

Trustees' Report and Financial Statement

31 December 2016

CILIP: Registered charity number in England 313014

CILIP: the Chartered Institute of Library and Information Professionals: Inaugurated April 2002 following the unification of the Institute of Information Scientists and the Library Association.

Originally incorporated by the Library Association Royal Charter 1898.

Registered office address: 7 Ridgmount Street, London WC1E 7AE

Website: www.cilip.org.uk

Report of the Trustees

For the year ended 31st December 2016

The Trustees present their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) for the Financial Year ended 31st December 2016. The financial statements have been prepared based on the accounting policies set out in note one to the financial statements and comply with the organisation's Royal Charter. CILIP is a charity operating under Royal Charter registered with the Charity Commission (Reg. No 313014).

1. Objectives and activities

Strategic objective

As a Chartered Institute, CILIP operates under Royal Charter which sets the following objective:

"The objects of the Institute shall be to work for the benefit of the public to promote education and knowledge through the establishment and development of libraries and information services and to advance information science (being the science and practice of the collection, collation, evaluation and organised dissemination of information)."

In support of these objects, CILIP has published an Action Plan 2016-2020 which defines our strategic goal to "put information and library skills and professional values at the heart of an equal, democratic and prosperous society."

We do this by uniting and developing library and information professionals, promoting improvement and advocating for the provision of library and information services. This, in turn, allows our professional members to develop and improve their services across the public, private and 3rd sectors, which empower the public to become active, information-literate citizens.

Activities

In order to achieve our goal, CILIP undertakes a range of activities organised into 5 strategic priorities:

- Advocacy
- Workforce development
- Member services
- Standards and innovation
- Governance and operations

In setting our strategic priorities and developing our annual programme, we have due regard both to the Charity Commission's general guidance on public benefit and the improvement of education and knowledge for public benefit. The trustees review CILIP's annual delivery plans and budgets to ensure that all activities are in line with the charity's objects and goal.

In support of these priorities, we have set out the following commitments. As the professional association for information, library and knowledge workers we will:

- Show leadership

- Champion diversity and equality
- Promote information literacy for all
- Improve our knowledge and information management offer
- Deliver value for members
- Unite and celebrate the profession
- Monitor and advocate for better policy and legislation
- Challenge opposition constructively
- Keep adapting to changing needs
- Be positive and proactive

Key drivers

In developing our Action Plan 2016-2020, we have identified 6 'key drivers' which help to ensure that all activities support the charity's objects. These are:

- Equality, diversity and inclusion
- Digital-by-default
- Ethical business model
- Healthy working culture
- Partnership and collaboration
- Learning organisation

How we deliver public benefit

CILIP is a charity operating under Royal Charter. Our goal is to promote public benefit by putting library and information skills and professional values at the heart of a democratic, equal and prosperous society.

We have adopted a 'theory of change' model which articulates how our work generates public benefit, both directly and indirectly. Our aim is to generate social, cultural, educational, economic, scientific and personal benefit for everyone by actively promoting an equal and inclusive Information Society and a competitive Knowledge Economy.

In addition, CILIP undertakes a range of programmes, campaigns and communications activities which deliver direct public benefit through the promotion of reading, literacy, lifelong learning and digital skills.

2. What we did: Activities, achievements and impact

CILIP has delivered significant impact against our objects and goal in 2016, reported as follows against each of our 5 strategic priorities.

Advocacy

CILIP has successfully increased our visibility and influence with external partners and decision-makers in order to secure our wider policy goals. Key achievements in the past year have included:

- Scoping and initiating a programme to deliver an improved **Research and Evidence Base** for the information, library and knowledge management sector

- Developing our **relationships with policymakers** in all four nations of the UK, including supporting a House of Lords debate on Libraries and campaigns and events in Scotland, Wales and Northern Ireland
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- Undertaking **policy inquiries to improve our** understanding of opportunities and priorities in the formal education sectors (schools and Further Education)
- Developing research programmes including the delivery of a landmark report into the **Value of Library, Information and Knowledge Workers**, to be used as a tool for advocacy and policy support
- Implementing a **proactive programme of communications** which secured coverage for the **library, information and knowledge management sectors** in the national, regional, local and trade press, on national television and syndicated radio
- Delivering a successful **Carnegie Kate Greenaway Awards 2016** programme and event, promoting literacy and reading, engaging schools in 'shadowing' the judging process and celebrating the best in children and young adult's fiction and illustration
- Delivering a successful **Libraries Change Lives** programme and awards event, featuring case studies of library services delivering social value for their users
- Refreshing the **CILIP Brand identity** and 'visuals' to support our engagement with a wider audience
- Creating a new '**Policy Alerts**' service which provides regular updates on key policy documents and consultations affecting the library, information and knowledge management sector.
- As a founding member of Libraries and Archives Copyright Alliance (LACA) continuing to advocate for a fair and balanced copyright system that recognises the needs of libraries and archives and their users as well as rightsholders.

The overall effect of these activities has been a significant increase both in the profile of the organisation and in wider public and political recognition of the impact of library and information services. This has enabled CILIP to build relationships with key policymakers and to influence policy decisions relating to libraries.

Workforce Development

As the Chartered Institute for library, information and knowledge management professionals, CILIP is committed to the development of a thriving workforce for the future. Key achievements against this priority in 2016 have included:

- The conception and development of a **Public Library Skills Strategy**, jointly with the Society of Chief Librarians, which identifies the current and future needs of library users and sets out how we will develop the professional workforce to meet them
- Ongoing publication of and support for the **Professional Knowledge and Skills Base** as a comprehensive framework for ongoing professional development in the information, library and knowledge sectors

- The development and launch of a **Professional Register** listing qualified professionals who have undergone our Professional Registration, to be used as a tool for employers when undertaking due diligence in recruitment
- An active programme of **content development and publishing**, designed to promote the sharing of best practices across the profession
- Furthermore, an active programme of 25 new books promoting professional development, thought leadership and good practice from our in house publisher **Facet Publishing** including: Emerging support strategies for supporting student learning by Barbara Allen, Copyright and e-learning by J Secker and Practical tips for facilitating research by Moira J Bent
- The implementation of a comprehensive, affordable and high-profile **training and events programme**, including 4 National conferences in England, Scotland, Wales and Northern Ireland alongside a wide range of sector and Member Networks events and briefings
- Maintenance and development of a sector-wide **Virtual Learning Environment (VLE)**, including a wide range of e-learning resources to support professional development including the launch of our new Careers Hub
- A successful programme of **Accreditation for new and existing Library & Information Studies (LIS)** and related courses, including accreditation of international courses.

As the needs and expectations of information users continue to change, it is essential that we continue to support the development of the library and information workforce. Our Workforce Development programmes have supported members in acquiring and developing new skills, improving their employability and enhancing the impact they can deliver for their organisations and the public.

Facet Publishing, CILIP's publishing arm, continues to play a central role both in delivering our mission to share and promote best practice and in securing the ongoing sustainability of our activities. As our most profitable trading activity, we will continue to invest in Facet as a key pillar of our ongoing business development.

Member Services

CILIP is a membership organisation with a strong commitment to uniting, representing and advocating on behalf of professionals working in the library, information and knowledge management sectors. During 2016, CILIP membership represented approximately 18% of the library & information workforce. Our overall goal is to increase this proportion so that we can enhance our credibility as the lead voice for the information and library workforce. Key achievements towards this aim in 2016 have included:

- Delivering **excellent customer service** which has both promoted retention of existing members and driven recruitment of new members
- Undertaking a comprehensive review of the **CILIP Membership Model** and associated benefits, resulting in a new model that is more affordable, more inclusive and delivers better value for money for more people
- Delivering the first sector-wide **Employer Engagement** event and programme in partnership with CityLis at City University of London

- Supporting the ongoing development of **25 Special Interest Groups** and **9 Regional Member Networks** who serve both as a vital frontline for sector development and as a source of insight and expertise to guide and inform CILIP policy
- Working with the **Retired Members Guild** to integrate their work into the overall CILIP framework and to develop as a **Retired Members Group** from 2017
- Working with the former Information Services Group (ISG) to create a new **Knowledge and Information Management Special Interest Group** (K&IM SIG).

Looking ahead, CILIP will take the Membership 2018 model to a member vote at a 2017 EGM with the aim of launching in December 2017. This launch will be accompanied by a comprehensive Sales and Marketing Plan which sets out how the organisation will increase the proportion of the sector we represent.

Standards and innovation

The Standards and Innovation strand of CILIP's work was newly-introduced in 2016 and much of the year has been taken up in mapping existing standards and planning for development from 2017-18 onwards.

During this year, key achievements in CILIP's standards work have included:

- Chairing the Management Board for the **international RDA standard**
- Working with the British Standards Institute (BSI) on the development of their **standards for Knowledge and Information Management**.

Looking ahead, CILIP will be expanding the *Evidence Base* to encompass evidence-based practice (standards) as a platform for future sector development.

Operations and governance

CILIP has successfully maintained efficient, accountable and effective operations throughout 2016 in support of our charitable objects. Highlights of this work include:

- Maintaining an **effective governance structure**, based on a Trustee Board, Presidential Team and Committees, who provide effective scrutiny, decision-making and leadership for the organisation
- Delivering on our **statutory obligations for audit** with no material issues
- Maintaining effective **financial management and administration**, including the administration of the financial affairs of Special Interest Groups and Member Networks
- Maintaining and improving our fully owned **premises at 7 Ridgmount Street** as a primary asset of the charity which generates revenues (rental of office and meeting space) which are driven back to support our charitable objects
- Ensuring timely and effective risk-management through our **ongoing Risk Register**.

Looking ahead, CILIP plans to sustain good governance and operations to support our plans for growth and the diversification of our revenues.

Activities in the Devolved Nations

CILIP aspires to combine a UK-wide perspective and common goals with effective and equal representation across Wales, Scotland, Northern Ireland and England.

CILIP Cymru Wales

CILIP Cymru Wales comprises a National Committee for Wales supported by a CILIP Development Manager. CILIP Cymru Wales is active in ensuring that the needs of CILIP members in Wales are addressed and that their priorities are fed into our overall programmes. Key achievements for 2016 included:

- The delivery of a successful CILIP Cymru Wales conference
- Representation of the profession to key policymakers, including at the Welsh Senedd
- Ongoing advocacy for the role and value of information and library professionals

CILIP Ireland

CILIP Ireland comprises a National Committee based in Northern Ireland supported by a CILIP Development Manager. CILIP Ireland is responsible for ensuring that the needs of CILIP members in Ireland are addressed and that their priorities are fed into our overall programmes. Key achievements for 2016 included:

- The delivery of a successful joint conference with the Library Association of Ireland
- Representation of the profession to key policymakers, including a Members Day event at Stormont
- Ongoing advocacy for the role and value of information and library professionals

During 2016, the CILIP Ireland Committee has developed a Strategic Plan which identifies key priorities, connected to the five strategic goals and priorities set out in the CILIP Action Plan.

CILIP in Scotland (CILIPS)

CILIP in Scotland (CILIPS) is an independent organisation registered as a Charity with OSCR, the Scottish Charity Regulator. Each year, CILIPS sets out its own Business Plan which is aligned to the priorities and goals set out in the CILIP Action Plan.

CILIPS is supported through an annual grant, agreed with CILIP, which includes the cost of staffing and delivery of activities to the benefit of CILIP members in Scotland. In 2016, CILIP and CILIPS agreed to negotiate a new Memorandum of Understanding governing our affiliation, to be supported by a multi-annual funding arrangement.

Member Networks activities

In addition to the work carried out by the professional staff at CILIP, we also support 25 voluntary Special Interest Groups and 9 Regional Member Networks, each of which develops its own plans which address the priorities set in the CILIP Action Plan. During the year the

Information Services Group merged into the new Knowledge and Information Management Group. A summary of key activities and achievements is provided below:

Regional Member Networks

The reach, relevance and impact of CILIP's work is supported and enhanced by 9 Regional Member Networks, who provide a vital connection for CILIP members in each of the following regions across England:

- East Midlands
- East of England
- London
- North East
- North West
- South East
- South West
- West Midlands
- Yorkshire and Humberside

The work of each of the Regional Member Networks varies according to the needs of local members. However, they all provide the following activities in common:

- Regular updates via email newsletter and ongoing communication with members
- Support for networking, professional development and training in each region
- Support for members in the region
- Providing a regional voice to inform and guide the development of CILIP's work

Academic and Research Libraries Group (ARLG)

The Academic and Research Libraries Group (ARLG) aims to provide a focus and forum for the professional concerns and interests of everyone working in academic or research libraries, linking those with current and emerging issues and developments and the overall direction of the CILIP Action Plan. Highlights of ARLG activity in 2016 included:

- A successful conference which took place on 27-29 June at Aston University
- A programme of awards to acknowledge and celebrate achievements in the profession
- An active training and events programme
- Ongoing work to support members and develop best practice content relating to academic libraries

Cataloguing and Indexing Group (CIG)

Cataloguing and Indexing Group is a forum for CILIP members interested in the organisation of knowledge to enable resource discovery and collection management.

The group promotes best practice, contributes to the development of metadata, national and international standards and formats and provides opportunities for learning and professional development. Achievements this year included:

- Regular updates including the popular Catalogue and Index periodical
- A programme of awards to acknowledge and celebrate achievements in the profession

- An active training and events programme

Commercial, Legal and Scientific Information Group (CLSIG)

The Commercial, Legal & Scientific Information Group (CLSIG) supports and promotes the professional interests of members in commercial, legal and scientific workplace libraries & information services. Key achievements for CLSIG in 2016 include:

- Regular e-newsletter updates and a CLSIG Journal
- An active programme of networking and professional development events

Community, Diversity and Equality Group (CDEG)

The Community, Diversity and Equality Group (CDEG) believe that libraries transform lives. The group supports and enables CILIP's charitable objects by working to develop a diverse library and information workforce that supports communities to achieve sustainable needs-based services. Key achievements for CDEG in 2016 include:

- Regular news, updates and blog posts
- A programme of networking and professional development events

During 2016, CDEG worked with Share the Vision to deliver training in improving the accessibility of library and information services for people with visual impairments.

Government Information Group (GIG)

The Government Information Group (GIG) represents the professional interests of Knowledge and Information Management (KIM) specialists working in government departments and agencies, parliamentary and national libraries.

GIG members work in a wide variety of core KIM roles, such as Record Managers, Information Managers, Librarians, Knowledge Managers, Record Reviewers, Information Retrieval Specialists, Taxonomy Specialists, Information Architects and Information Rights officers. Highlights of the group's activities in 2016 included:

- Regular news and updates via email and the GIG Journal
- An active programme of networking and professional development events and visits
- Two awards – the GIG Award and the GIG Lifetime Achievement Award

Health Libraries Group (HLG)

HLG is a UK based network of individuals working in or professionally interested in health and social care information. HLG benefits from a diverse and active membership covering all health and social sectors, and geographical areas in the UK. Members work for the health service, the academic sector, the independent sector, government departments, professional associations, charities and public libraries.

Highlights of HLG activities during the year include:

- Regular updates and insight via the Health Information and Libraries Journal (HILJ)
- A popular programme of events, conferences and seminars

- Support for networking and professional development
- Regular blog posts featuring information for health and social care professionals
- A programme of bursaries to support CILIP members in their professional development
- A programme of awards recognising achievement by library and information professionals

Information Literacy Group (ILG)

The Information Literacy Group (ILG) is an active and diverse group which promotes debate and the exchange of knowledge across all areas of Information Literacy. The group's membership represents all sectors across the library and information profession. Highlights of ILG's work in 2016 include:

- A successful LILAC annual conference covering a wide range of topics in Information Literacy
- A series of funded projects including innovative research
- An active programme of advocacy for Information Literacy to external stakeholders
- A popular programme of events, conferences and seminars
- Support for networking and professional development
- Regular blog posts featuring information for library and information professionals
- A programme of bursaries to support CILIP members in their professional development
- A programme of awards recognising achievement by library and information professionals

Information Services Group (ISG)

The Information Services Group (ISG) supports CILIP members' interests in the provision of information services to improve the effectiveness of information provision to all sectors of society. During 2016, ISG took an active role in discussions about the development of the new CILIP Knowledge & Information Management SIG. Highlights of ISG's work in 2016 include:

- Regular updates via the ISG Journal *Refer*
- An annual *ISG Reference Awards*, recognising excellence in reference publishing
- Support for SCOOP, the Standing Committee on Official Publications
- A programme of networking events

International Library and Information Group (ILIG)

The International Library and Information Group's (ILIG) special interest is the international aspect of librarianship and information provision. ILIG represents members both within the UK and around the world. Highlights of ILIG activity during 2016 include:

- Regular updates via the ILIG Journal, *Focus* and email
- Events and networking opportunities
- A visit and networking event at Brighton Library alongside the CILIP 2016 Conference

Library and Information History Group (LIHG)

The Library and Information History Group (LIHG) was formed in 1962. It is one of CILIP's oldest special interest groups and is the only group in the UK specifically devoted to the history of libraries and librarianship. Highlights of LIHG's work during 2016 included:

- Two annual awards – the James Olle Award and the Library History Essay Award
- Regular events and networking opportunities, including an AGM featuring an invited speaker

- Updates and professional support via email and blogs
- Support for the *Library and Information History* journal

Library and Information Research Group (LIRG)

The Library and Information Research Group (LIRG) promotes the value of information research and links research with practice. The group was formed in 1977 to bring together those interested in library and information research. Key achievements for LIRG during 2016 included:

- The announcement of a LIS Practitioner Excellence Award
- Regular events, networking and professional development opportunities
- Updates and professional support via blog posts and email updates
- Updates via the popular *Library and Information Research* journal

Local Studies Group (LSG)

The Local Studies Group (LSG) supports people working in local studies librarianship by promoting standards, raising awareness and lobbying in the interests of CILIP members. Highlights of LSG's work during 2016 include:

- Support for networking and professional development through regional events and meetings
- Updates through *The Local Studies Librarian*

Multimedia Information & Technology Group (MMIT)

The MmIT group aims to unite CILIP members engaged, in, or interested in, multimedia information and technology developments in library and information science. The group is concerned with the organisation, delivery and exploration of information through modern media including graphic forms, video and web based applications. Highlights of MmIT's work in 2016 include:

- Regular updates via the *Multimedia and Information Technology Journal*
- A programme of events focusing on *Digital Citizenship*
- A popular blog featuring news and updates of interest to the library & information profession

Patent and Trademark Group (PATMG)

The Patent and Trade Mark Group (PATMG) is a Special Interest Group of CILIP, whose members are Information Professionals specialising in patent and trade mark information. PATMG holds lectures, meetings and discussions to share expertise on patent and trademark searching and analysis.

PATMG members are drawn from industry, patent agencies, freelance search firms, database producers, patent / trademark information suppliers, academic institutions, patent and trademark offices and libraries. Highlights of PATMG activity in 2016 include:

- Regular updates via blog and email covering a range of professional matters
- Hosting Glossaries of Terminology relating to Patents and Trademarks
- A programme of networking and professional development events

Prison Libraries Group (PLG)

The Prison Libraries Group (PLG) serves the interest of all members concerned with the provision of library services to prison communities. The Group is committed to improving the quality of the service whilst raising the profile of prison libraries. Highlights of PLG activity during 2016 include:

- A programme of networking and professional development events and activities
- The introduction of bursaries to support the professional development of their members
- An annual *Excellence in Prison Libraries* award
- Regular updates via email newsletter

Public & Mobile Libraries Group (PMLG)

The Public and Mobile Libraries Group (PMLG) exists to provide information, training, development and networking opportunities to all levels of staff working in public and mobile libraries and to act as advocates for public library services.

Key achievements for PMLG during 2016 include:

- Three annual awards – the Public Library Champion, Mobile Library Champion and Public Librarian of the Year Awards, celebrating excellence and achievement in the profession
- An active programme of bursaries to support the professional development of members
- *Access*, a quarterly journal providing news and information
- A programme of events, meetings and networking opportunities
- A successful event focusing on income generation and sustainability in libraries

Publicity & Public Relations Group (PPRG)

The PPRG are committed to promoting marketing excellence, introducing new techniques and theories, and sharing best practice amongst the CILIP membership.

The group's interests cover the marketing and promotion of library services, creating user engagement, implementing effective communication strategies and developing dialogue with customers. Highlights of activity in 2016 include:

- The annual *Marketing Excellence Awards*, celebrating marketing successes across all library sectors
- A conference and other seminars throughout the year
- A quarterly eBulletin enabling members to share ideas and best practice
- Networking opportunities with other library staff working in publicity and public relations

Rare Books & Special Collections Group (RBSCG)

The Rare Books and Special Collections Group unite librarians responsible for collections of rare books, manuscripts and special materials, with other interested individuals. The group promotes the study and exploitation of rare books, encourages awareness of preservation, conservation and digitisation issues, and fosters training opportunities related to the maintenance, display and use of collections.

Key achievements in 2016 include:

- Support for and promotion of best practices including Bibliographic Standards
- A successful conference event focusing on Diversity and Collections
- An active programme of training, professional development and networking opportunities
- Production with Facet books of an updated *Directory of Special Collections*
- Regular updates via email newsletter

Retired Members Guild (RMG)

The Retired Members Guild enables retired library and information workers, at home and abroad, to keep in touch with each other, participate in activities and assist CILIP in promoting library and information services.

Highlights of RMG activity in 2016 included:

- Production of the popular journal *POST-LIB*
- An Annual Lunch event at the Civil Service Club in London
- Visit to the Royal Academy of Arts Library and Archive
- Regular updates via email newsletter

School Libraries Group (SLG)

The School Libraries Group (SLG) offers help and support to members and hold a conference every two years which provides a forum for discussion and debate on current issues in school librarianship. SLG holds regional training courses on a wide range of topics concerned with school librarianship and campaign in support of school libraries, school librarians and Schools Library Services (SLs). Achievements during 2016 included:

- Regular updates via the *School Libraries in View* (SLiV) journal
- An active programme of events, professional development and networking opportunities
- A successful 2016 conference focusing on the impact of reading on learning
- The popular Pupil Library Assistant of the Year Award

UK eInformation Group (UKeIG)

UKeIG is a respected and well-established forum for all information professionals, users and developers of electronic information resources. UKeIG promotes and advances the effective exploitation and management of electronic information and offer a wide range of resources including seminars and workshops. Achievements during 2016 include:

- Regular updates via the popular e-journal *eLucidate*
- An active programme of awards and bursaries to promote professional development
- Publication of policy papers and other advisory documents
- Ongoing programme of events, meetings and networking opportunities
- Regular practical training days to support CILIP members

Youth Libraries Group (YLG)

The Youth Libraries Group is the CILIP group for librarians, information professionals and all those working with or interested in children's and young people's books, reading development, the promotion of libraries and reading for pleasure.

Key highlights of YLG activity during 2016 included:

- Annual edition of *Youth Libraries Review*, the YLG Journal
- An active programme of events, networking opportunities and meetings
- A successful conference event focusing on families and literacy
- Leadership of the annual *Carnegie Greenaway Awards*, supported by CILIP
- A very active network of regional groups providing professional support
- Regular updates via email newsletter

Monitoring and evaluation

At the request of the CILIP Board, the Senior Management Team is in the process of developing a Performance Management Framework which serves both as a management tool and a means of reporting progress towards our public benefit goals :

- Public outcomes (public benefit)
- Professional outcomes (improved skills and capacity)
- Member outcomes (value for members)
- Organisational outcomes (sustainability, visibility, influence, efficiency)
- Business Metrics/Key Performance Indicators

External factors affecting our work

The library and information profession continued to undergo significant transformation during 2016. While some parts of the sector, notably publicly-funded library services (public libraries, school libraries and health libraries) experienced challenges to funding and capacity, some other parts saw increased demand for capacity and skills.

With considerable fluctuation in international markets, significant political, social and economic change within the UK and increasing demands on organisational budgets, we have prioritised actions such as advocacy and workforce development which will help to secure the long-term interests of the profession, our members and the public we serve.

Further ahead, we recognise the likely impact of technological change and particularly the 'mainstreaming' of data analytics and Artificial Intelligence. We are planning to position our profession as expert intermediaries to help people, companies and communities benefit from their potential while managing the legal, ethical and other risks they may represent.

3. Future plans

CILIP has ambitious future plans, both for our organisation and the information and library professions. The *CILIP Action Plan 2016-2020* sets an ambitious programme of transformation, development and growth in order to secure the interests of our members.

In looking ahead to the future, the Board of trustees and professional staff have made a number of key commitments. These include:

- CILIP will be a vibrant, confident future-facing and inclusive professional body for a dynamic information & library sector

- We will secure recognition of and policy support for the full breadth of the information & library workforce in Manifesto commitments in the snap election in June 2017
- We will raise public awareness of and support for the value and impact of libraries and information services for communities, businesses and the economy
- We will put diversity and equality at the heart of everything we do, not just as words but as a proactive and permanent part of who we are
- We will build a thriving workforce for the future, attracting talent, promoting diversity and equality and encouraging the creation of high-quality jobs for information professionals
- We will proactively develop our offer to welcome information professionals from the knowledge and information management community and related disciplines.

In order to deliver on these objectives, CILIP has implemented an internal change programme, the Improvement and Development Programme, which will ensure that the organisation is appropriately structured and resourced, with access to appropriate IT and content, to achieve its goals.

Alongside this internal programme, CILIP is implementing a Launch Plan through which we will re-launch our membership model and the associated products and services from Q4 2017, creating a refreshed offer and opportunities for growth through targeted sales and marketing.

We are also implementing Member Networks 2018, a collaborative project with the CILIP Regional Member Networks and Special Interest Groups to clarify and strengthen our work and ensure that networks are robust, sustainable and clearly connected to achieving the goals in the CILIP Action Plan.

4. Financial Review

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

Overview of 2016 financial position

CILIP's overall income increased from £4,562,547 to £4,738,350 in 2016. The increase in income by 4% resulted from an improvement in performance of all income generating activities except Member subscription which modestly declined by 2%. The Board of Trustees has approved a new membership model that will take effect from 2018 to proactively develop CILIP's membership offer that will welcome information professionals from the knowledge and information management community and related disciplines in order to ensure membership growth.

Total expenditure across the whole organisation increased by £378,137 from £4,830,179 to £5,208,316. The increase in charitable activities expenditure by 9% was designed to secure the long-term transformation and growth of our profession.

Future financial outlook

CILIP Board of trustees has agreed a five year strategy that will pave the way for a transformation in our core membership products and services, supported by growth in new markets such as knowledge and Information Management and Data Sciences.

CILIP undertakes a range of commercial and non-commercial activities in order to support the delivery of our charitable objects. Although our objectives are not primarily financial, we recognise that the wider the community we represent, the greater the impact we are able to achieve for our charitable activities. We are therefore committed to the following core principles:

- CILIP aim to achieve consistent growth in our annual turnover,
- CILIP will ensure that our pricing is appropriate and affordable to our clients,
- CILIP trading activities will be circumscribed by our primary purpose, which is public benefit and
- CILIP will invest any surpluses into the furtherance of our charitable objects.

CILIP's financial activities

Reserves

Total reserves in 2016 was £18,466,899 (2015:£19,926,555) which consists of unrestricted funds £15,883,173 (2015:£17,315,622), designated funds £1,944,323 (2015:£1,969,756) and restricted funds £639,403 (2015:£641,177). Further details about the funds are as stated below:

Unrestricted funds

The trustees believe that the defined benefit pension scheme funding calculation, which can vary considerably according to the assumptions made at each year-end, has no material effect on the charity's cash flows in the short term, and that in the longer term its effects are sustainable out of future income. For this reason the trustees consider that it should be disregarded for reserves policy purposes. Unrestricted funds consist of CILIP's Central operations activities, Member Networks activities and Designated funds activities.

CILIP's Central operations activities

The monthly monitoring of our financial activities by the Leadership Team ensured that significant reductions in expenditure were made so that centrally administered operations delivered a surplus of £18,058 in 2016 (2015: £60,784) which enabled CILIP to cover all of its defined benefit pension related costs as demonstrated below:

	2016 Amount	2015 Amount	
Net income/(expenditure) resources as per SOFA	£7,326	(£66,061)	(Page 28)
Add back:			
Expenses and net interest costs	£454,000	£445,000	(note 21 page 44)
less:			
Employer's contribution	(£332,000)	(£322,000)	(note 21 page 44)
Head office operational surplus excluding gains/losses on investment	£129,326	£56,939	
(Deduct)/add back:			
(Realised gain)/unrealised losses on investment	(£111,268)	£3,845	(page 28)
Total Operational surplus	£18,058	£60,784	

The total reserve carried forward to 2017 for Head Office activities was £1,521,958 as per note 18.

Member Networks activities

Our Member Networks continue to provide a range of high quality events, conferences and training opportunities at a fee that our members can afford to ensure their professional development thereby making a net deficit of £126,463.

The total reserve carried forward to 2017 for Member Network activities was £906,719 as per note 18.

Designated funds activities

In 2015, the amount carried over for 'CILIP's Invest to Save' strategy (Development fund) was £212,848 and in 2016 the following strategic development projects were achieved at a cost of £162,307:

- Employer engagement project
- Research into the value of Library & Information professionals
- PKSB-interactive web development
- Implemented capacity development
- Launched my Library by Right Campaign
- Launched infrastructure development and
- Launched product development

In 2016 £150,000 has been ear marked for capacity, infrastructure and product development projects, therefore the total development fund carried forward to 2017 was £207,060 as per note 16.

The movement on the fixed asset reserve as per Note 16 was due to the acquisition of £25,312 worth of tangible assets and the depreciation charge for the year of £44,957. The total fixed asset

reserve carried forward to 2017 was £1,737,263 and this did not include the revaluation reserve on buildings.

The total reserve carried forward to 2017 for designated fund was £1,944,323 as per note 16.

Restricted funds activities

Restricted funds are those to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, were charged against the specific fund. In 2016 there was a deficit of £1,774 (2015: there was a deficit of £19,921 as per SOFA). The movement on the restricted fund is analysed in Note 15. The total reserve carried forward to 2017 for restricted fund was £639,403.

Subsidiaries

CILIP has two subsidiaries both of which are dormant. Further information on investment in subsidiary companies is set out in note 10.

5. Investment powers and selection of investments

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

Funds which are expected to be available for more than two years may be put into long-term investments to provide both income and capital growth. Funds available for investment on either short or long-term will be invested with appropriate External Fund Managers, who will comply with CILIP's investment objectives. Decisions on which managers will be used are made by the Resources Committee.

CILIP's investment policy and investment:

- a) to maximise the total return from short or long term investments, both income and capital growth, without taking undue risk, and
- b) to obtain the best interest rates available on short-term cash surpluses, without risking the capital.

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

In 2016 unrestricted investment has been reclassified from long term to short term to fund CILIP's Strategic plan capital projects.

CILIP holds investment in M&G Charifund's income units that had a net yield of 4.28% in 2016 (2015: 4.45%). In addition to offering an attractive yield, Charifund has a strong long-term performance track record.

The value of investments increased during the year by £148,310 to £2,263,949 and in 2015 the value decreased by (£5,417) to £2,115,639. Further information on CILIP's investments is set out in note 9.

6. Reserves policy

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

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

Under the policy in place in 2016, the reserves required to fund central operations are a minimum of three months' (£1,188,079) and a maximum of six months' operating costs (£2,376,158). Reserves stood at £1,521,958 at 31 December 2016 which equates to four months' costs.

In addition, the policy allows for sums to be set aside in designated reserves for important expenditure outside the normal operating budget.

This policy also applied to Member Networks which retain separate reserves sufficient to fund their own activities. Member Networks' reserve stood at £906,719 in 2016 (2015:£1,033,182).

Going concern assessment

The trustees have reviewed the circumstances of CILIP's operational activities and consider that adequate resources continue to be available to fund our activities for the foreseeable future. The trustees are of the view that CILIP is a going concern.

7. Principal risk and uncertainties

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

Key risks identified during the year were:

Financial and economic risk (reduction in income, loss caused by human error or ineffective internal processes) – mitigating action includes the continuing membership recruitment campaign; maximising income from the building; regular monitoring of budgets by the SMT and Resources Committee; systems of internal control which are reviewed by the Audit Committee.

Membership risk (recruit, retain and engage) - mitigating action includes development of the new CILIP offer alongside the Membership 2018 subscriptions model; moving to a culture of acquisition, including recruitment of a sales and marketing manager; putting advocacy at the heart of the business plan; development of the interactive Professional Skills and Knowledge Base (PKSB); increasing focus on Information Management.

Governance and management risk (ensuring strategic decisions are made and implemented) – mitigating action includes training and induction for all trustees; recruitment of a new professional trustee in 2017; realistic business planning; positive staff culture; effective staff recruitment.

Compliance risk (ensuring compliance with all legal and regulatory requirements) – effective policies in place; professional advice taken when required; data protection agreements in place with Member Networks.

The trustees maintain a risk register identifying the risks to which the Institute is exposed and the systems and procedures currently in place to mitigate those risks. The risk register is regularly reviewed by the Board, Senior Management Team and by the Audit and Resources Committees.

8. Structure, governance and management

CILIP Board

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

The Board has 12 members elected directly by the membership, with a provision for up to three co-opted members to achieve a balance in the event of missing skills or jurisdictions. Should vacancies remain after an election, these also may be filled through the appointment process. All Board members are individual members of CILIP. In 2016 the three co-opted members served on the Board in places not filled by elections.

Chief Executive

Day-to-day management of the Charity is delegated by the trustees to the Chief Executive, who is responsible for managing staff and resources to implement the decisions made by the Board. The Chief Executive is also included as key management personnel and his salary is reviewed and agreed by the Remuneration Committee.

Key management personnel

Other key management personnel in addition to the Chief Executive are namely Director of Resources, Director of Professional Services, Director of External Relations and the Head of Policy. Their salaries are included in CILIP's general pay scales which are benchmarked against London market and reviewed annually by the Resources Committee.

Trustees' induction and training

In January 2016 an induction day was held for all existing and new trustees. The focus was on the role of the Board and of individual trustees as well as on their financial and risk management responsibilities.

Each new trustee received a welcome pack which included:

- A copy of the governing Charter, Bye-laws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP trustees
- A copy of the conflict of interest policy
- A register of interest form

- The latest Annual Report and Accounts
- Briefings on key current issues for CILIP

Changes to legislation or other rules affecting CILIP are reported to CILIP Board to keep trustees up-to-date.

Office of the President

The Office of the President comprises the President, the Vice-President and the Immediate Past President. They are directly elected by the membership, and are independent of the trustees of CILIP. Members of the Presidential Team represent CILIP at functions and events as well as being ex-officio on all committees. In 2016 the President chaired the Audit Committee and the Ethics Committee.

The Annual General Meeting

The Annual General Meeting, normally held in September each year, sets the member subscription rate for the following year. It also approves by resolution any proposed changes to the Royal Charter and Bye-laws (subject to approval by the Privy Council). In all other respects its role is mainly advisory but the CILIP Board will give serious consideration to its recommendations.

9. Membership Information

Membership and Subscription income by Category

	2016 % of members	2016 % of Subscription income	2015 % of members	2015 % of Subscription income
Members paying full rate	44%	73%	44%	73%
Discounted rates				
In employment, earning less than £17,000 per annum	16%	15%	16%	15%
Students	8%	-	7%	-
Unwaged	6%	2%	6%	2%
Retired	8%	4%	7%	4%
Overseas	4%	2%	4%	2%
Life members	8%	-	9%	-
Honorary Fellow	1%	-	1%	-
In employment, earning over £17,000 per annum with 20% discount	-	-	1%	1%
Newly qualified 50% off for a year	5%	4%	5%	3%
Total Discounted rates	56%	27%	56%	27%

The average subscription per member in 2016 was £128 in 2015 it was £127.

Membership by Geographical Location

	2016 members	2015 members
English Member Networks		
CILIP in London	2,265	2,982
East of England	1,164	1,187
East Midlands	723	725
North East	346	355
North West	909	943
South East	1,846	1,863
South West	1,102	1,064
West Midlands	656	676
Yorkshire & Humberside	749	719
Total England	9,760	10,514
CILIP in Scotland	1,383	1,361
CILIP Cymru/Wales	482	464
Ireland	149	203
Total Great Britain	11,774	12,542
Overseas branch	858	621
Total CILIP	12,632	13,163

Membership by geographical location numbers given were averages for both years.

Membership by Special Interest Group

	2016	2015
Academic and Research Libraries Group	4,124	3,970
Aerospace	11	12
Career Development	396	453
Cataloguing and Indexing	1,395	1,377
Commercial, Legal & Scientific Information	920	927
Community, Diversity & Equality	680	679
Education Librarians	7	45
Government Libraries and Information	773	781
Health Libraries	1,348	1,301
Knowledge & Information Management (ISG)	1,542	1,573
Information Literacy group	1,381	1,168
International Library and Information	698	667
Library and information history	612	581
Library and information research	870	828
Local studies	789	838
Multimedia Information and Technology	1,666	1,687
Patent and Trade Mark	98	100
Personnel, Training and Education	86	102
Prison Libraries	171	192
Public and Mobile Libraries	2,827	3,022
Publicity and Public Relations	367	340
Rare books and special collections	1,178	1,120
School libraries	2,009	2,058
UKeiG: the UK eInformation Group	1,480	1,523
Youth Libraries	1,644	1,695
Total	27,073	27,039

Please note:

Members may join up to two groups free of charge and unlimited further groups for a small charge. Numbers given were averages for both years.

Member Networks Committee members

Member Networks and Special Interest groups were managed by Committees members who must be CILIP members. Committee members are volunteers and those who managed member networks operation during 2016 are stated below and on the next page in recognition of their time and efforts:

Member Network	Chair person	Treasurer	Secretary
Library & Information Research	Carolynn Rankin MCLIP	Kath Wright MCLIP	Diane Pennington MCLIP
ARLG	Anne Rowlands MCLIP	Carole Gray MCLIP Helen Ashton MCLIP C Cipkin MCLIP	Samantha Gavanagh MCLIP
CDEG	David Percival MCLIP	Derek Kinrade MCLIP	Karen Berry MCLIP
Information Literacy	Jane Secker FCLIP	Elaine Sykes MCLIP	Laura Woods MCLIP
Public & Mobile libraries	JacQuie Widdowson MCLIP	Mike Brook MCLIP	Sue Cook MCLIP

Member Network	Chair person	Treasurer	Secretary
South East	Victoria Bird MCLIP	Amanda Lackey MCLIP	Jaimee McRobert MCLIP
East of England	Annie Gleeson MCLIP	Jo Harcus MCLIP	Sophie Connor MCLIP
East Midland	Kaye Towlson MCLIP	Jennifer Prestwood ACLIP	Jennifer MacKay MCLIP
CILIP in London	Peter Beauchamp MCLIP	Judith Allery MCLIP	Jeremy Crumplin MCLIP
North East	Jennifer Hillyard MCLIP	Becky Skoyles MCLIP (up to Feb16) Keith Wilson HonFCLIP	Elaine Andrew MCLIP
Northern Ireland	Adrienne Adair MCLIP	Heather Anderson MCLIP	Louisa Costelloe MCLIP
North West	Michael Cook MCLIP	Debbie Franks MCLIP	Catherine Chorley MCLIP
CILIP in Scotland	Craig Green MCLIP	Audrey Walker MCLIP	-
South West	Emma Wallard MCLIP	AJ Hutchinson MCLIP	-
CILIP in Wales	Carol Edwards MCLIP		-
West Midland		David Little MCLIP	Lisa Basini MCLIP
Yorkshire and Humberside	Samantha Goldsmith MCLIP	Angela Kale MCLIP	Emily Wheeler MCLIP
MMIT	L Appleton MCLIP	J.Bottomley MCLIP	A Tttersall MCLIP
CIG	Dunia Garcia-Ontiveros MCLIP	Helen Doyle MCLIP	Emily Bogle MCLIP
GIG	Karen George MCLIP	David Taylor MCLIP	-
CLSIG	Oriole Newgass MCLIP	Penny Baile MCLIP	-
Knowledge & Information Management (ISG)	David Smith MCLIP	Andrew Hutchinson MCLIP	Mairead Smith MCLIP Denise Carter MCLIP
International Library	Leslie Knock MCLIP	Kathleen Ladizesky MCLIP	-
LIHG	Rena Satterley MCLIP	Malcolm Meaden-Pratt MCLIP	Lucy Gwynn MCLIP
Local Studies	Terry Bracher MCLIP	Anne Sharp MCLIP	Alice Lock MCLIP
HLG	Sarah Hennessy MCLIP Imrana Ghumra MCLIP	Paul Stevenson MCLIP	Preeti Puligari MCLIP
Prison Libraries	Susan Wilkinson MCLIP	Tracey Coombes MCLIP	-
Publicity & Public Relations	Karyn Meaden-Pratt MCLIP	Davina Omar MCLIP	Vincent McDonald MCLIP
Rare Books	Amanda Saville MCLIP	Karen Limper-Herz MCLIP	Stewart Tiley MCLIP
Schools libraries	Susan Shaper MCLIP	Michael Margerison MCLIP Karen Usher MCLIP (from Oct16)	Sheila Compton MCLIP Ellen Krajewski MCLIP
Youth Libraries	Rachel Levy MCLIP	Russell Allen MCLIP	Susan Polchow MCLIP
Retired Members	Karen Usher MCLIP, HonFCLIP	Joan Woolatt MCLIP	Alison Hall MCLIP
Patents & Trademarks	Chris Torrero MCLIP	Philip Eagle MCLIP	Andrew Samn MCLIP & N Pennington MCLIP
UKeIG	Martin White MCLIP	Sue Silcocks MCLIP Rose Marney MCLIP	-

10. Statement of trustees' responsibilities

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

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of its net income for that year, and adequately distinguish any material special trust or other restricted fund of the charity. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts & Reports) Regulations 2008, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the provisions of the Royal Charter.

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

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

Signed on behalf of the Board

Martyn Wade
Honorary Chair

Date: 6 July 2017

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS

We have audited the financial statements of the Chartered Institute of Library and Information Professionals for the year ended 31 December 2016, which comprise of the Statement of Financial Activities, the Balance Sheet, Statement of Cash Flow and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under section 154 of that Act, and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 25, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011, and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under section 154 and section 44 of those Acts respectively. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting CILIP Board's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2016, and of its net movement in funds, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

have been prepared in accordance with the requirements of the Charities Act 2011, and the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act

2011 and the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

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

.....
haysmacintyre
Statutory Auditor

26 Red Lion Square
London
WC1R 4AG

Date:

haysmacintyre is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

STATEMENT OF FINANCIAL ACTIVITIES

(incorporating an income and expenditure account) for the year ended 31 December 2016

	Notes	Unrestricted funds			Restricted	Total	Total
		Central operations	Member Networks	Designated fund	funds	2016	2015
		£	£	£	£	£	£
INCOME							
<i>Income from charitable activities</i>							
Members' subscriptions		1,613,258	-	-	-	1,613,258	1,650,942
Training, Events, Conferences		554,764	350,060	-	-	904,824	876,409
Publications		1,037,892	22,073	-	-	1,059,965	1,007,257
Professional Services		83,869	161,787	4,500	-	250,156	153,438
		3,289,783	533,920	4,500	-	3,828,203	3,688,046
<i>Income from trading activities</i>							
Rent & Service charge		799,949	-	-	-	799,949	771,483
<i>Income from donations</i>							
Donations from individuals		306	-	2,019	25	2,350	70
Legacies		1,317	-	-	-	1,317	-
<i>Income from investment</i>							
Income from quoted investments and bank interest	2	79,783	8,153	-	18,595	106,531	102,948
TOTAL INCOME		4,171,138	542,073	6,519	18,620	4,738,350	4,562,547
EXPENDITURE							
<i>Expenditure on charitable activities</i>							
Training, Events & Conferences		(296,457)	(415,764)	-	-	(712,221)	(631,820)
Publications		(583,358)	(28,488)	-	-	(611,846)	(548,787)
Professional services		(3,169,312)	(224,284)	(207,264)	(57,436)	(3,658,296)	(3,402,200)
		(4,049,127)	(668,536)	(207,264)	(57,436)	(4,982,363)	(4,582,807)
<i>Expenditure on raising funds</i>							
Services to tenants		(225,953)	-	-	-	(225,953)	(247,372)
TOTAL EXPENDITURE	3	(4,275,080)	668,536	207,264	57,436	5,208,316	(4,830,179)
Net gain/(losses) on investment assets	9	111,268	-	-	37,042	148,310	(5,417)
NET (EXPENDITURE)		7,326	(126,463)	(200,745)	(1,774)	(321,656)	(273,049)
Transfers between funds	17	(175,312)	-	175,312	-	-	-
<i>Other recognised gains/(losses)</i>							
Revaluation of tangible fixed assets		-	-	-	-	-	9,000,000
Actuarial (losses)/gains on defined benefit scheme	21	(1,138,000)	-	-	-	(1,138,000)	1,004,000
NET MOVEMENT IN FUNDS		(1,305,986)	(126,463)	(25,433)	(1,774)	(1,459,656)	9,730,951
RECONCILIATION OF FUNDS							
Total Fund brought forward		16,282,440	1,033,182	1,969,756	641,177	19,926,555	10,195,604
Total Fund carried forward		14,976,454	906,719	1,944,323	639,403	18,466,899	19,926,555

All gains and losses arising in the year are included above and derive from continuing operations.

The notes on pages 31-47 form part of these financial statements. The comparative SOFA and reserve notes are disclosed on notes 26, 27 and 28.

Balance sheet

As at 31 December 2016

	Notes	2016 £	2016 £	2015 £	2015 £
Fixed assets					
Tangible fixed assets	8		23,111,759		23,131,404
Long term investments	9		560,070		2,115,639
Investments in subsidiary companies			4		4
Other investments			1		1
Total fixed assets			23,671,834		25,247,048
Current assets					
Short term Investments	9	1,703,879		-	
Stock and work in progress	11	95,415		149,609	
Debtors	12	497,506		659,619	
Cash at bank and in hand		<u>1,236,105</u>		<u>1,418,261</u>	
Total current assets		3,532,905		2,227,489	
Liabilities					
Creditors: Amounts falling due within one year	13	<u>(775,320)</u>		<u>(839,951)</u>	
Net current assets			2,757,585		1,387,538
Total assets less current liabilities			26,429,419		26,634,586
Creditors: Amount falling due after more than one year					
Life members provision in advance			<u>(42,520)</u>		<u>(48,031)</u>
Net asset excluding pension asset or liability			26,386,899		26,586,555
Defined benefit scheme funding deficit	21		<u>(7,920,000)</u>		<u>(6,660,000)</u>
Total Net Assets			18,466,899		19,926,555
CILIP MEMBERS' FUNDS					
Restricted funds	15		639,403		641,177
Unrestricted Funds:					
Revaluation reserve		21,374,496		21,374,496	
Pension Reserve		(7,920,000)		(6,660,000)	
Other funds		<u>1,521,958</u>		<u>1,567,944</u>	
Total central operational funds		14,976,454		16,282,440	
Member Networks funds		<u>906,719</u>		<u>1,033,182</u>	
Total unrestricted funds	18	15,883,173		17,315,622	
Designated Fund	16	<u>1,944,323</u>		<u>1,969,756</u>	
Total unrestricted funds			17,827,496		19,285,378
TOTAL CILIP MEMBER'S FUNDS			18,466,899		19,926,555

The notes on pages 31 to 47 form part of these financial statements.

Annual Accounts approved by the Board on 6 July 2017.

Signed on behalf of the Board by:

Mike Hosking
Honorary Treasurer

Statement of Cash flow

For the period ended 31 December 2016

Cash-flow from operating activities:	2016	2015
	£	£
Net cash (used in)/provided by operating activities	(263,375)	(117,660)
Cash flows from investing activities		
Investment income and bank interest	106,531	102,948
Purchase of tangible fixed assets	(25,312)	(30,154)
(Decrease)/Increase in cash	(182,156)	(44,866)

Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net (expenditure) for the reporting period	(321,656)	(273,049)
Depreciation charges	44,957	40,426
Expenses and net interest costs	454,000	445,000
Pension contributions paid	(332,000)	(322,000)
(Gains)/losses on investments	(148,310)	5,417
Life members provision in advance	(5,511)	(5,928)
Investment income and bank interest received	(106,531)	(102,948)
Decrease/(Increase) in stocks	54,194	7,703
Decrease/(Increase) in debtors	162,113	(3,738)
(Decrease)/Increase in creditors	(64,631)	91,457
Net cash (outflow)/inflow from operating activities	(263,375)	(117,660)

Change in cash and cash equivalents in the reporting period	At	Change	At
	1 January	In cash	31 December
	2016		2016
	£	£	£
Bank balances and cash in hand	1,418,261	(182,156)	1,236,105

The notes on pages 31 to 47 form part of these financial statements.

Notes to the Accounts

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

CILIP meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise state in the relevant accounting policy note(s).

Exemption from preparing group accounts

The charity is the controlling party of two subsidiary undertakings Library Association Publishing Limited and Clive Bingley Limited. CILIP also held one share, out of 1,000 shares issued, in Library Services Limited. In the opinion of the trustees the size and assets of the subsidiary undertakings mean that the presentation of the combined results and financial position in consolidated financial statements is not material for the purpose of giving a true and fair view. These financial statements present the results and the position of the charity only and not as the group.

Going concern

The trustees consider that there are no material uncertainties regarding the CILIP's ability to continue as a going concern.

The particular accounting policies adopted by the Trustees are described below and have been applied consistently throughout the current and preceding year.

1.2 Income

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

1.2.1 Membership income: is the subscription received from members to buy a right to services and other benefits and this is recognised as income earned from the provision of goods and services as income from charitable activities.

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

1.2.3 Income received in advance of specified service is deferred until the criteria for income recognition are met (see note 13)

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

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

when:

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

1.3.0 Expenditure and irrecoverable VAT

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

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

Building costs	Square footage occupied
ICT and Personnel costs	Per Capita basis
Finance costs	Estimated time spent
Governance cost	Proportion of total charitable and cost of raising funds

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

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

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

1.4 Operating leases

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

1.5 Employee benefits

Short term benefits

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

Employee termination benefits

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

1.6 Tangible fixed assets and depreciation

Freehold property: revaluation to market value every three years has been adopted. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Depreciation: is charged at the following rates which are expected to reduce the assets to their net realisable values over their expected lives:

Furniture, fixtures and equipment	20% per annum on cost
Computers and programs	25% per annum on cost
Plant and machinery	Various rate

All tangible fixed assets are capitalised, subject to a cost threshold of £1,000.

1.7 Investments

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

1.8 Stocks

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

1.9 Financial instrument

CILIP has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

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

Cash at bank and in hand

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

Creditors and Provisions

Creditors and provisions are recognised where CILIP has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.10 Fund accounting

1.10.1 Unrestricted funds: are available for use at the discretion of the trustees in furtherance of the general objectives of the organisation and which have not been designated for other purposes.

1.10.2 Designated funds: comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 16.

1.10.3 Restricted funds: which are detailed in note 15, are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, are charged against the specific fund.

1.11 Accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions in the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates, assumptions and judgements are continually evaluated and are based on historic experience and other factors, including expectations of future events that are believed to be reasonable.

1.12 CILIP operates two pension schemes;

1.12.1 CILIP operates a defined benefit pension scheme on behalf of employees.

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

For CILIP's defined benefit pension scheme the amounts charged in arriving at net income/ (expenditure) in the Statement of Financial Activities are the expenses and net interest costs & income, employer's contributions and benefits paid. Actuarial gains and losses are also recognised in the SOFA together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in note 21.

1.12.2 CILIP also operates a defined contribution pension scheme

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

2 INVESTMENT INCOME AND BANK INTEREST

	2016					2015				
	Unrestricted fund					Unrestricted fund				
	Central operations	Member Networks	Designated fund	Restricted fund	Total	Central operations	Member Networks	Designated fund	Restricted fund	Total
	£		£	£		£		£	£	
Investment income	78,764	6,500	-	18,110	103,374	76,527	4,932	-	17,600	99,059
Bank interest	1,019	1,653	-	485	3,157	995	2,271	-	623	3,889
Totals	79,783	8,153	-	18,595	106,531	77,522	7,203	-	18,223	102,948

3 TOTAL EXPENDITURE

	Direct costs	Support costs	Totals	Totals
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	677,766	34,455	712,221	631,820
Publications	532,755	79,091	611,846	548,787
Professional services	<u>3,078,104</u>	<u>580,192</u>	<u>3,658,296</u>	<u>3,402,200</u>
Total Charitable expenditure	4,288,625	693,738	4,982,363	4,582,807
<i>Cost of raising funds</i>				
Services to tenants	-	225,953	225,953	247,372
Total Resources Expended	<u>4,288,625</u>	<u>919,691</u>	<u>5,208,316</u>	<u>4,830,179</u>

In 2016 Professional services includes net defined benefit pension costs of £122,000 in 2015 it was £123,000.

4 SUPPORT COSTS

	Finance	Personnel	Building	ICT	Governance	Total	Total
	£	£	£	£	£	£	£
Training, Events & Conferences	6,117	8,890	1,279	12,001	6,168	34,455	37,135
Publications	16,311	14,816	3,824	32,002	12,138	79,091	82,684
Professional services	120,296	82,970	16,680	296,021	64,225	580,192	606,208
Services to tenants	6,117	-	203,230	12,001	4,605	225,953	247,372
Total Support Costs	<u>148,841</u>	<u>106,676</u>	<u>225,013</u>	<u>352,025</u>	<u>87,136</u>	<u>919,691</u>	<u>973,399</u>
2015 Support costs	145,763	114,425	246,584	360,600	106,027	973,399	

Basis for the support cost allocation

Support costs have been allocated to activities as follows:

Building costs

Square footage occupied

ICT and Personnel costs

Per Capita basis

Finance costs

Estimated time spent

Governance cost

Proportion of total charitable and cost of raising funds

5 STAFF COSTS

	2016	2015
	£	£
Wages and salaries	1,872,364	1,731,869
Social Security costs	188,670	174,261
Pension costs	346,440	296,877
Redundancy costs	3,822	-
	<u>2,411,296</u>	<u>2,203,007</u>

In addition, the cost of additional staff includes agency staff and consultants in the year were £24,078 (2015: £68,768). The number of employees whose emoluments exceeded £60,000 in the year was:

	2016	2015
	Number	Number
£60,001 to £70,000	3	3
£80,001 to £90,000	1	1
Total	<u>4</u>	<u>4</u>

Employer's pension contribution for higher earners totalled £19,293 (2015:£15,653).

The key management personnel of CILIP, comprises the trustees, member network committee members, the Chief Executive Officer and the rest of the senior management team. The total employee benefits for the key management personnel were £392,110 (2015: £349,987). No trustee and member network committee members received any remuneration from CILIP.

The average monthly employee head count was 51 (2015: 49) and the average number of full time equivalent analysed by function, was:

	2016	2015
	Number	Number
Business services	8	8
Professional services	35	33
Support services	6	6
	<u>49</u>	<u>47</u>

6 TRUSTEES' REMUNERATION AND EXPENSES

No trustee has received any remuneration from CILIP during the year (2015: nil). Expenses totalling £12,730 (2015: £19,120) were reimbursed to trustees for travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year the charity paid £1,057 (2015: £1,007) in respect of trustees' indemnity insurance on behalf of the trustees.

7 NET EXPENDITURE FOR THE YEAR

	2016	2015
	£	£
Net outgoing expenditure from operations for the year are stated after charging:		
Auditors' remuneration:		
Fees payable to CILIP's auditors for the audit of the annual accounts	18,675	18,225
Fees payable to CILIP's auditors for VAT advice	-	350
	<u>18,675</u>	<u>18,575</u>
Depreciation of tangible fixed assets:	<u>44,957</u>	<u>40,426</u>

8 TANGIBLE FIXED ASSETS

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
Cost or valuation					
At 1 January 2016	23,000,000	202,822	288,867	80,571	23,572,260
Additions in the year	-	-	25,312	-	25,312
Revaluation	-	-	-	-	-
At 31 December 2016	23,000,000	202,822	314,179	80,571	23,597,572
Depreciation					
At 1 January 2016	-	166,237	237,690	36,929	440,856
Charge for the year	-	3,537	21,277	20,143	44,957
At 31 December 2016	-	169,774	258,967	57,072	485,813
Net book value					
At 1 January 2016	23,000,000	36,585	51,177	43,642	23,131,404
At 31 December 2016	23,000,000	33,048	55,212	23,499	23,111,759

The freehold land and buildings were revalued 31st March 2016 by Cushman & Wakefield, Chartered Surveyors, on an open market basis at £23,000,000. The historic cost of freehold land and buildings was £1,625,504. In March 2012, the charge over the freehold and buildings in favour of the CILIP Pension and Assurance Scheme was increased to the full value.

9 INVESTMENTS

Quoted Investments	2016	2015		
	£	£		
Fixed Asset Long term Investments				
Market value at 1 January	2,115,639	2,121,056		
Transfer to short term investments	(1,592,611)	-		
Unrealised gain/(unrealised loss) on revaluation of investment portfolio	37,042	(5,417)		
Market value at 31 December	560,070	2,115,639		
<i>Historical Cost at 31 December</i>	<i>234,932</i>	<i>964,820</i>		
Fixed Asset Short term Investments				
Market value at 1 January	-	-		
Transfer from long term investments	1,592,611	-		
Unrealised gain/(unrealised loss) on revaluation of investment portfolio	111,268	-		
Market value at 31 December	1,703,879	-		
<i>Historical Cost at 31 December</i>	<i>729,888</i>	-		
Long and Short term investment holdings over 5%				
	2016	2016	2015	2015
M&G Charifund	145,273 units	£2,230,551	145,273 units	£2,083,026
Unlisted subsidiary –				
Library Association Publishing Limited	3 units	£99	3 units	£99

10 INVESTMENT IN SUBSIDIARY COMPANIES

At 31 December 2016 and 31 December 2015 the institute held the following investments:

Name of Company	Country of registration	Holding And operation	Proportion	Nature of business
Library Association Publishing Limited	England	Ordinary shares	100%	Dormant
Clive Bingley Limited	England	Ordinary shares	100%	Dormant

The shares in Clive Bingley Limited are held by Library Association Publishing Limited.

The aggregate of the share capital and reserves are stated below:

	2016	2015
	£	£
Library Association Publishing Limited	(137,045)	(137,045)
Clive Bingley Limited	702	702

As full provision has been made in these accounts for the deficiency in Library Association Publishing limited, the latter's accounts have not been consolidated into CILIP's figures.

Other investments: At 31 December 2016 and 2015, CILIP held one share, out of 1,000 shares issued, in Library Services Limited.

11 STOCKS

	2016	2015
	£	£
Books		
Finished books	92,946	89,467
Work in progress books	2,469	60,142
Total stocks	95,415	149,609

12 DEBTORS

	2016	2015
	£	£
Amounts due within one year:		
Trade debtors	425,204	582,116
Prepayment	48,636	44,404
Other debtors	23,666	33,099
Total debtors	497,506	659,619

13 CREDITORS

	2016	2015
	£	£
Amounts falling due within one year:		
Trade creditors	333,505	195,098
Other taxes and social security	52,101	56,020
Other creditors	47,960	167,299
Deferred income (see below)	244,562	293,250
Accruals	97,192	128,284
Total creditors	<u>775,320</u>	<u>839,951</u>

Analysis of the movement in Deferred income

	At 1 January 2016	Amount released	Amount deferred	At 31 December 2016
	£	£	£	£
Rental income	112,024	(112,024)	124,960	124,960
Conference income	24,513	(24,513)	36,930	36,930
Training income	12,318	(2,720)	1,500	11,098
Membership subscription	144,395	(144,395)	71,574	71,574
	<u>293,250</u>	<u>(283,652)</u>	<u>234,964</u>	<u>244,562</u>

Deferred income comprises advance rental, conference, training vouchers and membership income. Deferred income released and deferred in 2016 were analysed above.

14 FINANCIAL INSTRUMENTS

	2016	2015
	£	£
Financial assets measured at fair value (a)	2,263,949	2,115,639
Financial assets measured at amortised cost (b)	1,684,975	2,033,476
Financial liabilities measured at amortised cost (c)	<u>(723,219)</u>	<u>(783,931)</u>
Net financial assets measured at amortised cost	<u>3,225,705</u>	<u>3,365,184</u>

(a) Financial assets measured at fair value include investments.

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

(c) Financial liabilities measured at amortised cost include: trade creditors, other creditors, accruals and deferred income.

15 RESTRICTED FUNDS

	At 1 January 2016	Income	Expenditure	net gains	At 31 December 2016
	£	£	£	£	£
Mitchell Memorial Fund	10,052	2	(1,181)	-	8,873
Anthony Thompson Scholarship Fund	8,777	390	(1,131)	558	8,594
Arundell Esdaile Memorial Fund	2,286	102	(51)	145	2,482
Catherine Hamilton Memorial Prize	2,873	1	(57)	-	2,817
Henrik Jones Memorial Prize	1,971	134	(46)	192	2,251
K Pierce - legacy	9,369	416	(208)	595	10,172
F Robinson - legacy	11,543	513	(256)	733	12,533
Colin Mears – legacy	395,487	16,836	(31,595)	23,679	404,407
D Chilcot – legacy	39,545	201	(21,550)	-	18,196
Bob McKee-CILIP/IFLA Award	1,979	-	(1,361)	-	618
Russell Bowden Memorial Fund	-	25	-	-	25
	483,882	18,620	(57,436)	25,902	470,968
Member Network Funds					
GA Cooks legacy – CILIP Cymru	157,295	-	-	11,140	168,435
Total Restricted Funds	641,177	18,620	(57,436)	37,042	639,403

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. Anthony Thompson Scholarship Fund enables a qualified library and information professional from outside the UK to visit and study some aspects of UK library and information work for two to three weeks. The award is managed for CILIP by International Library and Information Group (CILIP special interest group).

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

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

Henrik Jones Memorial Prize is an award for a student who obtained the best result in Library Information System on a postgraduate course at the University of Brighton.

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

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

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

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

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

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

16 DESIGNATED FUNDS

The following designated funds have been set aside out of unrestricted funds for specific purposes:

	At 1 January 2016	Income	Expenditure	Transfer	At 31 December 2016
	£	£	£	£	£
Fixed asset Reserve	1,756,908	-	(44,957)	25,312	1,737,263
Development fund	212,848	6,519	(162,307)	150,000	207,060
	1,969,756	6,519	(207,264)	175,312	1,944,323

The fixed asset reserve is established to represent the net book value of fixed assets which is not attributable to other reserves, it exclude the revaluation reserve on the building.

The development reserve has been set aside for a number of one-off projects to enhance the effectiveness of CILIP services for its members.

17 TRANSFER BETWEEN FUNDS

	2016				2015			
	Unrestricted fund				Unrestricted fund			
	Central operations	Member Networks	Designated fund	Restricted fund	Central operations	Member Networks	Designated fund	Restricted fund
	£	£	£	£	£	£	£	£
Fixed Asset transfer	(25,312)	-	25,312	-	(30,154)	-	30,154	-
Development fund transfer	(150,000)	-	150,000	-	(126,140)	-	126,140	-
Totals	(175,312)	-	175,312	-	(156,294)	-	156,294	-

Fixed asset acquisitions were transferred from central operations to designated funds.

Funds were transferred from central operations to designated fund to cover the costs of capacity, infrastructure and produce development capital projects.

18 UNRESTRICTED FUNDS

	At 1 January 2016	Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2016
	£	£	£	£	£	£
Revaluation Reserve	21,374,496	-	-	-	-	21,374,496
Pension Reserve (note 20)	(6,660,000)	-	(122,000)	(1,138,000)	-	(7,920,000)
Other funds – Head office	1,567,944	4,171,138	(4,153,080)	111,268	(175,312)	1,521,958
Member Networks	1,033,182	542,073	(668,536)	-	-	906,719
	17,315,622	4,713,211	(4,943,616)	(1,026,732)	(175,312)	15,883,173

19 STATEMENT OF FUNDS

	At 1 January 2016		Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2016
	£	£	£	£	£	£	£
Restricted fund	641,177		18,620	(57,436)	37,042	-	639,403
Designated fund	1,969,756		6,519	(207,264)	-	175,312	1,944,323
Unrestricted fund	17,315,622		4,713,211	(4,943,616)	(1,026,732)	(175,312)	15,883,173
	19,926,555		4,738,350	(5,208,316)	(989,690)	-	18,466,899

20 ALLOCATION OF NET ASSETS TO FUNDS

	Central operations	Unrestricted Member Networks	Designated Funds	Restricted Funds	Total 2016
	£	£	£	£	£
Tangible assets	21,374,496	-	1,737,263	-	23,111,759
Long term investments	5	-	-	560,070	560,075
Fixed assets	21,374,501	-	1,737,263	560,070	23,671,834
Current assets	2,301,449	945,063	207,060	79,333	3,532,905
Current liabilities	(736,976)	(38,344)	-	-	(775,320)
Long-term liabilities	(7,962,520)	-	-	-	(7,962,520)
Net Assets	14,976,454	906,719	1,944,323	639,403	18,466,899

21 PENSION COMMITMENTS

CILIP operates two pension schemes;

21.1 Defined Contribution Pension Scheme

CILIP's existing employees were entitled to join the Scottish Widow's group stakeholder salary sacrifice pension scheme which is funded by 5% of salary contribution from employee and 10% of salary contribution by the employer. New and existing employees who are not in the scheme may join at any time.

The amount paid into the scheme by CILIP in 2016 was £144,699 (2015: £113,877). This was as a result of more people joining after receiving information about auto-enrolment. The amount within other creditors in note 13 above was £19,302 (2015: £15,911).

21.2 A Defined Benefit Pension Scheme in the UK.

This is a separate trustee administered fund holding the pension scheme assets to meet long term pension liabilities. A full actuarial valuation was carried out at 31 December 2013 and updated to 31 December 2016 by a qualified actuary, independent of the scheme's sponsoring employer. The major assumptions used by the actuary are shown below;

	2016	2015	2014
Discount rate	2.8%	3.8%	3.5%
Inflation (RPI)	3.3%	3.3%	3.2%
Inflation (CPI)	2.3%	2.3%	2.2%
Allowance for revaluation of deferred pensions of RPI or 5% p.a. if less		3.3%	3.2%

Allowance for revaluation of deferred pensions of RPI or 2.5% p.a. if less	2.5%	2.5%
The major assumptions used by the actuary are shown below;	2016	2015
Allowance for pension in payment increases of RPI	3.3%	3.2%
Allowance for pension in payment increases of RPI or 5% p.a. if less		3.1%
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2.1%	2.1%
Allowance for pension in payment increases of RPI or 3% p.a. if less	2%	1.9%
Allowance for commutation of pension for cash at retirement	20%	20%

The results of the most recent actuarial valuation as at 31 December 2013 showed a deficit of £9,526,000. The institute and Trustees have agreed contributions of £100,000 per annum in respect of expenses and £229,000 per annum in respect of the funding shortfall. These contributions are payable quarterly and will increase in line with the Retail Prices Index with the first increase effective from 1 January 2016. The agreed Recovery Plan is for a 22 year period from 1 January 2015 to December 2036.

Present values of defined benefit obligation, fair value of assets and defined benefit asset (liability):

	2016	2015	2014
	£'000	£'000	£'000
Fair value of plan assets	21,377	17,699	18,501
Present value of defined benefit obligations	(29,297)	24,359	26,042
Surplus (deficit) in plan	(7,920)	(6,660)	(7,541)
Defined benefit asset (liability) to be recognised	(7,920)	(6,660)	(7,541)

Reconciliation of opening and closing balances of the defined benefit obligation:

	2016	2015
	£'000	£'000
Defined benefit obligation at start of period	24,359	26,042
Expenses	203	183
Interest expense	911	886
Actuarial (losses)/gains	4,779	(1,081)
Benefits paid and expenses	(955)	(1,671)
Defined benefit obligation at end of period	29,297	24,359

Reconciliation of opening and closing balances of the fair value of plan assets:

	2016	2015
	£'000	£'000
Fair value of plan assets at start of period	17,699	18,501
Interest income	661	624
Actuarial (losses)gains	3,640	(77)
Contributions by CILIP	332	322
Scheme administration expenses	(203)	(183)
Benefits paid	(752)	(1,488)
Fair value of plan assets at end of period	<u>21,377</u>	<u>17,699</u>

The actual return on the plan assets over the period ended 31 December 2016 was £4,302,000 in 2015 it was £547,000.

Defined benefit costs recognised in statement of financial activities:

	2016	2015
	£'000	£'000
Expenses	203	183
Net interest cost	251	262
Fair value of plan assets at end of period	<u>454</u>	<u>445</u>

Defined benefit costs recognised in other comprehensive income:

	2016	2015
	£'000	£'000
(Loss)/gain Return on plan assets (excluding amounts included in net interest cost)	3,641	(77)
Experience gains and (losses) arising on the plan liabilities	-	-
Gain/(loss) Effects of changes in the demographic and financial assumptions underlying the present value of the plan liabilities	(4,779)	1,081
Total gain/(loss) recognised in other comprehensive income	<u>(1,138)</u>	<u>1,004</u>

Assets:

	2016	2015	2014
	£'000	£'000	£'000
Cash	43	327	197
Immediate annuity policies	235	260	301
Managed growth	12,206	10,585	9,822
Liability driven investments	8,893	6,527	8,181
Total assets	<u>21,377</u>	<u>17,699</u>	<u>18,501</u>

22 CORPORATION TAXATION

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

23 RELATED PARTIES

CILIP Benevolent Fund Registered Charity No. 237352

This trust exists for the relief of poverty of CILIP members, former members and their dependants (including former Library Association and Institute of Information Scientists members). CILIP Board appoints all trustees. In 2016 there was an agreement to reduce the support given towards running costs from £4,000 in 2015 to £1,000 due to the extra administrative support given by CILIP. As at 31st of December 2016 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £653 (2015: £1,517).

The John Campbell Trust Registered Charity No. 88802262

This trust exists to advance the education of the public in Information Science in particular by the awarding of grants, scholarships, research fellowships and prizes. CILIP Board appoints all trustees. There were no outstanding balances for 2016 and 2015.

Library Services Trust Registered Charity No. 287404

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP CILIP Board appoints two of the six trustees. There were no outstanding balances for 2016 and 2015.

CILIP Board Members with arms length business relationship with CILIP

Naomi Korn received in 2016 £1,213 (2015: £1,214) in settlement of the services provided for CILIP Copyright Briefing seminar. David McMenemy received in 2016 £62 (2015: £97) as Royalty for his service as an author for a book published for CILIP Facet publishing.

24 OPERATING LEASE

At the end of the year, CILIP was committed to receiving the following rental incomes in respect of tenant leases:

	2016	2016	2015	2015
	Land & buildings	Plant & Machinery	Land & buildings	Plant & Machinery
	£	£	£	£
Leases which expire:				
- within one year	765,722	-	537,932	-
- within two to five years	2,079,657	-	1,495,172	-
- over five years	1,303,767	-	1,522,082	-
	4,149,146	-	3,555,186	-

25 POST BALANCE SHEET-NON ADJUSTING EVENT

CILIP is in the process of agreeing a Memorandum of Understanding with CILIP in Scotland in which CILIP in Scotland would no longer consolidate their annual accounts with CILIP from 2017 because CILIP in Scotland would be operating as a separate entity. This will not have any financial effect on CILIP.

Notes	Unrestricted funds			Restricted	Total
	Central operations	Member Networks	Designated fund	funds	2015
	£	£	£	£	£
INCOME					
<i>Income from charitable activities</i>					
Members' subscriptions	1,650,942	-	-	-	1,650,942
Training, Events & Conferences	505,703	370,706	-	-	876,409
Publications	977,258	29,999	-	-	1,007,257
Professional Services	67,277	58,104	28,057	-	153,438
	3,201,180	458,809	28,057	-	3,688,046
<i>Income from trading activities</i>					
Rent & Service charge	771,483	-	-	-	771,483
<i>Income from donations</i>					
Donations from individuals	70	-	-	-	70
<i>Income from investment</i>					
Income from quoted investments	77,522	7,203	-	18,223	102,948
TOTAL INCOME	4,050,255	466,012	28,057	18,223	4,562,547
EXPENDITURE					
<i>Expenditure on charitable activities</i>					
Training, Events & Conferences	(299,111)	(332,709)	-	-	(631,820)
Publications	(523,158)	(25,629)	-	-	(548,787)
Professional services	(3,042,830)	(163,923)	(158,875)	(36,572)	(3,402,200)
	(3,865,099)	(522,261)	(158,875)	(36,572)	(4,582,807)
<i>Expenditure on raising funds</i>					
Services to tenants	(247,372)	-	-	-	(247,372)
TOTAL EXPENDITURE	(4,112,471)	(522,261)	(158,875)	(36,572)	(4,830,179)
Net (losses) on investment assets	(3,845)	-	-	(1,572)	(5,417)
NET (EXPENDITURE)	(66,061)	(56,249)	(130,818)	(19,921)	(273,049)
Transfers between funds	(156,294)	-	156,294	-	-
<i>Other recognised gains/(losses)</i>					
Revaluation of tangible fixed assets	9,000,000	-	-	-	9,000,000
Actuarial gain/(losses) on defined benefit scheme	1,004,000	-	-	-	1,004,000
NET MOVEMENT IN FUNDS	9,781,645	(56,249)	25,476	(19,921)	9,730,951
RECONCILIATION OF FUNDS					
Total Fund brought forward at 1 January 2015	6,500,795	1,089,431	1,944,280	661,098	10,195,604
Total Fund carried forward at 31 December 2015	16,282,440	1,033,182	1,969,756	641,177	19,926,555

27 COMPARATIVE – 2015 STATEMENT OF FUNDS

	At 1 January 2015		Income	Expenditure	Gains and (Losses)	Transfers	At 31 December 2016
	£	£	£	£	£	£	£
Restricted fund	661,098	18,223	(36,572)	(1,572)	-	641,177	
Designated fund	1,944,280	28,057	(158,875)	-	156,294	1,969,756	
Unrestricted fund	7,590,226	4,516,267	(4,634,732)	10,000,155	(156,294)	17,315,622	
	10,195,604	4,562,547	(4,830,179)	9,998,583	-	19,926,555	

28 COMPARATIVE – 2015 ALLOCATION OF NET ASSETS TO FUNDS

	Central operations	Unrestricted Member Networks	Designated Funds	Restricted Funds	Total 2015
	£	£	£	£	£
Tangible assets	21,374,496	-	1,756,908	-	23,131,404
Long term investments	1,592,609	-	-	523,033	2,115,642
Fixed assets	22,967,105	-	1,756,908	523,033	25,247,046
Current assets	811,906	1,084,591	212,848	118,144	2,227,489
Current liabilities	(788,542)	(51,409)	-	-	(839,951)
Long-term liabilities	(6,708,029)	-	-	-	(6,708,029)
Net Assets	16,282,440	1,033,182	1,969,756	641,177	19,926,555

CILIP'S Operational Management Directory

The information shown below is that pertaining between 1 January 2016 and 6 July 2017, the date of signing the accounts.

CILIP Board members/Board member are trustees for the purpose of Charity legislation

The following CILIP Board and Board members served as trustees for the financial year 2016 and to date:

Chair

Martyn Wade BA MLib MCLIP FRSA (until 31 December 2016)

Karen McFarlane CMG BA (Hons) MLib FCLIP (from 1 January 2017)

Honorary Treasurer

Mike Hosking MCLIP

CILIP Board Members

Gary Birkenhead BA (Hons) MSc MCLIP (from 1 April 2015)

Caroline Brazier MA DipLib MA (from 1 January 2016)

David Byrne BA MLib MCLIP

Caroline Carruthers (from 1 January 2017)

John Dolan OBE BA MCLIP (from 1 August 2014)

Naomi Korn (BA (Hons) MA (from 17 July 2015)

David McMenemy BA (Hons) MSc MCLIP FHEA (until 31 December 2016)

David Stewart BA (Hons) DipLib FCLIP (until 31 December 2016)

John Trevor-Allen BA (Hons) MSc Econ MCLIP (from 17 July 2015)

Martyn Wade BA MLib MCLIP FRSA OBE

Jo Webb MA MLib MBA FCLIP FHEA FRSA (from 1 July 2016)

Alison Wheeler PG Celt Mgnet MCLIP

Karen McFarlane CMG BA MLib FCLIP

President

Dawn Finch ACLIP (to 31 December 2016)

Kate Arnold BA (Hons) MSc (from 1 January 2017)

Vice-President

Kate Arnold BA (Hons) MSc (to 31 December 2016)

Ayub Khan BA (Hons) FCLIP MBE (from 1 January 2017

Immediate Past President

Jan Parry BA Hons PGCL MCLIP HonFCLIP (until 31 December 2016)

Dawn Finch ACLIP (from 1 January 2017)

Ethics Committee members

Dawn Finch ACLIP (Chair)

Briony Birdi BA (Hons) MA PhD MCLIP

Regina Everitt MSc MCLIP

David McMenemy BA (Hons) MSc MCLIP FHEA

Neena Shukla BA MCLIP

Paul Sturges MA PhD FCLIP OBE

John Trevor-Allen BA (Hons) MSc (ECON) MCLIP

Policy Committee members

John Dolan OBE BA MCLIP
Adrienne Adair BA (Hons) MPhil PgDipLis MCLIP
Carol Edwards BA DipLib MCLIP
David McMenemy BA (Hons) MSc MCLIP FHEA
Carolynn Rankin PhD MA BSSc DipLib FHEA MCLIP
Darren Smart BSc (Hons) PhD MCLIP FRSA
Jeanette Castle BA (Hons) DipILS MCLIP
Margaret Cairns BA (Hons) CipLib MScEdTech
Karen McFarlane CMG BA (Hons) MLib FCLIP (until 31 December 2016)
Sue Wilkinson FCLIP MBE FRSA

Resources Committee members

Mike Hosking MCLIP
Gary Birkenhead BA (Hons) MSc MCLIP
David Stewart BA (Hons) DipLib FCLIP (until 31 December 2016)
Keith Wilson BA FCLIP HonFCLIP

Audit Committee members

Dawn Finch ACLIP (Chair to 31 December 2016)
Kate Arnold BA (Hons) MSc (Chair from 1 January 2017)
David Byrne BA MLib MCLIP
David Clover BCom CipLib MA MCLIP
Naomi Korn BA (Hons) MA
Stephanie Kenna MA FCLIP HonFCLIP
Andrew Stephens OBE BSc MCLIP

CILIP Management Team

Chief Executive:	Nick Poole BA MA
Director of Resources:	Jill Colbert MBA FCIPD
Director External Relations:	Mark Taylor BA (Hons) MCIM MCIPR
Director of Professional services:	Simon Edwards BA (Hons) MCLIP
Director, CILIP in Scotland:	Catherine Kearney BA (Hons) DipLib DipEdTech MEd MCLIP
Head of Policy:	Guy Daines BA(Hons) MCLIP FRSA

Professional Advisers

Bankers:	Bank of Scotland Teviot House, 41 South Gyle Crescent Edinburgh EH12 9XD
	Unity Trust Bank PLC Nine Brindley place Birmingham B1 2HB

CCLA
Senator House
85 Queen Victoria Street
London EC4V 4ET

Auditors:

haysmacintyre
26 Red Lion Square
London WC1R 4AG
(from 20 September 2014)

Solicitors:

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

Pension providers:

Defined Benefit Scheme

JLT Benefit Solutions Ltd
Jardine Lloyd Thompson
St James's House
7 Charlotte Street
Manchester M1 4DZ
(to May 2016)

KPMG LLP (UK)
1 St Peter's Square
Manchester M2 3AE
(from June 2016)

Group Stakeholder Pension Scheme

Scottish Widows
69 Morrison Street
Edinburgh EH3 8YF