

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

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

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 2013

Trustees

Audrey Sutton, President
Peter Reid, Past President
Audrey Walker, Honorary Treasurer
Jeanette Castle
Thomas Connelly
Roana Mourad
Robert Ruthven (appointed 1 January 2013)
Richard Aird (appointed 1 January 2014)
Keith Fraser (appointed 1 January 2014)
Andrew McAinsch (appointed 1 January 2014)
Ian McCracken (appointed 1 January 2014)
Helen Robinson (appointed 1 January 2014)
Jane Sandell (appointed 1 January 2014)
Anne-Louise Anglim (appointed 31 January 2014)
Shayna Conn (appointed 31 January 2014)
Ewan Scott (appointed 31 January 2014)
Marilyn Milligan (resigned 31 December 2013)
Sheila Miller (resigned 31 December 2013)

Charity registered number

SC038532

Principal office

126 West Regent Street, Glasgow, G2 2RQ

Independent examiners

EQ Accountants LLP, 14 City Quay, Dundee, DD1 3JA

Bankers

Royal Bank of Scotland, 50 Cadzow Street, Hamilton, ML3 6DU

Solicitors

Thorntons Law LLP, Whitehall House, 33 Yeaman Shore, Dundee, DD1 4BJ

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2013

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 2013. 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 set 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; and
- The CEO of the Chartered Institute of Library and Information Professionals (ex officio)

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2013

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 receives a comprehensive induction pack, an informal meeting with the Director and staff and a formal one day training session on the role and responsibilities of trustees before attending their first board meeting.

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 part of the period covered by this report CILIPS had a shared services and joint working agreement with the Scottish Library and Information Council (SLIC). During this time the charity's then director, was also the CEO of SLIC. That agreement ceased on 31 January 2013 and a new Director of CILIPS, Catherine Kearney, took up post on 1 February 2013.

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. 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

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.

Aims

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.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2013**

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

Objectives are largely achieved through the following mechanisms: advocacy activity, articles and presentations, responses to consultations, annual report, printed communication, website, e-community, meetings, events, annual conference, continuing professional development programme, media and press releases 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 began 2013 with a recorded deficit for the previous financial year of £17,282. In January we ended our joint working relationship with SLIC and appointed a CILIPS Director and a Policy and Digital Officer. At the end of the first quarter we moved out of our shared office accommodation at 151 West George Street and moved to smaller serviced office accommodation in Glasgow city centre.

Throughout the year CILIPS worked towards delivering our member offer, taking action to reduce the financial deficit and reviewing our governance arrangements in accordance with our business plan. We supported and developed the skills and knowledge of our members, delivered professional events and related training and development, supported member networks and activism, developed our website and undertook advocacy and lobbying. Our activities included:

- Initiating two new regional Branches;
- Delivering training to all our Branches on web technology;
- Introducing a monthly e-newsletter for members;
- Contributing to consultations on staffing, service restructures, and digital participation;
- Setting up a school library advocacy group;
- Organising a sell out two day annual conference;
- Hosting a sell out one day Autumn Gathering event; and
- Supporting and advising individual members

We worked with our parent body, CILIP on UK wide initiatives including activities to support the 'Shoutabout School Libraries Campaign', National Libraries Day and advocacy activity on information literacy skills.

Our AGM, in June, approved revised governance arrangements which saw our Policy and Resources Committee and Council disbanded at the end of the year to be replaced in 2014 by a Trustee Board and Consultative Council.

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 £42,350. With total funds of £137,216 at 31 December 2013 (2012 - £126,369), this intended level of funds had been achieved.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

b. PRINCIPAL FUNDING

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

Plans for the future

a. FUTURE DEVELOPMENTS

Our business plan includes an aspiration to introduce a professional development fund to help support members take up CPD opportunities and to work in partnership with the parent body to implement a revised framework of qualifications.

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:



Peter Reid, Trustee

12 MAY 2014

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2013**

**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 2013 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: *Mark Gallacher*

Dated: *13/05/2014*

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 2013

	Note	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	-	109,109	109,109	195,476
Investment income	3	-	80	80	95
Incoming resources from charitable activities	4	-	71,061	71,061	71,739
TOTAL INCOMING RESOURCES		-	180,250	180,250	267,310
RESOURCES EXPENDED					
Charitable activities	5,6	750	161,225	161,975	278,161
Governance costs	7	-	7,428	7,428	6,431
TOTAL RESOURCES EXPENDED		750	168,653	169,403	284,592
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR					
		(750)	11,597	10,847	(17,282)
<i>Total funds at 1 January 2013</i>					
		<i>1,209</i>	<i>125,160</i>	<i>126,369</i>	<i>143,651</i>
TOTAL FUNDS AT 31 DECEMBER 2013		459	136,757	137,216	126,369

The notes on pages 9 to 16 form part of these financial statements.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

**BALANCE SHEET
AS AT 31 DECEMBER 2013**

	Note	£	2013 £	£	2012 £
FIXED ASSETS					
Tangible assets	11		349		523
CURRENT ASSETS					
Debtors	12	7,898		37,933	
Cash at bank and in hand		134,561		117,363	
			<u>142,459</u>	<u>155,296</u>	
CREDITORS: amounts falling due within one year	13	(5,592)		(29,450)	
NET CURRENT ASSETS			<u>136,867</u>		125,846
NET ASSETS			<u>137,216</u>		<u>126,369</u>
CHARITY FUNDS					
Restricted funds	14		459		1,209
Unrestricted funds	14		136,757		125,160
TOTAL FUNDS			<u>137,216</u>		<u>126,369</u>

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

and signed on their

Audrey R. Walker

12 MAY 2014

Audrey Walker, Honorary Treasurer

The notes on pages 9 to 16 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

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

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
FOR THE YEAR ENDED 31 DECEMBER 2013

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 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
CILIP grant	-	20,000	20,000	519
Costs recovered from CILIP - salaries	-	80,490	80,490	66,478
Costs recovered from CILIP - office costs	-	320	320	13,951
Costs recovered from SLIC - salaries	-	8,247	8,247	113,606
Costs recovered from SLIC - office costs	-	52	52	922
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	-	109,109	109,109	195,476
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

3. INVESTMENT INCOME

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Bank interest received	-	80	80	95
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Information Scotland	-	766	766	1,192
Publications	-	1,027	1,027	1,045
Conference	-	54,444	54,444	47,449
Branch/group day	-	2,297	2,297	8,043
Short courses	-	-	-	4,805
Autumn gathering	-	12,489	12,489	8,975
Branch income	-	38	38	230
	-	71,061	71,061	71,739

5. DIRECT COSTS

	Basis of Allocation	General charitable activities £	Total 2013 £	Total 2012 £
Information Scotland	Actual	3,362	3,362	4,200
Conference	Actual	34,160	34,160	29,972
Short courses	Actual	114	114	3,507
Autumn Gathering	Actual	8,915	8,915	6,424
Events	Actual	(19)	(19)	174
Branch expenditure	Actual	445	445	809
Consultancy	Actual	1,350	1,350	-
Printing and stationery	Usage	579	579	1,190
Rent	Usage	7,157	7,157	4,843
Equipment	Usage	295	295	1,218
Services	Usage	35	35	5,663
Photocopier	Usage	-	-	91
Telephones	Usage	1,487	1,487	2,588
Other costs	Usage	900	900	1,430
Staff expenses	Usage	3,665	3,665	2,373
Postage	Usage	1,885	1,885	1,607
Rent - Hamilton office	Usage	-	-	4,263
Dilapidations	Usage	-	-	6,966
Wages and salaries	Usage	70,254	70,254	58,024
SLIC element of wages and salaries	Usage	8,247	8,247	113,606
		142,831	142,831	248,948

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

6. SUPPORT COSTS

	Basis of Allocation	General charitable activities £	Total 2013 £	Total 2012 £
Rent	Usage	3,854	3,854	2,609
Postage	Usage	150	150	150
Telephones	Usage	165	165	288
Printing and stationery	Usage	285	285	584
Subscriptions	Usage	248	248	217
Photocopier	Usage	3	3	10
Equipment	Usage	197	197	1,828
Legal and professional fees	Usage	-	-	1,490
President's fund	Usage	212	212	191
Staff	Usage	1,796	1,796	1,164
Services	Usage	19	19	3,049
Honoraria	Actual	670	670	500
Accountancy fees	Actual	1,135	1,135	2,370
Dilapidations	Usage	-	-	3,751
Rent - Hamilton office	Usage	-	-	2,296
Wages and salaries	Usage	10,236	10,236	8,454
Depreciation	Actual	174	174	262
		<u>19,144</u>	<u>19,144</u>	<u>29,213</u>

7. GOVERNANCE COSTS

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Independent examination fee	-	2,300	2,300	2,300
Council and committee	-	5,128	5,128	4,131
	<u>-</u>	<u>7,428</u>	<u>7,428</u>	<u>6,431</u>

8. NET INCOME / (EXPENDITURE)

This is stated after charging:

	2013 £	2012 £
Depreciation of tangible fixed assets:		
- owned by the charity	174	262
Independent examination fee	2,300	2,300
Pension costs	5,548	14,734
	<u>5,548</u>	<u>14,734</u>

During the year, no trustees received any remuneration (2012 - £NIL).

Trustees received benefits in kind amounting to £500 in the current year (2012 - £500).

During the year the trustees received reimbursement of expenses amounting to £2,139 (2012 - £1,938).

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

9. STAFF COSTS

Staff costs were as follows:

	2013 £	2012 £
Wages and salaries	74,897	147,029
Social security costs	8,293	18,321
Pension costs	5,548	14,734
	<u>88,738</u>	<u>180,084</u>

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

	2013 No.	2012 No.
	<u>2</u>	<u>3</u>

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

	2013 £	2012 £
CILIP contribution to staff salaries	80,491	66,478
SLIC contribution to staff salaries	8,247	113,606
	<u>88,738</u>	<u>180,084</u>

The employees are directly employed by CILIP who donates the staff time to CILIPS. During part of the period, CILIPS had a shared working agreement with SLIC. SLIC were recharged for their share of the staff costs. This arrangement ended in February 2013.

10. TRUSTEES' REMUNERATION

	2013 £	2012 £
Aggregate emoluments (see note 18)	<u>500</u>	<u>500</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

11. TANGIBLE FIXED ASSETS

	Computer equipment £
Cost	
At 1 January 2013 and 31 December 2013	2,648
Depreciation	
At 1 January 2013	2,125
Charge for the year	174
At 31 December 2013	2,299
Net book value	
At 31 December 2013	349
<i>At 31 December 2012</i>	523

12. DEBTORS

	2013 £	2012 £
Trade debtors	4,019	23,768
Other debtors	2,569	14,165
Prepayments and accrued income	1,310	-
	<u>7,898</u>	<u>37,933</u>

13. CREDITORS:
Amounts falling due within one year

	2013 £	2012 £
Trade creditors	424	13,875
Other creditors	480	-
Accruals and deferred income	4,688	15,575
	<u>5,592</u>	<u>29,450</u>

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

14. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds					
SCQF fund	16,000	-	-	(16,000)	-
General funds					
General funds	109,160	180,250	(168,653)	16,000	136,757
Total Unrestricted funds	125,160	180,250	(168,653)	-	136,757
Restricted funds					
Readership development fund	1,209	-	(750)	-	459
Total of funds	126,369	180,250	(169,403)	-	137,216

The purpose of the Readership Development Fund is to train public library staff to become skilled promoters of contemporary literature and to engage with the reading audience in new ways.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Tangible fixed assets	-	349	349	523
Current assets	459	142,000	142,459	155,296
Creditors due within one year	-	(5,592)	(5,592)	(29,450)
	459	136,757	137,216	126,369

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 £5,548 (2012 - £14,734). Contributions totalling nil (2012 - 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
FOR THE YEAR ENDED 31 DECEMBER 2013

17. OPERATING LEASE COMMITMENTS

At 31 December 2013 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2013	2012	2013	2012
	£	£	£	£
Expiry date:				
Within 1 year	1,713	-	-	-

18. RELATED PARTY TRANSACTIONS

During the year, CILIP paid amounts to CILIPS for office expenses totalling £230 (2012 - £13,951), as well as a grant for £20,000 (2012 - £519). No amounts were outstanding at the year end (2012 - nil).

CILIP paid salaries on behalf of CILIPS totalling £80,491 (2012 - £66,478). No amounts were outstanding at the year end in respect of these salaries (2012 - nil).

CILIP also paid output VAT to HM Revenue & Customs totalling £13,526 and reclaimed input VAT totalling £7,556 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 £1,884 (2012 - £4,995).

During the year, CILIP paid salaries on behalf of SLIC totalling £8,247 (2012 - £113,606). These expenses were reimbursed by CILIPS, which in turn recharged them to SLIC. An amount totalling £nil was owed to CILIP at the year end (2012 - £8,878), and was due from SLIC.

CILIPS paid office costs on behalf of SLIC totalling £nil (2012 - £921). SLIC was fully recharged for these expenses. An amount totalling nil remained due from SLIC at the year end (2012 - nil).

During the year, SLIC recharged goods and services totalling £5,711 to CILIPS (2012 - £50,991). No amounts were outstanding at the year end (2012 - £4,406).

The Honorary Treasurer, Audrey Walker, received free admission to the conference in lieu of an honorary payment of £500 (2012 - £500) due to her.