rent	Usage	4,843	4,843	9,713
Equipment	Usage	1,218	1,218	1,491
Services	Usage	5,663	5,663	6,611
Photocopier	Usage	91	91	86
Telephones	Usage	2,588	2,588	2,105
Other costs	Usage	1,430	1,430	1,920
Staff expenses	Usage	2,373	2,373	4,671
Postage	Usage	1,607	1,607	5,062
Rent - Hamilton office	Usage	4,263	4,263	-
Dilapidations	Usage	6,966	6,966	-
Wages and salaries	Usage	58,024	58,024	67,841
SLIC element of wages and salaries	Usage	113,606	113,606	119,734
		248,948	248,948	277,325

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

6. SUPPORT COSTS

	Basis of Allocation	General charitable activities £	Total 2012 £	Total 2011 £
Rent	Usage	2,609	2,609	5,287
Postage	Usage	150	150	150
Telephones	Usage	288	288	1,404
Printing and stationery	Usage	584	584	670
Subscriptions	Usage	217	217	4,404
Photocopier	Usage	10	10	94
Equipment	Usage	1,828	1,828	2,237
Legal and professional fees	Usage	1,490	1,490	438
President's fund	Usage	191	191	1,298
Staff	Usage	1,164	1,164	2,290
Services	Usage	3,049	3,049	4,408
Honoraria	Actual	500	500	500
Accountancy fees	Actual	2,370	2,370	2,155
Dilapidations	Usage	3,751	3,751	-
Rent - Hamilton office	Usage	2,296	2,296	-
Wages and salaries	Usage	8,454	8,454	9,884
Depreciation	Actual	262	262	392
		<u>29,213</u>	<u>29,213</u>	<u>35,611</u>

7. GOVERNANCE COSTS

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Independent examination fee	-	2,300	2,300	2,250
Council and committee	-	4,131	4,131	2,841
	<u>-</u>	<u>6,431</u>	<u>6,431</u>	<u>5,091</u>

8. NET EXPENDITURE

This is stated after charging:

	2012 £	2011 £
Depreciation of tangible fixed assets:		
- owned by the charity	262	392
Independent examiner's fee	2,300	2,250
Pension costs	14,734	18,110
	<u>17,356</u>	<u>20,752</u>

During the year, no trustees received any remuneration (2011 - £NIL).

Trustees received benefits in kind amounting to £500 in the current year (2011 - £500).

During the year, trustees received reimbursement of expenses totalling £1,938 (2011 - £1,682).

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

9. STAFF COSTS

Staff costs were as follows:

	2012 £	2011 £
Wages and salaries	147,029	159,558
Social security costs	18,321	19,791
Pension costs	14,734	18,110
	<u>180,084</u>	<u>197,459</u>

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

	2012 No.	2011 No.
	<u>3</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

	2012 £	2011 £
CILIP contribution to staff salaries	66,478	77,725
SLIC contribution to staff salaries	113,606	119,734
	<u>180,084</u>	<u>197,459</u>

10. TRUSTEES' REMUNERATION

	2012 £	2011 £
Aggregate emoluments (see note 18)	<u>500</u>	<u>500</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

11. TANGIBLE FIXED ASSETS

	Computer equipment £
Cost	
At 1 January 2012 and 31 December 2012	2,648
Depreciation	
At 1 January 2012	1,863
Charge for the year	262
At 31 December 2012	2,125
Net book value	
At 31 December 2012	523
At 31 December 2011	785

12. DEBTORS

	2012 £	2011 £
Trade debtors	23,768	14,636
Other debtors	14,165	6,869
Prepayments and accrued income	-	1,461
	<u>37,933</u>	<u>22,966</u>

13. CREDITORS: Amounts falling due within one year

	2012 £	2011 £
Trade creditors	13,875	15,513
Accruals and deferred income	15,575	8,568
	<u>29,450</u>	<u>24,081</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

14. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Designated funds				
SCQF fund	16,000	-	-	16,000
General funds				
General funds	125,760	267,310	(283,910)	109,160
Total Unrestricted funds	141,760	267,310	(283,910)	125,160
Restricted funds				
Readership development fund	1,891	-	(682)	1,209
Total of funds	143,651	267,310	(284,592)	126,369

The SCQF fund comprises monies ring fenced to cover costs incurred for work undertaken in relation to the Scottish Credit and Qualifications Framework.

The monies in the Readership Development fund have arisen by way of funds received from the Scottish Arts Council lottery funds and the Scottish Library and Information Council. The funders have stipulated that the monies must be applied solely for the purpose of promoting readership uptake in Scotland.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Tangible fixed assets	-	523	523	785
Current assets	1,209	154,087	155,296	166,947
Creditors due within one year	-	(29,450)	(29,450)	(24,080)
	1,209	125,160	126,369	143,651

16. PENSION COMMITMENTS

Employees of CILIPS are members of the defined benefit pension scheme operated by CILIP. The assets of the scheme are held separately from those of CILIP in an independently administered fund. The pension cost charge represents contributions payable by CILIPS to the fund and amounted to £14,734 (2011 - £18,110). Contributions totalling nil (2011 - nil) were payable to the fund at the balance sheet date and are included in creditors. Full details of the CILIP pension scheme are disclosed within the financial statements of CILIP.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS AT 31 DECEMBER 2012

17. OPERATING LEASE COMMITMENTS

At 31 December 2012 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings			Other
	2012	2011	2012	2011
	£	£	£	£
Expiry date:				
Within 1 year	-	15,000	-	-

18. RELATED PARTY TRANSACTIONS

During the year, CILIP paid amounts to CILIPS for office expenses totalling £13,951 (2011 - £25,788), as well as a grant for £519 (2011 - nil). No amounts were outstanding at the year end (2011 - nil).

CILIP paid salaries on behalf of CILIPS totalling £66,861 (2011 - £77,725). No amounts were outstanding at the year end in respect of these salaries (2011 - nil).

CILIP also paid output VAT to HM Revenue & Customs totalling £13,778 and reclaimed input VAT totalling £16,853 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 due from CILIP at the year end was £4,995 (2011 - £6,130).

During the year, CILIP paid salaries on behalf of SLIC totalling £113,223 (2011 - £119,734). These expenses were reimbursed by CILIPS, which in turn recharged them to SLIC. An amount totalling £8,878 was owed to CILIP at the year end (2011 - nil), whilst nil was due from SLIC (2010 - £10,267).

CILIPS paid office costs on behalf of SLIC totalling £921 (2011 - £3,910). SLIC was fully recharged for these expenses. An amount totalling nil remained due from SLIC at the year end (2011 £739).

CILIPS also provided consultancy services to SLIC during the year totalling nil (2011 - £3,600). No amounts were due from SLIC at the year end (2011 - nil).

During the year, SLIC recharged goods and services totalling £50,991 to CILIPS (2011 - £26,742). £4,406 was outstanding at the year end (2011 - £653).

During the year, the Honorary Treasurer, Audrey Walker, received free admission to the conference in lieu of an honorary payment of £500 (2011 - £500) due to her.