

# **Chartered Institute of Library and Information Professionals**

## **Trustees' Report and Financial Statements**

**31 December 2021**

CILIP: Registered charity number in England 313014

CILIP: Registered company number in England RC000780

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](http://www.cilip.org.uk)

## **Report of the Trustees**

### **For the year ended 31<sup>st</sup> December 2021**

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 31<sup>st</sup> December 2021. The accounts are those of CILIP and its 100% owned subsidiary CILIP Pathways. 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)."*

We deliver this objective through the mission and activities set out in our 5-year Strategic Plan. The previous plan, *Securing the Future*, was completed in 2020 and by Agreement with the Board of Trustees a new strategy is currently under development to cover the period 2022-26.

CILIP's purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

As a charitable organisation, our work is strongly guided by our values, which include a commitment to:

- Human Rights, equality and diversity
- Public benefit
- Preservation and continuity of access to knowledge
- Intellectual freedom, including freedom from censorship
- Impartiality and the avoidance of bias
- Confidentiality and the right to privacy
- Promoting information rights and information literacy

### **Activities**

Our mission is to be the leading professional association for people working in information, knowledge and libraries. We will achieve this mission by focusing on 5 key priorities:

- Advocacy and representation on behalf of our members
- Training and CPD
- Professional recognition

- Access to expert communities of practice
- Engagement with sector employers

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 goals.

### **Four nations, regional devolution and international**

CILIP is a UK-based organisation with a global reach. Through our international programmes, we support intercultural dialogue, cultural diplomacy and knowledge exchange with librarians, information and knowledge professionals worldwide.

We recognise the unique and distinct context of each of the four Nations that comprise the United Kingdom. Where possible, we develop programmes with a UK-wide remit, and work with our representative partners and members in all four Nations to tailor our activities and priorities to their national context.

To this end, in addition to the leadership of CILIP as the main UK-wide body, we also work in Scotland in partnership with CILIP in Scotland, an independent charity registered in Scotland. In Wales, our work is led by CILIP Cymru Wales, a National Committee of CILIP. In Ireland, our work is led by CILIP Ireland, a National Committee of CILIP.

We have considered the current context of increased devolution in national policy and are satisfied that these governance arrangements provided an approach that is responsive to changing circumstances while supporting the overall delivery of our charitable purpose.

### **Wider context**

This report is provided in the context of a global pandemic that transformed the lives of millions of people worldwide. Throughout the pandemic, CILIP has remained open and has continued to focus on supporting our members as they support the users and communities that depend on them.

In the early days of the pandemic, CILIP set out a 'COVID 19 Response Plan' which enabled us to continue to meet our obligations throughout this period of disruption while continuing to deliver the benefits our members expect. This plan included:

- Delaying and deferring some regularised payments including contributions into the Defined Benefits Pension Scheme (now closed);
- Taking advantage of Government support through the Coronavirus Job Retention Scheme (JRS) and a Coronavirus Business Interruption Loan (CBIL) from the Royal Bank of Scotland;

- Working with our Member Networks, many of whom granted permission for CILIP to make use of free reserves for business continuity (including in some cases on a 'gift' – ie. non-refundable basis), and;
- Applying for support through the Arts Council England's *Culture Recovery Fund*

We are particularly grateful to our community of Member Networks and our colleagues in CILIP in Scotland, CILIP Wales and CILIP Ireland, without whose support it is unlikely that we could have maintained our operations on behalf of our members.

The challenges of the pandemic will be with us for many years to come. Entire societies have seen 'digital' access taking equal place alongside physical experiences. The impact on learners of all ages, and particularly schoolchildren and students, has been profound.

We have set out an ambitious programme for the future, helping to ensure that our profession is able to play its part at the centre of our national recovery.

### **How we deliver public benefit**

CILIP is a charity operating under Royal Charter. Our purpose is to support, unite and advocate for everyone working in information, knowledge and libraries. Our vision is of a professional community that is dedicated to changing lives through access to quality information, knowledge and data.

We maintain a 'theory of change' 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.

We have seen first-hand during the pandemic the vital role that reading, literacy, digital skills and access to information play in the lives of every citizen. Our role is to support the library and information professional workforce who deliver this benefit for everyone, regardless of their means.

## **2. What we did: activities, achievements and impact**

The table below summaries how we delivered against our priorities and objectives in 2021.

### **Member support**

CILIP has worked hard to provide support for our members throughout 2020-21, despite the complex challenges of COVID-19. A summary of our activities and impact is provided below.

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Member services	CILIP's membership team continued to provide timely and effective customer services and support to our members throughout 2021.	We were able to minimise attrition in membership in 2021 and received positive testimonials relating to our

customer services and support.

## Outcome

## Activity

As the UK emerged from COVID-19 restrictions in 2021, CILIP maintained an active programme of digital training and engagement, providing our members with access to high-quality support for their CPD and skills development.

## Impact

CILIP continued to see increased engagement with our member-facing services, training and editorial content online throughout the recovery period.

Members reported positively on the improved accessibility of CILIP's training and CPD support following the move online.

Member Networks

Our busy and proactive network of Special Interest Groups worked hard throughout the pandemic to provide specialist expertise and support for members.

Collectively, the SIGs and SIG Committees have delivered dozens of training and knowledge-exchange events, hundreds of networking opportunities and a vital programme of engagement and support for CILIP members across the UK.

The specialist support of the Special Interest Groups has been consistently cited as among the most valuable elements of our work, helping members to develop their skills, improve their practice and progress their careers.

As an umbrella body, it is essential that CILIP is able to support members *both* in their overall development as information professionals and within their chosen specialisms. The SIGs provide a highly effective mechanism to deliver this support.

## Outcome

## Activity

The CILIP Regional Member Networks have acted as CILIP's 'face' in the English regions, helping to ensure that our support is timely, relevant and tailored to the distinct needs of each region.

## Impact

The Regional Member Networks ensure that CILIP is able to be effective both nationally and regionally. They are frequently the 'frontline' for engagement with and support for members, helping to drive recruitment and retention in our membership.

## Devolved Nations

During the past year, the Regional Member Networks have provided CPD and professional development support through online events, training and content.

As a result of the work of the Regional Member Networks, we have been able to deliver better value for members across the UK.

CILIP in Scotland is CILIP's affiliated partner organisation in Scotland, delivering a proactive programme of member support, representation, networking and advocacy.

CILIPS has been able to provide clear leadership, representation and support for CILIP members in Scotland. As a result, recruitment and retention rates for membership have improved significantly over the course of the year and members can now benefit from a broader programme of support.

During the past year, CILIPS' work has gone from strength to strength, helping to ensure that members in Scotland have access to authoritative support and representation tailored to the distinct nature of the Scottish context.

The voice of the profession is clearly represented in key political processes in Scotland and there is evidence of strong and informed engagement with the whole sector across all types of library and information service by political leadership.

CILIPS has represented the sector both in national policy development and local political decision-making while also supporting a busy community of Scottish Branches and Networks.

The active CILIP Cymru Wales Committee and national Development Manager for Wales have been able to deliver a strong programme of tailored support for members in Wales.

Thanks to the efforts of the Committee and national Development Manager, there is a strong identity and purpose for the professional community in Wales.

Significant progress has been made in advocating for the profession in Wales and securing recognition in public policy and decision-making.

As a result, membership recruitment and retention have shown positive signs during the past year and we have received very positive feedback relating to member engagement and CPD and training support for members in Wales.

At the same time, CILIP Cymru Wales has been able to act as a focal point for community, networking,

	solidarity and support for members in Wales throughout the pandemic.	
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	The CILIP Ireland Committee and national Development Manager for Northern Ireland have delivered a comprehensive programme of representation, support, advocacy and professional development throughout the past year.	The work of the CILIP Ireland Committee and national Development Manager have resulted in significant improvements in the visibility, profile and influence of CILIP Ireland as a sector-wide convening body and professional support.
	As a result, CILIP Ireland has been able to provide leadership and a focal point for sector development and dialogue throughout the pandemic.	Ongoing engagement with sector employers in Northern Ireland is delivering real value and impact in terms of the recognition of professional skills, which in turn is having a positive effect on membership engagement.
Diversity Networks	The newly-established CILIP BAME Network has provided a platform for career development, support and knowledge-sharing for librarians and information professionals from BAME backgrounds.	The BAME Network has already delivered positive impact in terms of representation and inclusivity within CILIP membership. The network has been able to advise on key areas of sector and professional policy development and has provided a critical 'sounding board' for CILIP's wider activities.
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	The new LGBTQ+ Network was established in 2019 to provide a focus for professional representation and support for LGBTQ+ people in the library, information and knowledge profession.	The LGBTQ+ Network has had a positive impact on the representativeness of CILIP's work on behalf of the library, information and knowledge profession, while providing LGBTQ+ professionals with a safe and supportive environment for collaboration, solidarity and professional development.
	The LGBTQ+ Network delivered a busy programme	

of online events, engagement activities and member support throughout 2021

Recruitment and retention

The new membership model introduced at the end of 2020 was designed to provide CILIP with a more responsive set of tools to meet the changing needs of our professional communities. The model was rolled out successfully in time for 2021 renewals.

The new membership model has delivered significant improvements in our ability to tailor our membership proposition and pricing to meet the needs of different parts of the community. It has not yet delivered in terms of above-the-line growth, but we are seeing positive benefits in terms of retention.

### **Training and development**

#### **Outcome**

#### **Activity**

#### **Impact**

Professional Registration

CILIP continued to deliver a comprehensive programme of professional registration support throughout 2021, including maintaining the workflow of submissions, assessments and awards throughout the pandemic.

Professional registration services have been maintained and improved throughout this year, supporting membership retention and helping members to invest in their own development and evidence their career progression to employers.

Candidates have been supported with new applications for Chartership, Certification, Fellowship as well as professional revalidation.

#### **Outcome**

#### **Activity**

#### **Impact**

CILIP worked with Health Education England to deliver a comprehensive review and refresh of the Professional Knowledge and Skills Base (PKSB) as a 'Sector Skills Standard' for our profession.

The new PKSB has delivered significant improvements, including new sections relating to algorithmic literacy and new technologies as well as an extended range of 'soft skills'. As a result, our professional standard is now considerably more future-proof and valuable as a tool for professional development.

	Also in partnership with NHS Health Education England, CILIP published the 'Tech Review' into the impact of AI, Machine Learning and Process Automation for our profession, led by Dr Andrew Cox of Sheffield University.	The new research has had a very significant impact, prompting discussions across the sector and with employers about future skills. It has been widely well-received and has helped to inform the revision of the PKSB.
	Finally, working alongside HEE, CILIP has supported the launch of the new 'Health and Digital Literacy Partnership' – a 4-year initiative to promote the role of libraries in supporting health and digital literacy.	The partnership is delivering positive impact and value, including significant benefits arising from cross-domain support, collaboration and knowledge-sharing.
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	CILIP has continued to promote and support the 'KM Chartership' route for knowledge managers	As a result of the introduction of KM Chartership, CILIP has seen significant improvements in engagement from the professional Knowledge Management community.
Workforce development	CILIP has continued to support and develop <i>CILIP Pathways</i> , our wholly-owned subsidiary providing specialist assessment services to the sector. In 2021, Pathways successfully passed re-registration with OFQUAL following the transition from ESFA.	Pathways has continued to deliver positive impact for the library, information and knowledge profession, enabling employers to offer apprenticeships which in turn have helped to introduce new energy and skills to the community.
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	During this reporting period, the new <i>Information Professional Jobs</i> platform continued to develop as the sector-leading source of information about jobs and vacancies.	<i>Information Professional Jobs</i> is a key element of ensuring that members can benefit from quality employment opportunities. In addition to advertising vacancies, the platform provides an

## Training and CPD

CILIP has continued to publish *Information Professional* magazine and the accompanying *Suppliers Guide* throughout 2021, providing an essential platform for current information, insight, analysis and professional development for our community.

opportunity for dialogue with employers and terms and conditions for our members, as well as key sector professional insight to help guide our CPD and training.

*Information Professional* is consistently cited as among the most valuable and valued benefits of membership, providing quality editorial coverage and in-depth analysis into current developments across the breadth of our profession.

As a result, CILIP is able to demonstrate thought-leadership for our profession while ensuring that our priorities and activities are driven by current awareness of and insight into the challenges and opportunities confronting our members.

Facet Publishing has continued to act as a sector-leading specialist publisher throughout the pandemic, despite the impact of the coronavirus on global supply-chains. Facet has maintained a strong back-list of professional publications while also developing a 'front-list' of new specialist titles.

Facet makes a central contribution to the thought-leadership, positioning and expertise of CILIP as a professional association. We have been able to do more this year to strengthen the collaboration between CILIP and Facet, helping to improve the value we can offer to both authors and members.

Facet also provides a vital net return into CILIP's charitable activities, helping to ensure that our operations are sustainable and that we can deliver value-for-money for our members.

## Outcome

## Activity

## Impact

As part of our 'digital pivot' the CILIP team moved our busy programme of events, training and conferences online, including a highly successful 2<sup>nd</sup> annual CILIP Conference, delivered through the Pheedloop platform.

We have been able to deliver a very popular programme of webinars covering a wide range of subjects as well as specialist online training support in partnership with our Member Networks.

CILIP has continued to provide support for international standards throughout 2021, including specifically our role in the international leadership and development of the RDA standard.

CILIP has provided ongoing support for LIS teaching and learning in the UK and internationally through our Accreditation programme, while also beginning to diversify our role as an accrediting body in related sectors including Archival and Museum Studies, Records, Information and Data Management.

Professional development, training and CPD support is a key part of the value proposition for members and the wider community. As a result of our move online, we have seen significant increases in participation and engagement with our training events and activities.

The shift online has also helped us to begin to address the environmental impact of physical events and training. As we look ahead to post-pandemic recovery, it will be important to consolidate these gains in terms of participation and ease-of-access to our support programme.

There has been significantly increased engagement with and take-up of the RDA standard during this reporting period. We are actively engaged with the RDA community to implement a longer-term programme of development support.

Accreditation provides a vital mechanism to deliver on our vision for the future development of the professional workforce. By expanding into 'Short Course Accreditation' we are able to engage new and existing learning providers with a more flexible model that reflects the changing ways in which people undertake professional development.

International development

CILIP has led the ACE-funded *Working Internationally* programme, providing grant funding support to 4 public library authorities to develop collaborative programmes with their counterparts overseas.

*Working Internationally* has highlighted a significant appetite among UK libraries in all sectors for international working. The programme has provided an opportunity to showcase the positive benefits of international collaboration for innovation and knowledge exchange.

CILIP and the *Working Internationally* Project Board were able to secure investment from the Arts Council England to fund a Feasibility Study for Phase 2 of this work.

## **Advocacy**

### **Outcome**

Championing Equality, Diversity and Inclusion

### **Activity**

Through our *Changing Lives* programme, CILIP has made a lasting commitment to equality, diversity and inclusion across every aspect of our work, leadership and governance.

### **Impact**

*Changing Lives* has already delivered significant impact in terms of equality, diversity and inclusion in our work, helping us both to present a more representative voice for our professional community and to begin to tackle systems which prevent people from marginalised communities entering and progressing in our profession.

It is clear that this is the beginning of a long-term process for CILIP and for our profession, but *Changing Lives* represents an unequivocal statement of intent allied to practical action.

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Building political influence	As the only independent association representing librarians, information and knowledge management professionals in all sectors, CILIP maintains an active programme of political relations in Westminster and the Devolved administrations.	Our political engagement is helping both to ensure that key decisions impacting on our professional community are based on insight, evidence and understanding and that our potential contribution is reflected in wider policy documents.
	During 2021, we supported the re-registration of the Libraries APPG as the 'All-Party Parliamentary Group for Libraries, Information and Knowledge', with an extended remit covering the wider range of information and knowledge sectors.	The new APPG LInK has provided an invaluable platform for political engagement, developing relationships and positioning CILIP as a source of trusted and authoritative evidence and advice relating to libraries and information management.
	We have also been able to reflect the priorities and capabilities of our professional community in key Government consultations..	We have seen real progress in expanding the scope of our political dialogue to encompass a broader understanding of the scale, composition and impact of our profession beyond public libraries.
	We have continued to build the evidence base in support of our advocacy of librarians, information and knowledge management professionals in all sectors.	We have continued to seek ways to develop a robust evidence-base for advocacy and sector development, and will continue to do so in the coming year.

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	CILIP has maintained a proactive approach to public and media relations, providing commentary and quotes for national, local and trade press and media outlets throughout 2021.	As a result of our active engagement with media outlets, we were able to help 'tell the story' of the tremendous support provided by librarians and information professionals to their users, organisations or communities during the pandemic.

		In the process, we have been able to present a more positive and proactive voice for libraries in all sectors, and to start to be more effective in securing recognition of the scope and size of the sector beyond public libraries.
	CILIP has provided national representation for our professional community through participation in Working Groups, advisory councils and other strategic platforms, including the <i>English Public Libraries Strategic Working Group</i> , chaired by the Arts Council England.	These activities have delivered positive impact in promoting CILIP's vision of the central role of professional skills – the skills and know-how of our members – to the wider strategic leadership of the library and information sectors.
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Promoting public engagement	<p>Despite the disruptions of COVID-19, CILIP delivered a highly successful <i>Libraries Week 2021</i> campaign in the first week of October (coinciding with key moments in the political calendar, including budget-setting within Local Authorities).</p> <p>The campaign focused on the theme of 'Active and Engaged Communities' and attracted widespread participation across most parts of the library and information sector, delivering significant public engagement and visibility.</p>	<i>Libraries Week</i> has continued to grow and develop as a key opportunity for public engagement during the year. The theme of 'BActive and Engaged Communities' was timely in light of the new sense of civic participation emerging from the pandemic.
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
	CILIP was able to deliver the Carnegie Greenaway Awards 2021 successfully as an online-only programme,	Thanks to the hard work of the CILIP staff team, the Youth Libraries Group, Working Party and awards

	supported by the UK-wide 'Shadowing Scheme'.	judges, the 2021 Awards process went ahead and delivered an outstanding long-list and shortlist as well as worthy winners of both the Carnegie and Kate Greenaway Medals.
	Despite the impact of COVID-19, the Awards process was delivered successfully, albeit with some changes to timings.	
	CILIP has continued to work with specialist agency Agile Ideas throughout the year to promote the Carnegie Greenaway Awards as an attractive prospect for new sponsorship and investment.	The new review into the longer-term financial and delivery model for the awards will help to ensure their longer-term sustainability.
	CILIP continued to publish <i>Pen &amp; Inc.</i> , the diversity magazine and listings guide throughout 2021.	<i>Pen and Inc.</i> has continued to grow as a trusted and respected source of listings and information relating to diversity in childrens' books and publishing.
<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Targeted campaigns	CILIP has continued to work with Health Education England and the Health Libraries Group to support 'A Million Decisions' – the campaign to highlight the life-changing impact of librarians and knowledge specialists in health.	The campaign has continued to deliver positive results throughout 2021, providing an opportunity to engage with clinicians and senior decision-makers in the healthcare sector.  As part of this work, we have been pleased to support Health Education England with the development of their study <i>Value Proposition: The gift of time</i> , which provides further evidence in support of the campaign
	CILIP has supported the School Libraries Group and School Library Association (SLA) in the ongoing implementation of the <i>Great School Libraries</i> campaign.	<i>Great School Libraries</i> has provided an important platform from which to advocate for quality school library provision. The Research Report has provided the first comprehensive evidence of the 'state of the

During 2021, we were pleased to support the launch of the findings of a research study funded by the Foyle Foundation, which highlighted concerns about the inequality of school library provision between the state and independent sectors.

nation’ in provision and sets out clear priorities for future advocacy.

Employer engagement

CILIP has continued to maintain and grow the Employer Partners Scheme, providing a much-needed platform for dialogue and knowledge-sharing between the professional body and sector employers.

The impact of the Employer Partners Scheme continues to be very significant for CILIP, providing a vital platform for sector development, prioritisation and advocacy across all sectors. As a result, participating employers have made a number of strong commitments to supporting CPD, development and professional registration for their staff, while also sharing key current insight back into the organisation.

**Operations and governance**

We have successfully maintained efficient, accountable and effective operations throughout 2021 in support of our charitable objects. Highlights of this work and its impact are set out below:

<b>Outcome</b>	<b>Activity</b>	<b>Impact</b>
Governance	Effective leadership	CILIP continues to benefit from clear and effective governance and leadership across the CILIP Trustee Board, our national committees in CILIP Cymru Wales and CILIP Ireland and our affiliated partner CILIP in Scotland.
	Accountability	We have reviewed and updated the governance sections of the CILIP website to ensure that key governing documents and papers are publicly available for scrutiny by the membership.

Finance and Audit	Statutory compliance	CILIP completed a successful audit for 2020 with no material issues raised and the audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	Our risk register has provided an effective mechanism for the CILIP Board and Senior Leadership Team to track and manage risks and ensure that controls are adequate.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow. CILIP has also provided managed office services, meeting room and event hire through our wholly-owned property at 7 Ridgmount Street in London.

### **Future plans**

As noted in the previous Annual Report, 2020 represented the final year of the previous 5-year plan *Securing the Future*. With the agreement of the Board and in light of the ongoing disruption of COVID-19, the Board agreed to 'roll forward' for one year, with the new strategic plan, *We Are CILIP*, coming into place in January 2022.

*We Are CILIP* sets out an ambitious vision for a new, more inclusive and impactful role for our professional body. It will focus on four key strategic contexts that are shaping the work of librarians, information and knowledge professionals: Digital Transformation, Equity and Social Justice, Environmental Sustainability and Leadership.

At the same time, one of the primary legacies of the pandemic is that the Board has decided to relocate away from CILIP's existing premises at 7 Ridgmount Street, and in the process to address the long-standing issues with our former Defined Benefit Pension Scheme (closed in 2011).

The Senior Leadership Team has begun the process of preparing the premises for sale, and of developing a plan with the Pension Trustees that will leave CILIP debt-free and with a significant long-term endowment to secure our future sustainability.

### **Activities in the devolved nations**

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

## **CILIP Cymru Wales**

During 2021 CILIP Cymru Wales comprised 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 included:

- The delivery of a successful online CILIP Cymru Wales conference
- Representation of the profession to key policymakers, including at the Welsh Assembly
- Ongoing advocacy for the role and value of information, library and knowledge management professionals
- Provision of networking opportunities and representation

## **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 2021 included:

- Representation of the profession to key policymakers
- Liaison with strategic partners across Northern Ireland
- Ongoing advocacy for the role and value of information, library and knowledge management professionals
- Welcoming new employer partners, including Libraries NI

During 2021, 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.

The joint CILIP/CILIPS Service Level Agreement (SLA) agreed in 2018 has provided a strong foundation for mutual dialogue and collaboration throughout 2021. As a result, we have agreed to translate the SLA from a 'rolling annual' agreement to a permanent standing one, representing the trust and respect between our organisations and our mutual interest in meeting the needs of our members. At the same time, the 'SLA' was replaced by a more equitable 'Partnership Agreement', which will now form the basis of our ongoing collaboration.

## **Monitoring and evaluation**

At the request of the CILIP Board, the Senior Management Team has developed a performance management framework based on an agreed set of Key Performance Indicators which supports

ongoing decision-making, evaluation and future planning. The performance management report focuses on:

- Business development metrics
- Membership growth metrics
- Customer satisfaction metrics
- Member engagement metrics
- Organisational performance indicators

We will review the effectiveness of these KPI during the course of the year.

### **External factors affecting our work**

We undertake a periodic 'foresight' exercise in order to identify the main trends and external factors, which will affect our work. The key trends we have identified in 2021, which will inform our future work, include:

- The enduring impact of the pandemic, which has both disrupted traditional approaches and demonstrated that we are all capable of innovation and adaptability on a hitherto unimagined scale;
- Ongoing channel shift – digital technologies and data continue to transform our world, and in the process are coming to define the future opportunities and challenges for our profession;
- Becoming an 'embedded' profession – the library, information and knowledge management workforce continue to be defined less by their job title and more by the application of their skills to the benefit of their communities and organisations;
- Continued shrinking in public funding – we will continue to see significant reductions in the funding available for public services, resulting in ongoing attrition in both infrastructure and the quality of services;
- Diversification into K&IM – CILIP has set the ambition to become the 'natural professional home' for people working in Knowledge and Information Management, reflecting the journey of the sector towards professionalization;
- Continued pressure on the 'cost of knowledge' – libraries and information services will continue to be exposed to rising costs in access to content on behalf of their users, including particularly increasing pressure on digital licensing costs;
- Ongoing devolution of decision-making powers - including devolution between the four nations, to local government and to individual decision-makers such as head teachers, resulting in greater fragmentation and a more complex network of relationships;
- Fake news, online harms and disinformation – there is likely to be a continued focus on the value of evidence and accountability in public life as well as the role of our profession in combatting fake news, online harms and disinformation and their impact on our democracy.

### **Fundraising**

The majority of CILIP's income comes from its members and it undertakes very little direct fundraising activity involving individual donors. CILIP did not receive any complaints in relation to

fundraising in 2021 and 2020. Due to the nature of CILIP, CILIP is not registered with the fundraising regulator.

### 3. Future plans

2020 marked the final year of *Securing the Future*, our 5-year strategy (2016-20). In many ways, we were able to celebrate the successful delivery of a vision of CILIP as a more impactful, more visible and more relevant membership association for people working in libraries, information and knowledge.

At the same time, this has been a challenging period – with Government cuts resulting in widespread job losses and service reductions and ongoing pressure on libraries and information services to evidence their value and impact.

By agreement with the Board, we rolled forward an interim strategy in 2021, in anticipation of the publication of our new 5-year strategy and action plan, *We Are CILIP* in 2022.

In terms of our operations and sustainability, the key impact of the pandemic was to accelerate the process of resolving the long-standing pressure of our Defined Benefit Pension Scheme. In 2021, CILIP was able to negotiate a Framework Agreement with the new Pension Trustees which will see us selling the premises at 7 Ridgmount Street, and using the sale proceeds partly to close the significant deficit on the scheme and partly to secure CILIP's ongoing viability.

### 4. Financial review

The financial statements were 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 2021 financial position and performance for CILIP and CILIP Pathways Ltd**

During the pandemic lock down years 2020 to 2021 CILIP carried out a number of actions to ensure its short and medium term financial sustainability. These actions included:

- Negotiating a restructuring of deficit repair contributions to the Pension Scheme
- Implementing a furlough of all but 9 staff using the Government *Job Retention Scheme*
- Applying for 'emergency' financial support of £240,000 from the Royal Bank of Scotland under the Government-backed *Coronavirus Business Interruption Loan Scheme (CBILS)*
- Borrowing some of the Member Networks reserves to offset the overall financial position for 2020/2021
- Bringing forward the membership model and associated price increase to be effective from 1 January 2021
- Applied and obtained the 1<sup>st</sup>, 2<sup>nd</sup> round and continuity Recovery Fund grant from the government

Taking the above proactive actions enables CILIP's overall income to increase from £3,946,319 in 2020 to £4,091,535 in 2021. This 1% increase in overall income was mainly due to the part recovery of training, events, conferences, publications, professional services (although not up to the pre-pandemic level) CILIP Pathways Ltd and Government recovery fund grants. Pandemic did have significant impact on the following CILIP's activities;

- rent and service charge income decreased by 7% due to the tenants giving up occupancy of some of their office spaces due to staff working from home and
- Donations with a reduction in income by 92%

CILIP implemented restrictions on non-committed expenditure to manage outgoings thereby increasing our costs by 1% from £3,898,947 in 2020 to £3,907,107 in 2021.

CILIP Pathways limited commenced trading in March 2020, incurring mainly start-up costs of £27,754. In 2021 Pathways made a profit of £22,002 thereby carrying forward a loss of £5,752 after offsetting 2020 losses against 2021 profit. There is also a time lag between opening apprentices and receiving income from successful apprentices. Income from successful apprentices is expected to gradually increase from now onwards.

### **Future financial outlook for CILIP and CILP Pathways Ltd**

2020 represents the final year of CILIP's current 5-year strategy '*Securing the Future*', we developed our longer term action based on an assumption of continued disruption in 2021 and 2022 due to the impact of COVID-19. In addition, we are developing longer-term plans particularly through the Strategy Finance review that completed in July 2021. The recommendations from the strategic review informed our new 5-year plan (2022-26) undertaken in consultation with our membership and the wider profession.

In 2021, we have begun work on creating a 'We are CILIP' programme to ensure our future sustainability. This programme of work includes:

- Agreed 'Framework' with Defined Benefit Pension Scheme Trustee to sell CILIP's premises at 7 Ridgmount Street by 31st December 2022.
- The sale proceeds will be used to pay down the 'technical provisions' deficit on our legacy Defined Benefit Pension Scheme
- The sale proceeds will be used to buy another freehold premises and
- The sale proceeds to be used to continue investment in growth-seeking primary-purpose trading activities and
- Maintaining our existing core primary-purpose trading activities now that they have recovered fully from the disruption of COVID-19

**CILIP Pathways Ltd:** During the period ended 31 December 2021, CILIP Pathways Limited made a profit. CILIP Pathways limited forecast to make a modest profit in 2022 with an increase in profits year on year projected. The directors are confident that CILIP Pathways is establishing itself well and forecasts that growth in 2022 and beyond will be achieved.

## **CILIP's financial activities**

### **Reserves**

Total group's reserves in 2021 were £23,934,728 (2020: £16,781,414) which consists of unrestricted funds £21,336,855 (2020: £14,019,442), designated funds £1,811,415 (2020: £1,812,273) and restricted funds £786,458 (2020: £949,699). Further details about the funds are as stated below:

### **Unrestricted funds**

Unrestricted funds consist of CILIP's (i) central operations activities, (ii) Member Networks activities, (iii) designated funds activities, (iv) pension reserve and (v) revaluation reserve.

#### **(i) CILIP's central operations activities**

CILIP's Central operational activities during the year had a net income of £464,591 (net expenditure of £213,649 in 2020). In 2021, central operations had a surplus of £416,340 due to the recovery of our operational activities coupled with the gain of £48,251 on our investment assets due to the recovery of the UK stock market from the impact of the pandemic.

The total reserve carried forward in 2021 for central office activities was £958,817 in 2020 it was £168,786 as per note 19.

#### **(ii) 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 having a positive movement of £14,379 in 2021 but this was negative movement of £22,469 in 2020 due to cancellation of events because of the pandemic.

The total reserve carried forward to 2021 for Member Network activities was £693,294 (2020:£678,915) as per note 19.

#### **(iii) Designated funds activities**

Designated funds consist of the fixed asset reserve and development fund reserve.

The movement on the designated fund fixed asset reserve as per note 17 was due to the acquisition in 2021 of £2,556 (2020: £18,200) worth of computer assets and the depreciation charge for the year of £56,046 (2020: £70,465). The total fixed asset reserve carried forward to 2021 was £1,659,045 (2020: £1,712,535) and this did not include the revaluation reserve on buildings.

An agreement was made by CILIP with the Defined Benefit Pension Scheme Trustees to sell the building by the 31 December 2022.

The total designated funds development reserves as per note 17 analysed below:

	2021 Amount	2020 Amount
Member Network development fund	£26,529	£8,901
My library by right campaign fund	£1,942	£1,942
Central office master plan building repairs fund	£95,576	£60,572
Member Network CPD Forum development fund	£4,103	£4,103
Infrastructure development fund	£24,220	£24,220
	<u>£152,370</u>	<u>£99,738</u>

#### **(iv) Pension reserves**

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, in the trustees' view, it is disregarded for reserves policy purposes. The movement on the pension reserve of £2,117,000 in 2021 (2020: £1,281,000) as per note 22 was mainly due to an increment in the present value of the defined benefit obligations. In 2021 the pension scheme deficit was £4,934,000 in 2020 this was £7,051,000.

#### **(v) Revaluation reserve**

CILIP fully owns the central office building 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. The freehold property revaluation takes place every two years. The market value as at 31 December 2021 was £26,250,000 (as per note 9) in 2020 it was valued at £21,876,000.

#### **Restricted funds activities**

Restricted funds are those used in accordance with specific restrictions imposed by the donors or raised by the charity for particular purposes. The costs of raising and administering such funds, where applicable, charged against the specific fund. The movement on the restricted fund is analysed in note 16.

#### **Subsidiaries**

In 2021, the two dormant subsidiaries were dissolved. CILIP now has only one subsidiary. In 2020 it was three subsidiaries of which two are dormant.

CILIP Pathways Limited incorporated on 4<sup>th</sup> March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. CILIP's customers are the employers of apprentices, the apprentices and apprenticeship-training providers. CILIP Pathway Ltd incurred a start-up cost of £27,754. In 2021, CILIP Pathways Ltd made a profit of £22,002.

Further information on investment in subsidiary companies is set out in note 11.

## 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 thought fit. The Byelaws allow the 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 periods are invested with appropriate external fund managers, who will comply with our investment objectives. The Finance, Audit and Risk Committee makes decisions on which managers are used.

### **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.

Restricted investments classified as long-term investments and unrestricted investments classified as short-term investments to fund CILIP's strategic plan capital projects.

CILIP holds units in M&G Charifund. The Fund had a net yield of 4% in 2021 (2020: 6.0%). In addition to offering an attractive yield, Charifund has a strong long-term performance record.

The value of the total investments increased in 2021 by 13% to £979,169 with unrealised net gain of £114,887 due to the stock market. Further information on CILIP's investments is set out in note 10.

## 6. Reserves policy

CILIP's reserves policy 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 2021, the reserves required to fund central operations are a minimum of three months' (£872,564) and a maximum of six months' operating costs (£1,745,127). Central office reserves stood at £958,817 at 31 December 2021, which equates to approximately three months' costs.

In addition, the policy allows sums to be set aside in designated reserves for important expenditure outside the normal operating budget. If overspend occurs, this needs to be recouped within a few years.

This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserve stood at £693,294 in 2021 (2020: £678,915).

### **Going concern assessment**

In June 2022, although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long term effect on income. Trustees are satisfied that an effective plan and risk controls are in place to enable the organisation to transition from its existing premises at 7 Ridgmount Street to a stable future operating model. Having reviewed the funding facilities available to CILIP together with the expected future cash flows, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

## **7. Principal risks and uncertainties**

The Board recognises its responsibility for ensuring a sound system of risk management and internal control is in place. The Finance, Audit and Risk 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 risk including possible declining income from membership income and tenant income; potential increasing costs in relation to pensions; fall in value of investments. Mitigating actions include regular review of risk by Finance, Audit and Risk Committee and Senior Leadership Team (SLT); introduction of new subscription levels and diversification of membership; introduction of marketing and sales strategy; and regular meetings with Pension Trustees and investment advisers.

Operational risk including possible failure to deliver business plan, failure to meet objectives throughout the year, failure to retain and motivate staff through extended periods of working at home. Mitigating actions include reviewing annual delivery plan at every SLT meeting, strong leadership from Board and SLT, regular communications with staff.

Reputational risk including failure to identify potential sources of reputational risk; failure to have in place adequate protocols for responding to events which carry reputational risk; failure to fully embrace obligations to equalities, diversity and inclusion. Mitigating actions include ensuring that reputational risk is factored into risk assessments, identifying key staff with responsibility for reputational risk, ensuring that we have a comprehensive equalities, diversity and inclusion change programme and that diversity is reflected in our leadership.

Compliance risk including possible breaches of CILIP's legal and regulatory duties; breaches of CILIP's duties under the Data Protection Act and the General Data Protection Regulation; breaches of CILIP's cyber security. Mitigating actions include Finance, Audit and Risk Committee regularly reviewing internal controls and implementation, CILIP website and virtual learning environment is secured with SSL encryption, new systems configured to comply with GDPR.

The risk register is regularly reviewed by the Board, Senior Leadership Team and by the Finance, Audit and Risk Committee. The trustees continue to assess the risks and uncertainties brought about by the COVID-19 pandemic.

## **8. Structure, governance and management**

### **CILIP Board**

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

The Board has twelve 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. During 2021, all the twelve Board members were in place. All of these Board members were individual members of CILIP. In 2021 three co-opted members served on the Board of which one was co-opted as a new professional. The Chair of the Board, John Trevor-Allen stood down on 27 January 2022 and was replaced by Sue Lacey Bryant.

Reporting to the Board are the Finance, Audit and Risk Committee, which oversees CILIP's financial management and control, statutory accounts, investments and pension liabilities; and provides reassurance that proportionate mechanisms exist to manage risk, strategy, compliance and finance.

### **Chief Executive**

Day-to-day management of the Charity 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 reviewed and agreed by the Remuneration Committee.

### **Key management personnel**

Other key management personnel in 2021, in addition to the Chief Executive were the Chief Operating Officer; Director of Transformation, Chief Development Officer; Editor, Information Professional; Head of CILIP in Scotland; Head of Digital and IT; Head of Facilities; Head of Finance; Head of Sales and Marketing; Head of Publishing; Head of Sector Development and Head of Programmes. Their salaries are included in CILIP's general pay scales.

### **Trustees' induction and training**

In January 2021 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, risk management responsibilities and collective decision-making.

Each new trustee received a welcome pack, which included:

- A copy of the governing Charter, Byelaws 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 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.

### **The Annual General Meeting**

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year and agrees the appointment of CILIP's auditors. It also approves by resolution any proposed changes to the Royal Charter and Byelaws (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.

### **The Finance, Audit and Risk Committee**

The purpose of the Finance, Audit and Risk Committee is to assess CILIP's overall governance framework for fitness-for-purpose, to identify and escalate issues and to confirm to the Board that proportionate mechanisms exist to manage risk, strategy, compliance and finance. The Committee contributes to audit planning, identifying areas of concern, receiving and reviewing the audit report and monitoring the management response.

Following consideration of the Audit Findings Report, risk management, internal controls and other items discussed by the Finance, Audit and Risk Committee during the course of its work in 2020, it did not identify any particular issues to report as a matter of concern to the Board.

## 9. Membership information

### Membership and subscription income by category

At the AGM in 2020 members voted to increase the fees and change the categories of membership from January 2021. Members may pay in one annual amount or monthly instalments by direct debit to make it affordable for most members. Consideration given for those working part-time hence the part-time category. Consideration given for those on low income, carers, disabilities and retired to make CILIP more inclusive.

The result of the change analysed below:

	2021	2021		2020	2020
Membership working full time	% of members	% of fees income	Membership type	% of members	% of fees income
FCLIP	1%	1.5%	Leaders network	4%	8%
MCLIP	25%	34.2%	Member	38%	35%
Standard member	29%	30.3%	Registered Professional (Full)	21%	32%
ACLIP	1%	1.3%	Student	10%	3%
Student	1%	0.4%			
<b>Members paying full rate</b>	<b>57%</b>	<b>67.7%</b>		<b>73%</b>	<b>78%</b>
<b>Membership working part-time</b>					
FCLIP	0.1%	0.1%			
MCLIP	4.4%	4.9%			
Standard member	5.1%	4.3%			
ACLIP	0.1%	0.1%			
<b>Members paying part-time rate</b>	<b>9.7%</b>	<b>9.4%</b>			
<b>Members with concession</b>					
FCLIP	1.1%	1%	Leaders network (concession)	1%	2%
MCLIP	15.4%	12.6%	Member (Concession)	12%	6%
Standard member	12.4%	7.8%	Registered Professional (Concession)	14%	14%
ACLIP	0.6%	0.5%	Student Concession		
Student	3.5%	0.9%			
<b>Members paying discounted rates</b>	<b>33%</b>	<b>22.8%</b>	<b>Members paying discounted rates</b>	<b>27%</b>	<b>22%</b>
Non-practitioners	0.3%	0.1%			
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>Total</b>	<b>100%</b>	<b>100%</b>

**Membership by Geographical location**

	<b>2021</b>	<b>2020</b>
East Midlands	487	545
East of England	738	817
London	1,522	1719
North East	257	283
North West	631	721
South East	1,273	1,441
South West	813	906
West Midlands	457	515
Yorkshire & Humberside	478	531
<b>England Total</b>	<b>6,656</b>	<b>7,478</b>
CILIP in Scotland	1,112	1,210
CILIP in Wales	376	405
CILIP in Ireland	101	105
<b>Total UK &amp; Ireland</b>	<b>8,245</b>	<b>9,198</b>
Overseas members	513	551
	<b>8,758</b>	<b>9,749</b>

Membership per geographical location numbers given above were as at 31 December 2021 and 2020.

In addition to joining member networks in member's geographical area, members may join any group that they have interest in, namely:

1. Academic and Research Libraries group (ARLG)
2. Metadata and Discovery group (MDG)
3. Commercial, Legal and Scientific Information group (CLSIG)
4. Community, Diversity and Equality group (CDEG)
5. Government Libraries and Information group (GIG)
6. Health Libraries group (HLG)
7. Knowledge and Information Management group (KIM)
8. Information Literacy group (ILG)
9. International Library and Information group (ILIG)
10. Library and Information History group (LIHG)
11. Library and Information Research group (LIRG)
12. Local Studies group (LSG)
13. Multimedia, Information and Technology group (MMIT)
14. Prison Libraries group (PLG)
15. Public and Mobile Libraries group (PMLG)
16. Marketing and Communication group (MCG)
17. Rare Books and Special Collections group (RBSCG)
18. School Libraries group (SLG)
19. UKeIG: the UK e-information Group
20. Youth Libraries group (YLG)
21. Retired Professional Group (RPG)
22. Lesbian, Gay, Bisexual, Transgender, Transsexual and Questioning group (LGBTQ+)
23. Blacks, Asian Minority Ethnic group (BAME)

## 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 FRS102 (2019).
- 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 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.

So far as each Trustees is aware at the time the report is approved:

- There is no relevant audit information of which CILIP's auditors are unaware;
- Each Trustee has taken all steps that they ought to have taken to be aware of any relevant audit information and to establish that the auditors are aware of that information.

### Signed on behalf of the Board of trustees

*Sue Lacey Bryant*

Susan Lacey Bryant (by email, 12 Oct 2022, 2:37pm)

*Honorary Chair*

**Date:** 12 Oct 2022

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

### **Opinion**

We have audited the financial statements of Chartered Institute of Library and Information Professionals (the 'parent charity') and its subsidiaries (the 'group') for the year ended 31 December 2021 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Statement of Cash Flows, and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charity's affairs as at 31 December 2021, and of its incoming resources and application of resources, including its income and expenditure, 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.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the consolidated financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group or charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the group financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the group financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the group financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the group financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate and proper accounting records; or
- the group 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.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the group financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of group financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the group financial statements, the trustees are responsible for assessing the group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made or having effect there under.

Our objectives are to obtain reasonable assurance about whether the group financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the group and the sector in which it operates and considered the risk of the group not complying with the relevant laws and regulations including fraud in particular those that could have a material impact on the financial statements. This included those regulations directly related to the financial statements, including financial reporting, and tax legislation. In relation to the operations of the group this included compliance with the Charities Act 2011.

The risks were discussed with the audit team and we remained alert to any indications of non-compliance throughout the audit. We carried out specific procedures to address the risks identified.

These included the following:

Reviewing minutes of Board meetings, reviewing any correspondence with the Charity Commission, agreeing the financial statement disclosures to underlying supporting documentation, and made enquiries of management and officers of the group and a review of legal fees.

To address the risk of management override of controls, we carried out testing of journal entries and other adjustments for appropriateness. We also assessed management bias in relation to the accounting policies adopted and in determining significant accounting estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 auditor's 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 and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Price Bailey LLP

Price Bailey LLP  
Chartered Accountants  
Statutory Auditors  
24 Old Bond Street  
London  
W1S 4AP  
*Date* 14 October 2022

*Price Bailey LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.*

**CONSOLIDATED CHARITY AND GROUP STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2021

	Notes	Unrestricted Fund 31 Dec 2021 £	Restricted Fund 31 Dec 2021 £	CILIP GROUP 31 Dec 2021 £	CILIP GROUP 31 Dec 2020 Restated £
<b>INCOME</b>					
<b>Income from charitable activities</b>					
Member's subscription		1,186,537	-	<b>1,186,537</b>	1,009,480
Training, Events & Conferences		328,543	-	<b>328,543</b>	273,417
Publications		642,063	-	<b>642,063</b>	555,142
Professional services		194,901	43,209	<b>238,110</b>	262,404
		<u>2,352,044</u>	<u>43,209</u>	<u><b>2,395,253</b></u>	<u>2,100,443</u>
<b>Income from trading activities</b>					
Rent and service charges		815,605	-	<b>815,605</b>	878,081
CILIP Pathways income		59,000	-	<b>59,000</b>	-
<b>Income from donations and legacies</b>					
Grants- Government CJRS		23,096	-	<b>23,096</b>	159,807
Grants-Govt CBIL loan interest paid		4,535	-	<b>4,535</b>	-
Grants-Government recovery fund		-	620,000	<b>620,000</b>	623,000
Grants-Others		-	131,000	<b>131,000</b>	70,500
Legacy		-	-	-	41,665
Donations from individuals		2,028	-	<b>2,028</b>	23,238
<b>Income from Investment</b>					
Income from quoted investment and bank interest	3	22,278	18,740	<b>41,018</b>	49,585
<b>TOTAL INCOME</b>		<u><b>3,278,586</b></u>	<u><b>812,949</b></u>	<u><b>4,091,535</b></u>	<u><b>3,946,319</b></u>
<b>EXPENDITURE</b>					
<b>Expenditure on charitable activities</b>					
Training, Events & Conferences		154,389	-	<b>154,389</b>	243,858
Publications		318,798	-	<b>318,798</b>	443,752
Professional services		2,115,829	1,042,826	<b>3,158,655</b>	2,944,283
<b>Total charitable expenditure</b>		<u><b>2,589,016</b></u>	<u><b>1,042,826</b></u>	<u><b>3,631,842</b></u>	<u>3,631,893</u>
<b>Expenditure on raising funds</b>					
Services to tenants		238,267	-	<b>238,267</b>	239,300
CILIP Pathway costs		36,998	-	<b>36,998</b>	27,754
<b>Total expenditure on raising funds</b>		<u><b>275,265</b></u>	<u>-</u>	<u><b>275,265</b></u>	<u>267,054</u>
<b>TOTAL EXPENDITURE</b>	4	<u><b>2,864,281</b></u>	<u><b>1,042,826</b></u>	<u><b>3,907,107</b></u>	<u><b>3,898,947</b></u>
<b>Net income &amp; expenditure before investment gains and (losses)</b>		<b>414,305</b>	<b>(229,877)</b>	<b>184,428</b>	<b>47,372</b>
Net gains/(losses) on investment assets	10	48,250	66,636	<b>114,886</b>	(181,041)
<b>NET INCOME/(EXPENDITURE)</b>		<u><b>462,555</b></u>	<u><b>(163,241)</b></u>	<u><b>299,314</b></u>	<u><b>(133,669)</b></u>
<b>Other recognised gains/(losses)</b>					
Revaluation of tangible fixed assets	9	4,374,000	-	<b>4,374,000</b>	676,000
Actuarial gains/(losses) on defined benefit pension scheme	22	2,480,000	-	<b>2,480,000</b>	(1,032,000)
<b>NET MOVEMENT IN FUNDS</b>		<u><b>7,316,555</b></u>	<u><b>(163,241)</b></u>	<u><b>7,153,314</b></u>	<u><b>(489,669)</b></u>
<b>Reconciliation of Funds</b>					
Total funds brought forward at 1 January		15,831,715	949,699	16,781,414	17,325,117
Prior year adjustments	27	-	-	-	(54,034)
<b>Updated total funds brought forward</b>		<u><b>15,831,715</b></u>	<u><b>949,699</b></u>	<u><b>16,781,414</b></u>	<u><b>17,271,083</b></u>
<b>TOTAL FUNDS CARRIED FORWARD 31 December</b>	20	<u><b>23,148,270</b></u>	<u><b>786,458</b></u>	<u><b>23,934,728</b></u>	<u><b>16,781,414</b></u>

**CONSOLIDATED CHARITY AND GROUP BALANCE SHEET**  
As at 31 December 2021

		CILIP CHARITY		CILIP GROUP	
	Notes	31 Dec 2021	CILIP CHARITY 31 Dec 2020	31 Dec 2021	CILIP GROUP Restated 31 Dec 2020
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	9	26,283,542	21,963,032	26,283,542	21,963,032
Long-term investments	10	564,714	498,078	564,714	498,078
Investment in subsidiary companies	11	-	4	-	4
Investment in CILIP Pathways	11	-	-	-	-
Other investments	11	1	1	1	1
<b>Total Fixed Assets</b>		<b>26,848,257</b>	<b>22,461,115</b>	<b>26,848,257</b>	<b>22,461,115</b>
<b>CURRENT ASSETS</b>					
Short-term investments	10	414,455	366,205	414,455	366,205
Stock & work in progress	12	95,061	91,108	95,061	91,108
Debtors	13	570,787	613,117	578,455	585,362
Cash at bank and in hand		2,246,882	1,877,700	2,249,062	1,877,700
		3,327,185	2,948,130	3,337,033	2,920,375
<b>LIABILITIES</b>					
Creditors: Amount falling due within one year	14	(1,167,379)	(1,345,829)	(1,182,979)	(1,345,829)
<b>NET CURRENT ASSETS</b>		<b>2,159,806</b>	<b>1,602,301</b>	<b>2,154,054</b>	<b>1,574,546</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>29,008,063</b>	<b>24,063,416</b>	<b>29,002,311</b>	<b>24,035,661</b>
<b>Creditors: Amounts falling due after more than one year</b>					
Life members provision in advance		(19,297)	(23,247)	(19,297)	(23,247)
CBIL loan		(114,286)	(180,000)	(114,286)	(180,000)
<b>NET ASSETS EXCLUDING PENSION LIABILITIES</b>		<b>28,874,480</b>	<b>23,860,169</b>	<b>28,868,728</b>	<b>23,832,414</b>
Defined Benefit pension scheme funding deficit	22	(4,934,000)	(7,051,000)	(4,934,000)	(7,051,000)
<b>TOTAL NET ASSETS</b>		<b>23,940,480</b>	<b>16,809,169</b>	<b>23,934,728</b>	<b>16,781,414</b>
<b>REPRESENTED BY:</b>					
<b>Restricted Funds</b>	16	<b>786,458</b>	<b>949,699</b>	<b>786,458</b>	<b>949,699</b>
<b>Unrestricted Funds</b>					
Revaluation reserve	19	24,624,496	20,250,496	24,624,496	20,250,496
Pension reserve	19	(4,934,000)	(7,051,000)	(4,934,000)	(7,051,000)
CILIP Pathways reserve	19	-	-	(5,752)	(27,754)
Central Operations reserve	19	958,817	168,786	958,817	168,785
<b>Total Central Operations funds</b>		<b>20,649,313</b>	<b>13,368,282</b>	<b>20,643,561</b>	<b>13,340,527</b>
Member Networks – other funds	19	693,294	678,915	693,294	678,915
<b>Total other unrestricted funds</b>	19	<b>21,342,607</b>	<b>14,047,197</b>	<b>21,336,855</b>	<b>14,019,442</b>
Designated funds-Fixed Asset reserve	17	1,659,045	1,712,535	1,659,045	1,712,535
Designated funds-Development reserve	17	152,370	99,738	152,370	99,738
<b>Total Designated Funds</b>		<b>1,811,415</b>	<b>1,812,273</b>	<b>1,811,415</b>	<b>1,812,273</b>
<b>Total Unrestricted Funds</b>		<b>23,154,022</b>	<b>15,859,470</b>	<b>23,148,270</b>	<b>15,831,715</b>
<b>TOTAL CILIP's RESERVE</b>		<b>23,940,480</b>	<b>16,809,169</b>	<b>23,934,728</b>	<b>16,781,414</b>

The notes on pages 38 to 62 form part of these financial statements approved by the Board on 12 Oct 2022

Signed on behalf of the Board by:

*Sue Lacey Bryant*  
Susan Lacey Bryant  
Honorary Chair

**CONSOLIDATED CHARITY AND GROUP STATEMENT OF CASHFLOWS**  
**For the period ended 31 December 2021**

<b>Cash-flow from operating activities:</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Net cash provided by operating activities</b>	<b>364,870</b>	<b>951,765</b>
<b>Cash flows from investing activities</b>		
Investment income and bank interest	41,018	49,586
Purchase of tangible fixed assets	(2,556)	(18,200)
CILIP Pathways Ltd	(25,574)	27,754
<b>Cash (outflow) from debt financing</b>		
CBIL Loan	(6,396)	-
<b>Increase in cash</b>	<b>371,362</b>	<b>1,010,905</b>

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

Net income/(expenditure) for the reporting period	299,314	(133,669)
Depreciation charges	56,046	70,465
Expenses and net interest costs	554,000	331,000
Pension contributions paid	(191,000)	(82,000)
(Gains)/losses on investments	(114,886)	181,041
CILIP Pathway investment loss	5,752	27,754
Life members provision in advance	(3,950)	(4,365)
Investment income and bank interest received	(41,019)	(49,585)
(Increase)/Decrease in stocks	(3,953)	52,900
Decrease/ (Increase) in debtors	42,355	(60,070)
(Decrease)/Increase in creditors	(237,769)	618,294
<b>Net cash inflow from operating activities</b>	<b>364,870</b>	<b>951,765</b>

<b>Change in cash and cash equivalents in the reporting period</b>	At 1 January 2021 £	Change In cash £	At <b>31 December</b> <b>2021</b> £
Bank balances and cash in hand	1,877,700	371,362	<b>2,249,063</b>

<b>Reconciliation of Net Debts</b>	At 1 January 2021	Cash flow	At <b>31 December</b> <b>2021</b>
<b>Cash</b>	1,877,700	371,362	<b>2,249,062</b>
Loans due within one year	(60,000)	2,857	<b>(57,143)</b>
Loans due after one year	(180,000)	65,714	<b>(114,286)</b>
Totals	1,637,700	439,933	<b>2,077,633</b>

The notes on pages 38 to 62 form part of these financial statements.

# Notes to the Accounts

## 1. ACCOUNTING POLICIES

### 1.1 Basis of accounting

The consolidated 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 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

CILIP's functional currency is pounds sterling and the address is 7 Ridgmount street, London WC1E 7AE.

CILIP is a charity under Royal Charter and 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 stated in the relevant accounting policy note(s).

The consolidated financial statements presented show the consolidated statement of financial activities, balance sheet and cash flows of the CILIP Group for the year ended 31 December 2021. The CILIP Group financial statements consolidate the accounts of CILIP as a charity and CILIP Pathways Ltd wholly owned trading subsidiary on a line-by-line basis.

#### Going concern

These financial statements are prepared on the going concern basis. The trustees has considered the impact of the COVID-19 crisis on the going concern assumptions. The Finance and Audit Risk committee has reviewed and approved a detailed impact assessment presented by the Chief Executive Officer, Director of Transformation and Head of Finance on 30<sup>th</sup> June 2022.

Although the most severe implications of the COVID-19 pandemic appear to have passed in the UK, there are still some uncertainties about the long term effect on income. Trustees are satisfied that an effective plan and risk controls are in place to enable the organisation to transition from its existing premises at 7 Ridgmount Street to a stable future operating model.

Having reviewed the funding facilities available to CILIP together with the expected future cash flows in financial years 2022 and 2023, the Trustees have a reasonable expectation that CILIP has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over CILIP's financial viability. Accordingly, the trustees are of the view that CILIP is a going concern.

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

### 1.2 Income

All income is 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 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 14)

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 Government grants income: are accounted for when receivable, as long as there is evidence of entitlement, receipt is probable and the amount can be measured reliably.

1.2.6 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 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 an accruals 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 costs	Proportion of total charitable expenditure and cost of raising fund:

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 accruals basis and in line with FRS 102.

#### 1.6 Tangible fixed assets and depreciation

Freehold property: revaluation to market value every year 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 are listed on a recognised stock exchange and stated at fair 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, costs 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 instruments

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. Fixed assets are recorded at depreciated historical cost and investments are recorded at fair value, being the closing market value, with unrecognised gains or losses being posted to the SOFA. All other assets and liabilities are recorded at cost which is their fair value.

#### 1.10 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

#### 1.11 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.

#### 1.12 Creditors and Provisions

Creditors and provisions are recognised when 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.

#### 1.13 Fund accounting

1.13.1 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.

1.13.2 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 17.

1.13.3 Restricted funds: which are detailed in note 16, 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.

1.14 Accounting judgements and estimates

In preparing these financial statements, management has made judgements, estimates and assumptions in the reported defined benefit pension scheme and property valuation in 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.

1.15 CILIP operates two pension schemes:

1.15.1 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 22.

1.15.2 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.

2A CHARITY – 2021 STATEMENT OF FINANCIAL ACTIVITIES

Notes	Unrestricted funds			Restricted funds	Total 2021	Total 2020 Restated
	Central operations	Member Networks	Designated fund			
	£	£	£			
<b>INCOME</b>						
<i>Income from charitable activities</i>						
	1,186,537	-	-	-	<b>1,186,537</b>	<b>1,009,480</b>
	258,479	70,064	-	-	<b>328,543</b>	<b>273,417</b>
	622,367	19,696	-	-	<b>642,063</b>	<b>555,142</b>
	126,226	51,046	17,628	43,209	<b>238,109</b>	<b>262,404</b>
	<b>2,193,609</b>	<b>140,806</b>	<b>17,628</b>	<b>43,209</b>	<b>2,395,252</b>	<b>2,100,443</b>
<i>Income from trading activities</i>						
	815,605	-	-	-	<b>815,605</b>	<b>878,081</b>
<i>Income from grants, donations and legacies</i>						
	23,096	-	-	-	<b>23,096</b>	<b>159,807</b>
	4,535	-	-	-	<b>4,535</b>	-
	-	-	-	620,000	<b>620,000</b>	<b>623,000</b>
	-	-	-	131,000	<b>131,000</b>	<b>70,500</b>
	2,028	-	-	-	<b>2,028</b>	<b>23,238</b>
	-	-	-	-	-	<b>41,665</b>
<i>Income from investment</i>						
3	19,957	2,321	-	18,740	<b>41,018</b>	<b>49,585</b>
	<b>3,058,830</b>	<b>143,127</b>	<b>17,628</b>	<b>812,949</b>	<b>4,032,534</b>	<b>3,946,319</b>
<b>EXPENDITURE</b>						
<i>Expenditure on charitable activities</i>						
	152,553	1,836	-	-	<b>154,389</b>	<b>(243,858)</b>
	314,461	4,337	-	-	<b>318,798</b>	<b>(443,752)</b>
	1,937,208	122,575	56,046	1,042,826	<b>3,158,655</b>	<b>(2,944,283)</b>
	<b>2,404,222</b>	<b>128,748</b>	<b>56,046</b>	<b>1,042,826</b>	<b>3,631,842</b>	<b>(3,631,893)</b>
<i>Expenditure on raising funds</i>						
	238,267	-	-	-	<b>238,267</b>	<b>(239,300)</b>
4	<b>2,642,489</b>	<b>128,748</b>	<b>56,046</b>	<b>1,042,826</b>	<b>3,870,109</b>	<b>(3,871,193)</b>
	<b>416,341</b>	<b>14,379</b>	<b>(38,418)</b>	<b>(229,877)</b>	<b>162,425</b>	<b>75,126</b>
	<b>48,250</b>	-	-	<b>66,636</b>	<b>114,886</b>	<b>(181,041)</b>
	<b>464,591</b>	<b>14,379</b>	<b>(38,418)</b>	<b>(163,241)</b>	<b>277,311</b>	<b>(105,915)</b>
18	(37,560)	-	37,560	-	-	-
<i>Other recognised gains/(losses)</i>						
9	4,374,000	-	-	-	<b>4,374,000</b>	<b>676,000</b>
22	2,480,000	-	-	-	<b>2,480,000</b>	<b>(1,032,000)</b>
	<b>7,281,031</b>	<b>14,379</b>	<b>(858)</b>	<b>(163,241)</b>	<b>7,131,311</b>	<b>(461,915)</b>
	13,368,282	678,915	1,812,273	949,699	<b>16,809,169</b>	<b>17,325,118</b>
27	-	-	-	-	-	<b>(54,034)</b>
	<b>13,368,282</b>	<b>678,915</b>	<b>1,812,273</b>	<b>949,699</b>	<b>16,809,169</b>	<b>17,271,084</b>
	<b>20,649,313</b>	<b>693,294</b>	<b>1,811,415</b>	<b>786,458</b>	<b>23,940,480</b>	<b>16,809,169</b>

2B CHARITY COMPARATIVE – 2020 STATEMENT OF FINANCIAL ACTIVITIES - restated

Notes	Unrestricted funds			Restricted funds	Total 2020	Total 2019
	Central operations	Member Networks	Designated fund			
	£	£	£			
<b>INCOME</b>						
<i>Income from charitable activities</i>						
	1,009,480	-	-	-	<b>1,009,480</b>	<b>1,040,172</b>
	250,812	22,605	-	-	<b>273,417</b>	<b>699,466</b>
	532,342	22,800	-	-	<b>555,142</b>	<b>805,019</b>
	162,781	99,623	-	-	<b>262,404</b>	<b>166,409</b>
	<b>1,955,415</b>	<b>145,028</b>	<b>-</b>	<b>-</b>	<b>2,100,443</b>	<b>2,711,066</b>
<i>Income from trading activities</i>						
	878,081	-	-	-	<b>878,081</b>	<b>973,372</b>
<i>Income from grants, donations and legacies</i>						
	159,807	-	-	-	<b>159,807</b>	<b>-</b>
	-	-	-	623,000	<b>623,000</b>	<b>-</b>
	-	-	-	70,500	<b>70,500</b>	<b>167,500</b>
	23,098	-	140	-	<b>23,238</b>	<b>280</b>
	41,665	-	-	-	<b>41,665</b>	<b>-</b>
<i>Income from investment</i>						
3	19,050	13,554	-	16,981	<b>49,585</b>	<b>66,956</b>
	<b>3,077,116</b>	<b>158,582</b>	<b>140</b>	<b>710,481</b>	<b>3,946,319</b>	<b>3,919,174</b>
<b>EXPENDITURE</b>						
<i>Expenditure on charitable activities</i>						
	(143,006)	(100,852)	-	-	<b>(243,858)</b>	<b>(470,904)</b>
	(438,761)	(4,991)	-	-	<b>(443,752)</b>	<b>(403,953)</b>
	(2,393,211)	(75,208)	(70,465)	(405,399)	<b>(2,944,283)</b>	<b>(2,954,513)</b>
	<b>(2,974,978)</b>	<b>(181,051)</b>	<b>(70,465)</b>	<b>(405,399)</b>	<b>(3,631,893)</b>	<b>(3,829,370)</b>
<i>Expenditure on raising funds</i>						
	(239,300)	-	-	-	<b>(239,300)</b>	<b>(264,575)</b>
	<b>(3,214,278)</b>	<b>(181,051)</b>	<b>(70,465)</b>	<b>(405,399)</b>	<b>(3,871,193)</b>	<b>(4,093,945)</b>
	<b>(137,162)</b>	<b>(22,469)</b>	<b>(70,325)</b>	<b>305,082</b>	<b>75,126</b>	<b>(174,771)</b>
<b>Net income/expenditure before investment gains and losses</b>						
10	<b>(76,488)</b>	<b>-</b>	<b>-</b>	<b>(104,553)</b>	<b>(181,041)</b>	<b>192,118</b>
	<b>(213,650)</b>	<b>(22,469)</b>	<b>(70,325)</b>	<b>200,529</b>	<b>(105,915)</b>	<b>17,347</b>
<b>NET (EXPENDITURE) / INCOME</b>						
18	(53,204)	-	53,204	-	-	-
<i>Other recognised gains/(losses)</i>						
9	676,000	-	-	-	<b>676,000</b>	<b>(9,060,000)</b>
22	(1,032,000)	-	-	-	<b>(1,032,000)</b>	<b>(630,000)</b>
	<b>(622,854)</b>	<b>(22,469)</b>	<b>(17,121)</b>	<b>200,529</b>	<b>(461,915)</b>	<b>(9,672,653)</b>
<b>NET MOVEMENT IN FUNDS</b>						
	14,045,169	701,384	1,829,394	749,170	<b>17,325,117</b>	<b>26,997,771</b>
27	(54,034)	-	-	-	<b>(54,034)</b>	<b>-</b>
	13,991,136	701,384	1,829,394	749,170	<b>17,271,084</b>	<b>26,997,771</b>
	<b>13,368,282</b>	<b>678,915</b>	<b>1,812,273</b>	<b>949,699</b>	<b>16,809,169</b>	<b>17,325,117</b>

### 3 INVESTMENT INCOME AND BANK INTEREST – GROUP

	2021					2020				
	Unrestricted fund					Unrestricted fund				
	Central operatio n £	Member Network £	Designated fund £	Restricted fund £	Total £	Central operatio n £	Member Networks £	Designated fund £	Restricted fund £	Total £
Investment income	19,660	2,321	-	18,735	<b>40,716</b>	18,082	7,350	-	16,960	<b>42,392</b>
Bank interest	297	-	-	5	<b>302</b>	968	6,204	-	21	<b>7,193</b>
<b>Totals</b>	<b>19,957</b>	<b>2,321</b>	<b>-</b>	<b>18,740</b>	<b>41,018</b>	<b>19,050</b>	<b>13,554</b>	<b>-</b>	<b>16,981</b>	<b>49,585</b>

### 4 TOTAL EXPENDITURE – GROUP

	Direct costs	Support costs	Totals 2021	Totals 2020 Restated
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	128,939	25,450	<b>154,389</b>	<b>243,858</b>
Publications	256,460	62,338	<b>318,798</b>	<b>443,752</b>
Professional services	2,657,030	501,625	<b>3,158,655</b>	<b>2,944,283</b>
Total Charitable expenditure	3,042,429	589,413	<b>3,631,842</b>	<b>3,631,893</b>
<i>Cost of raising funds</i>				
CILIP Pathways Ltd	36,998	-	<b>36,998</b>	<b>27,754</b>
Services to tenants	-	238,267	<b>238,267</b>	<b>239,300</b>
<b>Total Expenditure</b>	<b>3,079,427</b>	<b>827,680</b>	<b>3,907,107</b>	<b>3,898,947</b>

In 2021 Professional services includes net defined benefit pension costs of £363,000 in 2020 it was £249,000.

### 4B COMPARATIVE 2020 TOTAL EXPENDITURE – GROUP (RESTATED)

	Direct costs	Support costs	Totals 2020	Totals 2019
	£	£	£	£
<i>Charitable activities</i>				
Training, Events & Conferences	217,546	26,312	<b>243,858</b>	<b>470,904</b>
Publications	377,421	66,331	<b>443,752</b>	<b>403,953</b>
Professional services	2,426,061	518,222	<b>2,944,283</b>	<b>2,954,513</b>
Total Charitable expenditure	3,021,028	610,865	<b>3,631,893</b>	<b>3,829,370</b>
<i>Cost of raising funds</i>				
CILIP Pathways Ltd	27,754	-	<b>27,754</b>	<b>264,575</b>
Services to tenants	-	239,300	<b>239,300</b>	<b>4,093,945</b>
<b>Total Expenditure</b>	<b>3,048,782</b>	<b>850,165</b>	<b>3,898,947</b>	<b>4,093,945</b>

In 2020 Professional services includes net defined benefit pension costs of £249,000 in 2019 it was £7,000.

5 SUPPORT COSTS - GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2021	Total 2020
	£	£	£	£	£	£	£
Training, Events & Conferences	5,502	6,086	1,243	9,521	3,098	<b>25,450</b>	<b>26,312</b>
Publications	14,671	12,173	3,718	25,390	6,386	<b>62,338</b>	<b>66,331</b>
Professional services	132,042	69,992	16,840	244,382	38,369	<b>501,625</b>	<b>518,222</b>
Services to tenants	5,502	-	218,502	9,521	4,742	<b>238,267</b>	<b>239,300</b>
<b>Total Support Costs</b>	<b>157,717</b>	<b>88,251</b>	<b>240,303</b>	<b>288,814</b>	52,595	<b>827,680</b>	<b>850,165</b>
<b>2020 Support costs</b>	<b>153,883</b>	<b>113,261</b>	<b>242,500</b>	<b>287,338</b>	53,183	<b>850,165</b>	

5B COMPARATIVE 2020 SUPPORT COSTS - GROUP

	Finance	Personnel	Building	ICT	Governance	Total 2020	Total 2019
	£	£	£	£	£	£	£
Training, Events & Conferences	5,368	7,811	1,254	9,473	2,406	<b>26,312</b>	<b>36,278</b>
Publications	14,315	15,622	3,752	25,260	7,382	<b>66,331</b>	<b>80,906</b>
Professional services	128,832	89,828	16,994	243,132	39,436	<b>518,222</b>	<b>639,536</b>
Services to tenants	5,368	-	220,500	9,473	3,959	<b>239,300</b>	<b>264,575</b>
<b>Total Support Costs</b>	<b>153,883</b>	<b>113,261</b>	<b>242,500</b>	<b>287,338</b>	53,183	<b>850,165</b>	<b>1,021,295</b>
<b>2019 Support costs</b>	<b>179,020</b>	<b>134,670</b>	<b>263,399</b>	<b>342,965</b>	101,241	<b>1,021,295</b>	

**Basis for the support cost allocation**

Support costs allocated to activities as follows:

Building costs	Square footage occupied (includes insurance, lighting, heating, maintenance, cleaning and reception costs)
ICT and Human resources costs	Per Capita basis
Finance costs	Estimated time spent
Governance cost	Proportion of total charitable and cost of raising funds

6 STAFF COSTS – GROUP

	2021	2020
	£	£
Wages and salaries	<b>1,619,592</b>	<b>1,565,502</b>
Social Security costs	<b>153,456</b>	<b>148,258</b>
Pension costs	<b>693,160</b>	<b>463,924</b>
Redundancy costs	-	<b>6,563</b>
	<b>2,466,208</b>	<b>2,184,247</b>

In addition, to the staff costs above, CILIP in 2021 used the services of agency staff whilst awaiting the recruitment to vacant posts making a total cost of £6,059 (2020: £34,126).

The number of employees whose emoluments exceeded £60,000 in the year was:

	2021	2020
	Number	Number
£60,001 to £70,000	-	-
£80,001 to £90,000	1	1
Total	<u>1</u>	<u>1</u>

Employer's pension contribution for higher earners totalled £9,864 (2020: £6,439).

The key management personnel of CILIP, comprises the trustees, member network committee members, the Chief Executive Officer, Chief Operating Officer, Director of Transformation, Chief Development officer and the rest of the senior leadership team. The total employee benefits for the key management personnel were £663,136 (2020: £586,806). No trustee and member network committee members received any remuneration from CILIP.

The average monthly employee head count was 47 (2020: 46) and the average number of full time equivalent analysed by function, was:

	2021	2020
	Number	Number
Business services	7	7
Professional services	33	32
Support services	2	2
	<u>42</u>	<u>41</u>

## 7 TRUSTEES' REMUNERATION AND EXPENSES – GROUP

No trustee has received any remuneration from CILIP during the year (2020: nil). Expenses totalling £nil (2020: £30) 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 £2,070 (2020: £1,232) in respect of trustees' indemnity insurance on behalf of the trustees. See Related Parties note 24 for arm's length payments to trustees.

## 8 NET EXPENDITURE FOR THE YEAR – GROUP

	2021	2020
	£	£
Net outgoing expenditure from operations for the year are stated after charging:		
<b>Auditors' remuneration:</b>		
Fees payable to CILIP's auditors for the audit of the annual accounts	15,000	22,900
Fees payable to CILIP's auditors for the audit of CILIP Pathways accounts	2,150	
Fees payable to CILIP's auditors for the audit of CILIP Benevolent Fund annual accounts	<u>1,000</u>	<u>780</u>
	<u>18,150</u>	<u>23,680</u>
<b>Depreciation of tangible fixed assets:</b>	<u>56,046</u>	<u>70,465</u>

9 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 January 2021	21,876,000	202,822	352,771	302,218	22,733,811
Additions in the year	-	-	2,556	-	2,556
Revaluation	4,374,000	-	-	-	4,374,000
<b>At 31 December 2021</b>	<b>26,250,000</b>	<b>202,822</b>	<b>355,327</b>	<b>302,218</b>	<b>27,110,367</b>
<b>Depreciation</b>					
At 1 January 2021	-	180,485	334,251	256,043	770,779
Charge for the year	-	2,234	7,637	46,175	56,046
<b>At 31 December 2021</b>	<b>-</b>	<b>182,719</b>	<b>341,888</b>	<b>302,218</b>	<b>826,825</b>
<b>Net book value</b>					
At 1 January 2021	<b>21,876,000</b>	<b>22,337</b>	<b>18,520</b>	<b>46,175</b>	<b>21,963,032</b>
<b>At 31 December 2021</b>	<b>26,250,000</b>	<b>20,103</b>	<b>13,439</b>	<b>-</b>	<b>26,283,542</b>

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 increased to the full value. The freehold land and buildings value stated above based on Gerald Eve LLP valuation as at 31<sup>st</sup> December 2021.

9B COMPARATIVE 2020 TANGIBLE FIXED ASSETS – CHARITY AND GROUP

	Freehold land and buildings	Furniture, fixtures and equipment	Computers and programs	Web enhancement	Total
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 January 2020	21,200,000	202,822	334,571	302,218	22,039,611
Additions in the year	-	-	18,200	-	18,200
Revaluation	676,000	-	-	-	676,000
<b>At 31 December 2020</b>	<b>21,876,000</b>	<b>202,822</b>	<b>352,771</b>	<b>302,218</b>	<b>22,733,811</b>
<b>Depreciation</b>					
At 1 January 2020	-	178,184	321,499	200,631	700,314
Charge for the year	-	2,301	12,752	55,412	70,465
<b>At 31 December 2020</b>	<b>-</b>	<b>180,485</b>	<b>334,251</b>	<b>256,043</b>	<b>770,779</b>
<b>Net book value</b>					
At 1 January 2020	21,200,000	24,638	13,072	101,587	21,339,297
<b>At 31 December 2020</b>	<b>21,876,000</b>	<b>22,337</b>	<b>18,520</b>	<b>46,175</b>	<b>21,963,032</b>

10 INVESTMENTS – CHARITY AND GROUP

<b>Quoted Investments</b>	<b>2021</b>		<b>2020</b>	
	<b>£</b>		<b>£</b>	
<b>Fixed Asset Long term Investments</b>				
Market value at 1 January	<b>498,078</b>		<b>599,935</b>	
Unrealised (losses)/gains on revaluation of investment portfolio	<b>66,636</b>		<b>(101,857)</b>	
<b>Market value at 31 December</b>	<b>564,714</b>		<b>498,078</b>	
<i>Historical Cost at 31 December</i>	<i>233,715</i>		<i>233,715</i>	
<b>Fixed Asset Short term Investments</b>				
Market value at 1 January	<b>366,205</b>		<b>445,389</b>	
Unrealised (losses)/gains on revaluation of investment portfolio	<b>48,250</b>		<b>(79,184)</b>	
<b>Market value at 31 December</b>	<b>414,455</b>		<b>366,205</b>	
<i>Historical Cost at 31 December</i>	<i>189,315</i>		<i>189,315</i>	
<b>Long and Short term investment holdings over 5%</b>				
	<b>2021</b>	<b>2021</b>	2020	2020
M&G Charifund	61,016 units	£979,169	61,016 units	£864,283
<b>Unlisted subsidiary –</b>				
Library Association Publishing Limited	Nil-dissolved	Nil-dissolved	3 units	£99

11 INVESTMENT IN SUBSIDIARY COMPANIES

At 31 December 2021 and 31 December 2020 the institute held the following investments:

<b>Name of Company</b>	<b>Country of registration</b>	<b>Holding And operation</b>	<b>Proportion</b>	<b>Nature of business</b>
CILIP Pathways Limited	England	Company limited by Guarantee and not having a share capital	100%	Apprenticeship assessment
Library Association Publishing Limited	England	Ordinary shares	100%	Dissolved 2021
Clive Bingley Limited	England	Ordinary shares	100%	Dissolved 2021

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

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

	Dissolved	2020
	2021	
	£	£
Library Association Publishing Limited	-	(137,045)
Clive Bingley Limited	-	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:**

Library Services Limited

At 31 December 2021 and at 31 December 2020, CILIP held one share, out of 1,000 shares issued, in Library Services Limited.

**CILIP Pathways Limited (registered company no: 12497166)**

CILIP Pathways Limited incorporated on 4<sup>th</sup> March 2020 as a trading subsidiary of the parent charity, CILIP. CILIP Pathways Ltd was set up to conduct assessment of apprenticeships. The customers are the employers of apprentices, the apprentices and apprenticeship-training providers.

Details of the trading activities are set out below:

	<b>Pathways Ltd</b>	Pathways Ltd
	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
<b>Turnover</b>	<b>54,000</b>	-
Cost of sales	<u>(9,322)</u>	<u>-</u>
<b>Gross Profit</b>	<b>44,678</b>	-
Administration expenses	<b>(27,676)</b>	<b>(27,754)</b>
Other operating income	<u>5,000</u>	<u>-</u>
<b>Operating Profit/(loss)</b>	<b>22,002</b>	<b>(27,754)</b>
Loss carried forward against future profit	<u>(27,754)</u>	<u>-</u>
	<b>(5,752)</b>	<b>(27,754)</b>
Taxation	<u>-</u>	<u>-</u>
<b>(Loss) after tax</b>	<u><b>(5,752)</b></u>	<u><b>(27,754)</b></u>

Summarised statement of financial position:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Debtors	<b>7,668</b>	-
Cash	<u>2,180</u>	<u>-</u>
Current assets	<b>9,848</b>	-
Creditors: falling due within one year		
Creditors and accrued charges	<b>(15,600)</b>	<b>(27,754)</b>
Provision for liabilities and charges	<u>-</u>	<u>-</u>
<b>Total net assets</b>	<u><b>(5,752)</b></u>	<u><b>(27,754)</b></u>
<b>Capital and reserves</b>	<u><b>(5,752)</b></u>	<u><b>(27,754)</b></u>

## 12 STOCK – CHARITY AND GROUP

	2021	2020
	£	£
Finished books	83,666	88,486
Work in progress books	11,395	2,622
<b>Total stocks</b>	<u><b>95,061</b></u>	<u><b>91,108</b></u>

## 13 DEBTORS

	<b>Group</b>	Charity	<b>Group</b>	Charity
	<b>2021</b>	2021	<b>2020</b>	2020
	£	£	£	£
<b>Amounts due within one year:</b>				
Trade debtors	<b>310,692</b>	310,692	<b>340,248</b>	340,248
Prepayment	<b>34,599</b>	34,599	<b>43,798</b>	43,798
Other debtors	<b>233,164</b>	225,496	<b>201,316</b>	229,071
<b>Total debtors</b>	<b>578,455</b>	<b>570,787</b>	<b>585,362</b>	<b>613,117</b>

## 14 CREDITORS

	<b>Group</b>	Charity	<b>Group</b>	Charity
	<b>2021</b>	2021	<b>2020</b>	2020
	£	£	<b>Restated</b>	Restated
	£	£	£	£
<b>Amounts falling due within one year:</b>				
Trade creditors	<b>538,271</b>	538,271	<b>340,743</b>	340,743
Other taxes and social security	<b>44,224</b>	44,224	<b>52,216</b>	52,216
Other creditors	<b>40,318</b>	24,718	<b>369,254</b>	369,254
CBIL Loan	<b>57,143</b>	57,143	<b>60,000</b>	60,000
Deferred income (see below)	<b>361,296</b>	361,296	<b>351,743</b>	351,743
Accruals	<b>141,727</b>	141,727	<b>171,873</b>	171,873
<b>Total creditors</b>	<b>1,182,979</b>	<b>1,167,379</b>	<b>1,345,829</b>	<b>1,345,829</b>

**Other creditors** in 2020 includes £337,000 owed to the Defined benefit pension scheme. In 2021, £300,000 grant received from the Government continuity fund was used to part settle the debt and CILIP paid the remaining £37,000.

**CBIL loan** was used to supplement CILIP's operations between June and September 2020 due to the impact of the pandemic on CILIP's income. The loan is repayable over forty two months and the interest rate is 1.85% above the bank of England base rate.

	2021	2020
	£	£
Amount due within one year	57,143	60,000
Amount due one to two years	114,286	60,000
Amount due within two to five years	-	120,000
	<u>171,429</u>	<u>240,000</u>

### Deferred income reconciliation – charity and group - restated

	At 1 January 2021	Amount released	Amount deferred	At 31 December 2021
	£	£	£	£
Rental income	125,807	(125,807)	126,973	126,973
Conference income	225	(225)	6,005	6,005
Training income	12,395	-	376	12,771
Membership subscription	159,282	(159,282)	161,513	161,513
Lift replacement income (note 27)	54,034	-	-	54,034
	<u>351,743</u>	<u>(285,314)</u>	<u>294,867</u>	<u>361,296</u>

Deferred income comprises advance rental, conference, training vouchers and membership income. Deferred income released and deferred in 2021 analysed above.

## 15 FINANCIAL INSTRUMENTS

	Group 2021	Charity 2021	Group 2020 Restated	Charity 2020 Restated
	£	£	£	£
Financial assets measured at fair value (a)	979,169	979,169	864,283	864,283
Financial assets measured at amortised cost (b)	2,792,918	2,783,071	2,419,265	2,447,019
Financial liabilities measured at amortised cost (c)	(1,081,612)	(1,123,155)	(1,267,333)	(1,239,579)
Net financial assets measured at amortised cost	2,690,475	2,639,084	2,016,215	2,071,723

- (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 and accruals.

## 16 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2021	Income	Expenditure	net gains	Transfer	At 31 December 2021
	£	£	£	£	£	£
Mitchell Memorial Fund	8,953	-	(179)	-	-	8,774
Anthony Thompson Scholarship Fund	8608	406	(200)	1,009	-	9,823
Arundell Esdaile Memorial Fund	2,474	106	(57)	262	-	2,785
Catherine Hamilton Memorial Prize	1,743	-	(623)	-	-	1,120
K Pierce - legacy	10,143	434	(233)	1,076	-	11,420
F Robinson - legacy	12,495	534	(276)	1,326	-	14,079
Colin Mears – legacy	344,864	17,260	(16,146)	42,819	-	388,797
D Chilcot – legacy	13,941	-	(279)	-	-	13,662
Bob McKee-CILIP/IFLA Award	101	-	(2)	-	-	99
Foyle Foundation	6,034	-	(6,034)	-	-	-
ACE-Working internationally project	62,336	15,000	(77,336)	-	-	-
ACE-Independent review of Public Library	18,000	-	(12,025)	-	-	5,975
Financing						
Govt-COVID19 Recovery Fund	309,436	-	(309,436)	-	-	-
Govt-COVID19 2 <sup>nd</sup> Round Recovery Fund	-	320,000	(320,000)	-	-	-
Govt-COVID19 Continuity Fund	-	300,000	(300,000)	-	-	-
ACE-Future skills in Public Libraries	-	80,000	-	-	-	80,000
ACE-Working internationally Phase2	-	36,000	-	-	-	36,000
Workforce mapping project	-	39,000	-	-	-	39,000
Designing Libraries	-	4,209	-	-	-	4,209
	<b>799,128</b>	<b>812,949</b>	<b>(1,042,826)</b>	<b>46,492</b>	-	<b>615,743</b>
GA Cooks legacy – CILIP Cymru	150,571	-	-	20,144	-	170,715
<b>Total Restricted Funds</b>	<b>949,699</b>	<b>812,949</b>	<b>(1,042,826)</b>	<b>66,636</b>	-	<b>786,458</b>

16B COMPARATIVE 2020 RESTRICTED FUNDS – CHARITY AND GROUP

	At 1 January 2020	Income	Expenditure	net gains	Transfer	At 31 December 2020
	£	£	£	£	£	£
Mitchell Memorial Fund	9,734	2	(783)	-	-	8,953
Anthony Thompson Scholarship Fund	10,001	365	(176)	(1,582)	-	8608
Arundell Esdaile Memorial Fund	2,842	95	(51)	(412)	-	2,474
Catherine Hamilton Memorial Prize	1,779	-	(36)	-	-	1,743
K Pierce - legacy	11,646	393	(207)	(1,689)	-	10,143
F Robinson - legacy	14,346	484	(255)	(2,080)	-	12,495
Colin Mears – legacy	413,267	15,637	(16,857)	(67,183)	-	344,864
D Chilcot – legacy	14,221	5	(285)	-	-	13,941
Bob McKee-CILIP/IFLA Award	103	-	(2)	-	-	101
Foyle Foundation	6,157	-	(123)	-	-	6,034
ACE-Every Library data driven project	16,283	8,500	(24,783)	-	-	-
ACE-Working internationally project	66,613	44,000	(48,277)	-	-	62,336
ACE-Independent review of Public Library Financing	-	18,000	-	-	-	18,000
ACE-Recovery Fund	-	623,000	(313,564)	-	-	309,436
	<b>566,992</b>	<b>710,481</b>	<b>(405,399)</b>	<b>(72,946)</b>	-	<b>799,128</b>
GA Cooks legacy – CILIP Cymru	182,178	-	-	(31,607)	-	150,571
<b>Total Restricted Funds</b>	<b>749,170</b>	<b>710,481</b>	<b>(405,399)</b>	<b>(104,553)</b>	-	<b>949,699</b>

The Mitchell Memorial Fund provides loans to members to fund full or part-time study to further their careers. CILIP's Board of Trustees merged Henrik Jones Memorial Prize with the Mitchell Memorial fund in 2017 because postgraduate course no longer offered at the University of Brighton.

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 International Library and Information Group (CILIP special interest group) manage the award for CILIP.

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

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

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.

Foyle Foundation; provided the grant to commission a research to look into the level of school library provision in the UK.

ACE, working internationally project; this is a two-year programme to promote international working for public libraries in England.

Arts Council England (ACE) grant given for the independent review of Public Libraries financing.

Govt-1<sup>st</sup>&2<sup>nd</sup> COVID19 Recovery Fund; was given by the government towards CILIP sustainability due to the impact of COVID19 lock down on CILIP's operations.

Govt-COVID19 Continuity fund grant given to part-settled the Defined Benefit Pension debt incurred due to the impact of the pandemic lockdown.

ACE-Future skills in Public libraries grant given for the Induction pack and digital skills training for public libraries workforce.

ACE-Working internationally Phase 2 grant given to continue to develop international working for public libraries in England.

Workforce mapping project is a consortium of organisations embarking on mapping libraries and information manager's workforce within the United Kingdom.

Designing Libraries is a Community Interest Company that CILIP currently supports until they are able to operate independently.

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

## 17 DESIGNATED FUNDS – CHARITY AND GROUP

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

	<b>At 1 January 2021</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer</b>	<b>At 31 December 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Fixed asset Reserve	1,712,535	-	(56,046)	2,556	1,659,045
Development fund	99,738	17,628	-	35,004	152,370
	<b>1,812,273</b>	<b>17,628</b>	<b>(56,046)</b>	<b>37,560</b>	<b>1,811,415</b>

## 17B COMPARATIVE 2020 DESIGNATED FUNDS – CHARITY AND GROUP

	<b>At 1 January 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer</b>	<b>At 31 December 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Fixed asset Reserve	1,764,800	-	(70,465)	18,200	1,712,535
Development fund	64,594	140	-	35,004	99,738
	<b>1,829,394</b>	<b>140</b>	<b>(70,465)</b>	<b>53,204</b>	<b>1,812,273</b>

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

18 TRANSFER BETWEEN FUNDS

	2021				2020			
	Unrestricted fund				Unrestricted fund			
	Central operations	Member Networks	Designated fund	Restricted fund	Central operations	Member Networks	Designated fund	Restricted fund
	£	£	£	£	£	£	£	
Fixed Asset transfer	(2,556)	-	2,556	-	(18,200)	-	18,200	-
Development fund transfer	(35,004)	-	35,004	-	(35,004)	-	35,004	-
<b>Totals</b>	<b>(37,560)</b>	<b>-</b>	<b>37,560</b>	<b>-</b>	<b>(53,204)</b>	<b>-</b>	<b>53,204</b>	<b>-</b>

In 2021 and 2020, fixed asset acquisitions transferred from central operations to designated funds. In 2021 and 2020, funds transferred from central operations to designated fund to cover the costs of major works on the central office building.

19 UNRESTRICTED FUNDS

*Group Unrestricted funds*

	At 1 January 2021			Gains		Transfers		At 31 December 2021
	Income	Expenditure						
	£	£	£	£	£	£	£	
Revaluation Reserve	20,250,496	-	-	4,374,000	-	-	24,624,496	
Pension Reserve (note 20)	(7,051,000)	-	(363,000)	2,480,000	-	-	(4,934,000)	
Central operations fund	168,786	3,058,829	(2,279,489)	48,251	(37,560)	-	958,817	
CILIP Pathways ltd funds	(27,754)	59,000	(36,998)	-	-	-	(5,752)	
Member Networks	678,915	143,127	(128,748)	-	-	-	693,294	
<b>Totals</b>	<b>14,019,443</b>	<b>3,260,956</b>	<b>(2,808,235)</b>	<b>6,902,251</b>	<b>(37,560)</b>	<b>-</b>	<b>21,336,855</b>	

*Charity Unrestricted funds*

	At 1 January 2021			Gains		Transfers		At 31 December 2021
	Income	Expenditure						
	£	£	£	£	£	£	£	
Revaluation Reserve	20,250,496	-	-	4,374,000	-	-	24,624,496	
Pension Reserve (note 20)	(7,051,000)	-	(363,000)	2,480,000	-	-	(4,934,000)	
Central operations fund	168,786	3,058,829	(2,279,489)	48,251	(37,560)	-	958,817	
Member Networks	678,915	143,127	(128,748)	-	-	-	693,294	
<b>Totals</b>	<b>14,047,197</b>	<b>3,201,956</b>	<b>(2,771,237)</b>	<b>6,902,251</b>	<b>(37,560)</b>	<b>-</b>	<b>21,342,607</b>	

19B COMPARATIVE 2020 UNRESTRICTED FUNDS

	<i>Group Unrestricted funds - restated</i>					At
						1 January
						2020
	Income	Expenditure	Gains and (Losses)	Transfers	31 December 2020	
	£	£	£	£	£	
Revaluation Reserve	19,574,496	-	-	676,000	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	186,640	3,077,118	(2,965,281)	(76,488)	(53,204)	168,785
CILIP Pathways ltd funds	-	-	(27,754)	-	-	(27,754)
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	<b>14,692,520</b>	<b>3,235,700</b>	<b>(3,423,086)</b>	<b>(432,488)</b>	<b>(53,204)</b>	<b>14,019,442</b>

	<i>Charity Unrestricted funds - restated</i>					At
						1 January
						2020
	Income	Expenditure	Gains and (Losses)	Transfers	31 December 2020	
	£	£	£	£	£	
Revaluation Reserve	19,574,496	-	-	<b>676,000</b>	-	20,250,496
Pension Reserve (note 20)	(5,770,000)	-	(249,000)	(1,032,000)	-	(7,051,000)
Central operations fund	186,640	3,077,116	(2,965,278)	(76,488)	(53,204)	168,786
Member Networks	701,384	158,582	(181,051)	-	-	678,915
	<b>14,692,520</b>	<b>3,235,698</b>	<b>(3,395,329)</b>	<b>(432,488)</b>	<b>(53,204)</b>	<b>14,047,197</b>

20 STATEMENT OF FUNDS

	<i>Group statement of funds</i>					At
						1 January
						2021
	Income	Expenditure	Gains	Transfers	31 December 2021	
	£	£	£	£	£	
Restricted fund	949,699	812,949	(1,042,826)	66,636	-	786,458
Designated fund	1,812,273	17,628	(56,046)	-	37,560	1,811,415
Unrestricted fund	14,019,442	3,260,957	(2,808,235)	6,902,251	(37,560)	21,336,855
	<b>16,781,414</b>	<b>4,091,534</b>	<b>(3,907,107)</b>	<b>6,968,887</b>	<b>-</b>	<b>23,934,728</b>

	<i>Charity statement of funds</i>					At
						1 January
						2021
	Income	Expenditure	Gains and (Losses)	Transfers	31 December 2021	
	£	£	£	£	£	
Restricted fund	949,699	812,949	(1,042,826)	66,636	-	786,458
Designated fund	1,812,273	17,628	(56,046)	-	37,560	1,811,415
Unrestricted fund	14,047,197	3,201,956	(2,771,237)	6,902,251	(37,560)	21,342,607
	<b>16,809,169</b>	<b>4,032,533</b>	<b>(3,870,109)</b>	<b>6,968,887</b>	<b>-</b>	<b>23,940,480</b>

20B COMPARATIVE 2020 STATEMENT OF FUNDS

<i>Group statement of funds - restated</i>	At					At
	1 January			Gains and	Transfers	31 December
	2020	Income	Expenditure	(Losses)		2020
	£	£	£	£	£	£
.Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,692,520	3,235,698	(3,423,084)	(432,488)	(53,204)	14,019,442
	<b>17,271,084</b>	<b>3,946,319</b>	<b>(3,898,948)</b>	<b>(537,041)</b>	-	<b>16,781,414</b>

<i>Charity statement of funds - restated</i>	At					At
	1 January			Gains and	Transfers	31 December
	2020	Income	Expenditure	(Losses)		2020
	£	£	£	£	£	£
Restricted fund	749,170	710,481	(405,399)	(104,553)	-	949,699
Designated fund	1,829,394	140	(70,465)	-	53,204	1,812,273
Unrestricted fund	14,692,520	3,235,698	(3,395,329)	(432,488)	(53,204)	14,047,197
	<b>17,271,084</b>	<b>3,946,319</b>	<b>(3,871,193)</b>	<b>(537,041)</b>	-	<b>16,809,169</b>

21 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds	Unrestricted				Restricted	Total
	Central operations	Member Networks	Designated Funds	Pathways Limited	Funds	2021
	£	£	£	£	£	£
Tangible assets	24,624,497	-	1,659,045	-	-	<b>26,283,542</b>
Long term investments	1	-	-	-	564,714	<b>564,715</b>
Fixed assets	24,624,498	-	1,659,045	-	564,714	<b>26,848,257</b>
Current assets	2,072,511	819,763	213,167	9,848	221,744	<b>3,337,033</b>
Current liabilities	(1,040,910)	(126,469)	-	(15,600)	-	<b>(1,182,979)</b>
Long-term liabilities	(5,067,583)	-	-	-	-	<b>(5,067,583)</b>
<b>Net Assets</b>	<b>20,588,516</b>	<b>693,294</b>	<b>1,872,212</b>	<b>(5,752)</b>	<b>786,458</b>	<b>23,934,728</b>

Charity allocation of net assets to Funds	£	£	£	£	£
Tangible assets	24,624,497	-	1,659,045	-	<b>26,283,542</b>
Long term investments	1	-	-	-	<b>564,715</b>
Fixed assets	24,624,498	-	1,659,045	-	<b>26,848,257</b>
Current assets	2,072,511	819,763	213,167	-	<b>3,327,185</b>
Current liabilities	(1,040,910)	(126,469)	-	-	<b>(1,167,379)</b>
Long-term liabilities	(5,067,583)	-	-	-	<b>(5,067,583)</b>
<b>Net Assets</b>	<b>20,588,516</b>	<b>693,294</b>	<b>1,872,212</b>	-	<b>23,940,480</b>

## 21B COMPARATIVE 2020 ALLOCATION OF NET ASSETS TO FUNDS

Group allocation of net assets to Funds - restated	Unrestricted				Restricted	Total
	Central operations	Member Networks	Designated Funds	Pathways Limited	Funds	2020
	£	£	£	£	£	£
Tangible assets	20,250,497	-	1,712,535	-	-	<b>21,963,032</b>
Long term investments	5	-	-	-	498,078	<b>498,083</b>
Fixed assets	20,250,502	-	1,712,535	-	498,078	<b>22,461,115</b>
Current assets	1,536,430	832,586	99,738	-	451,621	<b>2,920,375</b>
Current liabilities	(1,164,404)	(153,671)	-	(27,754)	-	<b>(1,345,829)</b>
Long-term liabilities	(7,254,247)	-	-	-	-	<b>(7,254,247)</b>
<b>Net Assets</b>	<b>13,368,281</b>	<b>678,915</b>	<b>1,812,273</b>	<b>(27,754)</b>	<b>949,699</b>	<b>16,781,414</b>

Charity allocation of net assets to Funds - restated	£	£	£	£	£	£
Tangible assets	20,250,497	-	1,712,535	-	-	<b>21,963,032</b>
Long term investments	5	-	-	-	498,078	<b>498,083</b>
Fixed assets	20,250,502	-	1,712,535	-	498,078	<b>22,461,115</b>
Current assets	1,564,185	832,586	99,738	-	451,621	<b>2,948,130</b>
Current liabilities	(1,192,158)	(153,671)	-	-	-	<b>(1,345,829)</b>
Long-term liabilities	(7,254,247)	-	-	-	-	<b>(7,254,247)</b>
<b>Net Assets</b>	<b>13,368,282</b>	<b>678,915</b>	<b>1,812,273</b>	<b>-</b>	<b>949,699</b>	<b>16,809,169</b>

## 22 PENSION COMMITMENTS

CILIP operates two pension schemes;

### 22.1 Defined Contribution Pension Scheme

CILIP's existing employees were entitled to join the Scottish Widows 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. Staff may opt-out of the scheme at any time.

The amount paid into the scheme by CILIP in 2021 was £141,240 (2020: £130,717). The amount within trade creditors in note 14 above was £18,294 (2020: £16,656).

### 22.2 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. The results of the most recent triennial actuarial valuation as at 31 December 2019 revealed a funding shortfall of £9,538,000.

To eliminate this funding shortfall, the Pension Trustee and CILIP (the Employer) have agreed that contributions totalling £9,500,000 will be paid to the Scheme by the Employer on or before 31 December 2022. The funding shortfall is expected to be eliminated within 3 years from 31 December 2019 that is by 31 December 2022.

Contributions of £191,000 paid in 2021 were in accordance with the Recovery Plan agreed after the triennial actuarial valuation as at 31 December 2019. The amount paid in advance for January 2022 within other creditors in note 14 above was £15,000.

The amount within other creditors in note 14 above for 2020 was £337,000 of which £300,000 was paid using the government grant and the remaining £37,000 was paid by CILIP.

Trustees are aware that the volatile investment market is expected to have an impact on the pension scheme in terms of asset values and the measure of liabilities. No information has been received to date as to the quantum of the impact of COVID-19 on the pension scheme, and no requests for any change to deficit funding have been received.

A full actuarial valuation was carried out at 31 December 2019 and updated to 31 December 2021 by a qualified actuary, independent of the scheme's sponsoring employer. The major assumptions used by the actuary shown below:

	<b>2021</b>	<b>2020</b>	<b>2019</b>
Discount rate	1.85%	1.35%	2.15%
Inflation (RPI)	3.40%	2.90%	2.95%
Inflation (CPI)	2.8%	2.3%	2.05%
Allowance for pension in payment increases of RPI	3.40%	2.90%	2.95%
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	2.250%	2.10%	2.15%
Allowance for pension in payment increases of RPI or 3% p.a. if less	2.4%	2.05%	1.90%
Allowance for commutation of pension for cash at retirement	20%	20%	20%

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

	<b>2021</b>	<b>2020</b>	<b>2019</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Fair value of plan assets	21,989	21,702	20,801
Present value of defined benefit obligations	(26,923)	(28,753)	(26,571)
Surplus (deficit) in plan	(4,934)	(7,051)	(5,770)
Defined benefit asset (liability) to be recognised	(4,934)	(7,051)	(5,770)

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

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Defined benefit obligation at start of period	28,753	26,571
Scheme Administration Expenses	-	205
Interest expense	383	357
Actuarial losses/(gains)	(1,382)	2,500
Benefits paid and expenses	<b>(831)</b>	<b>(880)</b>
<b>Defined benefit obligation at end of period</b>	<b>26,923</b>	<b>28,753</b>

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

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Fair value of plan assets at start of period	21,702	20,801
Interest income	286	436
Actuarial (losses) gains	1,098	1,468
Contributions by CILIP	191	82
Scheme administration expenses	(457)	(205)
Benefits paid	<b>(831)</b>	<b>(880)</b>
<b>Fair value of plan assets at end of period</b>	<b>21,989</b>	<b>21,702</b>

The actual return on the plan assets over the period ended 31 December 2021 was £1,384,000 in (2020: £1,904,000).

**Defined benefit costs recognised in statement of financial activities:**

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Scheme administration expenses	(457)	205
Net interest on the defined benefit liability	(97)	126
<b>Fair value of plan assets at end of period</b>	<b>(554)</b>	<b>331</b>

**Defined benefit costs recognised in other comprehensive income:**

	<b>2021</b>	<b>2020</b>
	<b>£'000</b>	<b>£'000</b>
Gain Return on plan assets (excluding amounts included in net interest cost)	1,098	1,468
Gain/(loss) Effects of changes in the demographic and financial assumptions underlying the present value of the plan liabilities	1,382	(2,500)
<b>Total gain/(loss) recognised in other comprehensive income</b>	<b>2,480</b>	<b>(1,032)</b>

**Assets:**

	<b>2021</b>	<b>2020</b>	<b>2019</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Cash	723	77	229
Immediate annuity policies	76	141	146
Managed growth	7,707	12,676	12,460
Liability driven investments	13,483	8,808	7,967
<b>Total assets</b>	<b>21,989</b>	<b>21,702</b>	<b>20,801</b>

None of the fair values of the assets shown above includes any direct investments in CILIP's own financial instruments or any property occupied by, or other assets used by CILIP.

The best estimate of contributions to be paid by CILIP to the scheme for the period commencing 1 January 2022 £552,000 (1 January 2021: £303,000).

**23 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.

**24 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. CILIP provided £1,000 towards their running costs on a yearly basis. As at 31<sup>st</sup> of December 2021 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £294 (2020: £1,575). Also, as at 31<sup>st</sup> of December 2021 the amount of payment made to suppliers on behalf of CILIP Benevolent Fund and not yet paid was £1,140 (2020: Nil).

**The John Campbell Trust Registered Charity No. 802262**

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 2021 and 2020.

**Library Services Trust Registered Charity No. 287404**

This trust exists to promote education in librarianship, bibliography and related subjects. CILIP Board appoints two of the six trustees. There were no outstanding balances for 2021 and 2020.

**CILIP Board, Presidential Team and Committee Members with arm's length business relationship with CILIP**

Jo Webb received in 2021 £41 (2020: £41) as Royalty as an author for a book published for CILIP Facet publishing.

CB Resourcing recruitment agency in which Simon Burton is director of, received in 2021 £9,000 (2020: £Nil) as consultancy fees paid via CB Resourcing on behalf of CILIP.

CB Resourcing recruitment agency in which Simon Burton is director of, paid in 2021 £3,864 (2020: £Nil) in respect of sponsorship for Employers Forum.

There were no other related parties in the year or in the prior year.

## 25 OPERATING LEASE

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

	<b>2021</b>	<b>2021</b>	<b>2020</b>	<b>2020</b>
	<b>Land</b>	<b>Plant</b>	<b>Land</b>	<b>Plant</b>
	<b>&amp; buildings</b>	<b>&amp; Machinery</b>	<b>&amp; buildings</b>	<b>&amp; Machinery</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Leases which expire:				
- within one year	754,441	-	740,799	-
- within two to five years	1,554,790	-	1,828,533	-
- over five years	-	-	-	-
	<u>2,309,231</u>	<u>-</u>	<u>2,569,332</u>	<u>-</u>

Operating lease rentals totaled £754,441 for the year ended 31 December 2021 (2020: £740,799).

## 26 POST BALANCE SHEET EVENT

CILIP Trustees made a decision to dispose of the building at 7 Ridgmount street and placed on the market with the expectation to complete the sale by 31 December 2022. The disposal proceeds would be used to pay off the Defined Benefit Pension deficit, purchase another freehold building and to secure the ongoing operations of the Charity.

## 27 PRIOR YEAR ADJUSTMENT

A prior year adjustment was made to defer income incorrectly recognised in the charity's financial statements in relation to before the 31 December 2020 financial year-end. This had the effect of reducing 2020 unrestricted funds brought forward balances by £54,034.

A further prior year adjustment was made to remove 2020 group expenses which were previously included twice within the financial statements in error. This had the effect of reducing the 2020 consolidated unrestricted expenditure by £27,753, reducing creditors and increasing unrestricted funds by £27,753. The prior year adjustment is analysed below:

Unrestricted funds as at 31 December 2020	£16,807,695
Income incorrectly recognised	(£54,034)
Subsidiary expenses double counted	£27,753
Updated unrestricted funds as at 31 December 2020	<b>£16,781,414</b>

## **CILIP'S Operational management directory**

The information shown below is that pertaining between 1 January 2021 and 11 October 2022, the date of signing the accounts.

### **CILIP Board members are trustees for the purpose of charity legislation**

#### **Chair**

Sue Lacey Bryant BA(Hons) DipLib MSc MCLIP MIHM (from 1 February 2022)  
John Trevor-Allen BA(Hons) MSc Econ MCLIP (to January 2022)

#### **Honorary Treasurer**

Alison Wheeler MBE PG Cert Mgmt MCLIP

#### **CILIP Board members**

Sue Lacey Bryant BA(Hons) DipLib MSc FCLIP MIHM (from 1 February 2019)  
Jo Webb MA MLib MBA FCLIP FHEA FRSA (from 1 January 2018)  
Alison Wheeler MBE MCLIP (from 1 January 2017, re-elected 1 January 2021)  
Steve Williams BA MSc FBCS (from 1 January 2019)  
Shirley Yearwood-Jackman BA(Hons) MSc (from 1 January 2019)  
Nicola Davies BA(Hons) MSc Econ (from 1 June 2019 to 31 May 2022)  
Helen Workman (from 1 January 2020)  
Binni Brynolf (from 1 January 2020)  
Simon Burton (from 1 January 2021)  
Stephen Phillips (from 1 January 2021)  
Alison Brettle (from 1 January 2021)  
Sue Ball (from 1 January 2021)  
Liz Jolly (from 30 April 2021)

#### **Presidential Team**

##### **President**

Kate Robinson JP, BA, MA, FCLIP, FRSA (from 1 January 2021)

##### **Vice-President**

John Trevor-Allen BA(Hons) MSc Econ MCLIP (from 1 January 2018)

### **CILIP Senior Leadership Team**

Chief Executive Officer	Nick Poole BA MA
Director of Transformation	Paul Jessop (from October 2021)
Chief Operating Officer	Adam Pokun BA (Hons) MSc (from December 2019 to October 2021)
Chief Sector Development officer	Jo Cornish FCLIP (from June 2021)
Editor, Information Professional	Rob Green (from April 2019)
Head of CILIP in Scotland	Sean McNamara (from April 2019)
Head of Digital and IT	Lisa Goldsmith MBA Bsc (from April 2019)
Head of Facilities	Fredy Castrillon (from April 2019)
Head of Finance	Abosedo Dada FCCA (from April 2019)

## **CILIP Senior Leadership Team continued**

Head of Sector Development	Jo Cornish FCLIP (from July 2019 to June 2021) & Claire Robe (from January 2022)
Head of Programmes	Natalie Jones (from December 2019)
Head of Publishing	Pete Baker (from July 2019)
Head of Sales and Marketing	Gemma Wood MA (from August 2019)

## **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:**

Price Bailey  
Chartered Accountants  
24 Old Bond Street  
London W1S 4AP

### **Solicitors:**

Bates, Wells  
10 Queen Street Place  
London EC4R 1BE

### **Pension providers:**

#### **Defined Benefit Scheme**

Isio (trading as Iseran Bidco Ltd)  
1 St Peter's Square  
Manchester M2 3AE

#### **Group Stakeholder Pension Scheme**

Scottish Widows  
69 Morrison Street  
Edinburgh EH3 8YF



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**Parties involved with this document**

Document processed	Party + Fingerprint
Wed, 12th Oct 2022 14:37:00 BST	Sue Lacey-Bryant - Signer (046a7b9708f17cd616f0e5e9880aa663)

**Audit history log**

Date	Action
Wed, 12th Oct 2022 14:37:00 BST	The envelope has been signed by all parties. (213.31.24.86)
Wed, 12th Oct 2022 14:37:00 BST	Sue Lacey-Bryant signed the envelope. (213.31.24.86)
Wed, 12th Oct 2022 14:32:54 BST	Sue Lacey-Bryant viewed the envelope. (213.31.24.86)
Wed, 12th Oct 2022 14:32:32 BST	Sue Lacey-Bryant viewed the envelope. (213.31.24.86)
Wed, 12th Oct 2022 14:12:02 BST	Document emailed to sue.lacey-bryant@hee.nhs.uk (18.133.73.237)
Wed, 12th Oct 2022 14:12:02 BST	Sent the envelope to Sue Lacey-Bryant (sue.lacey-bryant@hee.nhs.uk) for signing. (5.148.19.153)
Wed, 12th Oct 2022 14:10:14 BST	Automatic reminders for this envelope have been set to occur every 1 days (5.148.19.153)
Wed, 12th Oct 2022 14:09:47 BST	Sue Lacey-Bryant has been assigned to this envelope (5.148.19.153)
Wed, 12th Oct 2022 14:09:34 BST	Document generated with fingerprint e3f90596dfa8afa8588ea7b4b0d218f2 (5.148.19.153)
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Wed, 12th Oct 2022 14:09:34 BST	Document generated with fingerprint deeec4d1cad614b196b430504fa0d7f1 (5.148.19.153)
Wed, 12th Oct 2022 14:09:19 BST	Envelope generated by Elodie Entressangle (5.148.19.153)