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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Trustees

Kate Robinson BA (Hons) DipLib MA FCLIP FRSA, Chair from January 2024  
(appointed 25 January 2024)  
Cornelia Andersson MBA MCLIP (appointed 25 January 2024)<sup>1</sup>  
Surash Patel (appointed 25 January 2024)<sup>1</sup>  
Jonathan Waterfield (appointed 25 January 2024)<sup>1</sup>  
Andrew Preater MCLIP (appointed 25 January 2024)  
Corin Peacock BA (Hons) MA (appointed 25 January 2024)  
Binni Brynolf  
Helen Workman  
Simon Burton  
Stephen Phillips BLib MCLIP, Treasurer from January 2024  
Alison Brettle BA (Hons) MSc PhD  
Sue Ball BA MCLIP  
Liz Jolly BA (Hons) DipILS FCLIP FRSA PFHEA  
Alison Wheeler MBE PG Cert Mgnnet MCLIP, Treasurer until December 2023  
Sue Lacey Bryant BA (Hons) DipLib MSc FCLIP MIHM, Chair until January 2024

<sup>1</sup> Co-opted

#### Presidential Team (ex-officio Board observers)

##### President

Sue Williamson MBE from 25 January 2024  
John Trevor-Allen BA (Hons) MSc Econ FCLIP from 1 January 2023 to January 2024  
Kate Robinson BA (Hons) DipLib MA FCLIP FRSA from 1 January 2022 to January 2023

##### Vice-President

Sue Lacey Bryant BA (Hons) DipLib MSc MCLIP MIHM from January 2024  
John Trevor-Allen BA (Hons) MSc Econ FCLIP from 1 January 2022 to January 2023

#### Senior Leadership Team

Nick Poole OBE BA MA, Chief Executive Officer until 31 March 2024  
Louis Coiffait-Gunn BA (Hons) MPhil, Chief Executive Officer from 8 May 2024  
Duncan Anthony, Chief Operating Officer from April 2023  
Jo Cornish FCLIP, Chief Development Officer from June 2021  
Angela Shaw BSc (Hons) MSc DChA CG (Affiliated), Operations Director from July 2023 to Nov 2024  
Rob Green BA (Hons), Editor, Information Professional  
Sean McNamara BA (Hons) MCLIP, Head of CILIP in Scotland  
Sonia Ramdhian BA (Hons) MA MCLIP, Director of Sector Development from August 2023  
Pete Baker, Head of Publishing from July 2019 to 1 May 2024  
Andrew James BA (Hons) MA, Director of Content and Publishing from 29 April 2024  
Emma Watkins, Director of Business Development from July 2023  
Rabeea Arif, Director of Research and Development from August 2023  
Claire Robe, Head of Sector Development until 23 March 2023  
Paul Jessop, Director of Transformation until 30 June 2023  
Freddy Castrillon, Head of Facilities until 30 May 2023  
Gemma Wood, Head of Sales and Marketing until 14 February 2023

#### Charity registered number

313014

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
(CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**Company registered number**

RC000780

**Principal office**

Room 150, British Library, 96 Euston Road, London, NW1 2DB

**Independent auditor**

Peters Elworthy & Moore, Salisbury House, Station Road, Cambridge, CB1 2LA

**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

**Solicitors**

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

**Defined benefit pension scheme**

Isio, 3 Hardman Square, Manchester, M3 3EB

**Group stakeholder pension scheme**

Scottish Widows, 69 Morrison Street, Edinburgh, EH3 8YF

**Investment advisors**

Barnett Waddingham, 2 London Wall Place, London, EC2Y 5AU

**Investment managers**

M&G Investments, 10 Fenchurch Street, London, EC3M 5AG

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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The Trustees present here their report along with the consolidated financial statements of the Chartered Institute of Library and Information Professionals (CILIP) and its 100%-owned subsidiary CILIP Pathways Limited for the Financial Year ended 31 December 2023.

CILIP is a charity operating under Royal Charter (incorporated in the UK and registered number RC000780) registered with the Charity Commission (number 313014). 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.

**IMPACT:**

CILIP changes lives by improving education, literacy and prosperity for all. We achieve this by raising standards in libraries, information and knowledge management.

**VISION:**

A professional community, dedicated to changing lives through quality information, services, and expertise.

**MISSION:**

To be the leading professional membership association for people working in information, knowledge, libraries, and related disciplines.

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### President's foreword

It has been an honour to serve as Vice-President of CILIP in 2023 and as President in 2024.

CILIP continues to cement its position at the forefront of thought leadership for the profession, both nationally and internationally, while Facet Publishing is continually broadening its range of titles. Alongside CILIP School Libraries Group and the School Library Association, we have led on the Great School Libraries campaign, publishing the Equal Futures report in March 2023 in collaboration with other partners. The work on Green Libraries goes from strength to strength, and in November 2023 we convened the inaugural Libraries Rewired conference about the rapid changes in technology and shaping library sector responses. This was so successful that we shall be repeating it in November 2024.

Our main CILIP Annual Conference was refreshed, rebranded, and relaunched with a focus on leadership. To celebrate 125 years of our Royal Charter, we launched the CILIP 125 campaign and invited nominations for 125 emerging leaders across the profession. The resulting cohort are hugely inspirational and illustrate so clearly that leadership exists at all levels in an organisation but needs to be nurtured.

The Welcome to Libraries booklet, while aimed at public libraries, illustrates for all what it means to be part of our profession and emphasises the importance of the ethics and values that underpin everything we do. We also undertook the commission from Arts Council England to update the guidance for Managing Safe and Inclusive Library Services, which as we are seeing across the world, has never been timelier in underpinning the role that libraries play in creating a climate of mutual respect and inclusivity, and promoting intellectual freedom.

The CILIP training programme continues to provide a wide range of high-quality learning opportunities. We devised a anti-racist library collections training programme for Welsh Libraries in support of the Welsh Government's Anti-Racist Wales Action Plan. CILIP also continues to support the development of diverse pathways into the profession through the library apprenticeships programme, with hundreds of apprentices graduating from the Level 3 course and the development of Level 7 in the pipeline. CILIP Pathways Limited has been appointed assessors for the Level 7 Archives and Record Managers apprenticeship, underlining its position as the leading End Point Assessment Organisation for the profession and related fields.

Our Come Rain or Shine report and accompanying Futures Literacy Toolkit (due early 2024) explore the techniques of futures literacy. Together, they aim to provide a blueprint for strategic planning in times of turbulence and change, supporting library services to plan based on their own user demographics and circumstances. They emphasise leadership throughout the organisation as being crucial to success and highlight the support that CILIP can give across the whole profession.

Underpinning all of this is a growing success story in fund-raising to help us deliver all this exciting work. We have also introduced a brilliant range of merchandise to advocate for the role libraries play. Another key factor is the strength of the partnerships that CILIP is continually nurturing to help us deliver the best results for our profession. For example, CILIP led a consortium to commission a comprehensive Workforce Mapping Project to provide up-to-date data about those working in the sector, their skills and their training needs as an essential evidence base for the development of the sector and to monitor performance.

Finally, I am really excited to see the work being done on streamlining the way CILIP works with our Special Interest Groups, Regional Member Networks, Diversity Networks, and other groups of volunteers, with the introduction of a new Member Council that places members' voices directly at the centre of Trustee Board discussions. The opportunities for everyone to have their say will be hugely amplified through this work and will make CILIP even more effective as a cohesive organisation. In 2024, Members' Week during 14-18 October will give everyone the opportunity to find out more about this.

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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If you're already a CILIP member thank you and please do encourage others to join. If you're not yet, I urge you to consider it. Remember that the more members we have, the louder our voice is, because *We Are CILIP*.

*Sue Williamson*

**Sue Williamson MBE  
CILIP President 2024**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**Chair's introduction**

CILIP's attention in its 125th anniversary year has been on our contribution to society through positive action, prioritising economic and social wellbeing alongside a responsible and proactive approach to climate challenges. Recognising 125 emerging leaders as 'the CILIP 125' has been a fantastic way to commemorate this milestone and build momentum for future positive impact.

CILIP's values continue to be at the heart of our activities, and it is these that have guided the ongoing work through the delivery of our We Are CILIP strategy across all four Nations through the services, expertise and knowledge of CILIP members.

This report celebrates the work of the whole of the CILIP community in 2023 and shares the impact we have on society through our expertise, our advocacy, and our services for the benefit of those who use them directly and more widely for society. In these changing times we have started future-proofing our foundations while still achieving a great deal, with the ambition and impetus to do more, and I would like to commend the team at CILIP and our volunteer community for all we have and will achieve. Together *We Are CILIP*.

On behalf of the Board of Trustees of CILIP, I commend this Annual Report to you as an accurate report of the performance of the Charity over the course of 2023.



**Kate Robinson BA (Hons) DipLib MA FCLIP FRSA  
Chair, CILIP Board of Trustees**

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### **We Are CILIP strategy and objectives**

CILIP is a leading national charity focused on changing lives by improving education, literacy and prosperity for all. We deliver our mission by raising standards in libraries, information and knowledge management.

#### **Strategic priorities**

We Are CILIP, our 5-year strategy (2020-25) and action plan sets out four strategic priorities:

- Equity and social justice
- Digital transformation
- Environmental sustainability
- Leadership at every level

Our strategy is under-pinned by a business plan that aims to:

1. help us transition to a new business model following the sale of our premises in central London
2. deliver sustainable growth in membership and to drive value for our members
3. maintain and where possible grow our diversified/non-membership revenue streams

Drawing on the key priorities from We Are CILIP, the core activities within the 2023-2025 business plan are:

1. Continuing Professional Development (CPD): To deliver high-quality CPD events and training that enable our members to enhance their skills, knowledge, and expertise.
2. Membership Services: To provide excellent membership services that support our members and enable them to maximize the benefits of membership.
3. Professional Standards: To uphold and develop professional standards that promote excellence in libraries, information and knowledge management.
4. Content and publishing: To deliver high-quality books, journals, magazines and other content which enable our members to improve their skills and develop their expertise.
5. Advocacy: To advocate for the value of our profession and the important role of our members in organisations and society.
6. Research and Development: To work in collaboration to deliver R&D programmes which advance our strategic goals.

There will be a continued period of consolidation to build infrastructure and work towards digital improvement, both of which will support long-term growth and income diversification in alignment with the strategy, as well as supporting the aims of CILIP's business plan to grow the organisation's range of income sources:

- Membership
- Advertising
- Magazine publishing
- Events and awards
- Professional services
- Research and development
- Fundraising

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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- Training
- Merchandising

#### Services and activities

Our work to deliver the We Are CILIP strategy is focused around four sets of services and activities on behalf of our membership:

- **Community**  
We will grow and nurture our membership as a professional Community of Practice, supporting knowledge exchange and unlocking the expertise, know-how and creativity of our members.
- **Recognition**  
We will help our members succeed by offering market leading professional recognition and certification that is recognised and endorsed by employers in all sectors and worldwide, based on our Royal Charter
- **Representation**  
We will increase the visibility and influence of our profession, representing the interests of our members with employers, decision-makers, the public and the media.
- **Expertise**  
We will celebrate the expertise of our members and support them in their skills development and CPD in order to maintain professional standards.

#### Values

CILIP's work is inspired by our values, which include a commitment to social justice, intellectual freedom and evidence-based practice.

#### Four Nations together

CILIP is a 'four nations' organisation, working to deliver public benefit across England, Scotland, Wales and Northern Ireland, and sharing knowledge and best practice between them.

In Wales and Northern Ireland, our work is led by National Committees, CILIP Cymru Wales and CILIP Ireland. In Scotland, it is led by our partner organisation, CILIP in Scotland, which is independently registered with the Office of the Scottish Charity Regulator (OSCR, number SC038532).

#### Public benefit statement

As a Charity, CILIP is established for purposes which further public benefit, and the Trustees operate the Charity in furtherance of these purposes. The Trustees have regard to the Charity Commission's public benefit guidance when developing the strategy and activities of the Charity.

Our Royal Charter commits us to 'promote education and knowledge through the establishment and development of libraries and information services and to advance information science.' We deliver on this commitment through:

- Public events, activities, campaigns and awards which promote engagement with and support for libraries, literacy and learning.
- Maintaining and promoting standards in professional practice which promote excellence and accountability for the users of libraries and information services.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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- Promoting policy for and investment in the development of libraries as a critical infrastructure for learning, literacy, inclusion and self-development.

#### **Membership information**

CILIP is the only chartered body in the world dedicated to uniting, supporting, and advocating for information professionals and librarians in all sectors. CILIP is pleased to have welcomed hundreds of new members to CILIP during the past year.

Any member can undertake professional registration with CILIP, and all those who meet the required standard receive official recognition in the form of Certification, Chartership or Fellowship, with a Knowledge Management designation also available at Chartership and Fellowship level. These professional standards are recognised by a wide range of employers in the UK and internationally. All three levels of professional registration have been certified by the Scottish Credit and Qualifications Framework, and have been deemed to be equivalent to a Higher Certificate for Certification, a Bachelor's degree for Chartership, and a Master's degree for Fellowship.

CILIP has a network of volunteer mentors and support officers who can support individuals going through the process of Professional Registration, and there are also a range of resources specially tailored to professional registration candidates.

CILIP's commitment to all those working within the library, information and knowledge management sectors is a unique strength. It acts as a unifying body for the profession and helps to raise the profile of all those working in associated roles. It means that CILIP can advocate across sectors, build coalitions and partnerships, and develop new relationships to benefit all those who either work in or make use of information services. Members have benefitted from our core offer of community, advice, representation and access to expertise.

CILIP membership is not only an investment in people's skills and development, but also an investment in the future of the profession by helping to ensure that libraries, information, and knowledge management services are valued and relevant in a world that is increasingly reliant on access to high-quality information.

#### **Volunteers at CILIP**

Volunteers are the lifeblood of CILIP's work, without whom we could not achieve any of the impact described in this report. We benefit from a network of more than 1,000 active volunteers who contribute countless person-hours of time, effort, and expertise to support our strategic aims and increase the sector's positive impact on society.

CILIP would like to gratefully acknowledge the work of all our volunteer mentors, professional registration support officers, assessors, committee officers, Trustees, and countless others for their tremendous contribution to our successes.

#### **Member Networks, Branches, and National Committees**

Across the UK, CILIP's Member Networks (Regional Member Networks in England, Special Interest Groups, and Diversity Networks), the Branches in Scotland, and Devolved Nation committees in Northern Ireland and Cymru Wales support a hugely impactful community of practice on behalf of all our members as well as the wider sector.

Our Member Networks and Branches drive engagement, create new content and ideas, support professional development, and ensure that our strategic development is rooted in specialist professional knowledge and expertise.

They also allow CILIP to be more responsive, to develop thought-leadership and evidence-based practice, and to ensure that our support for our members is grounded in the contemporary realities for each of the sectors in which we operate.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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Our Diversity Networks allow our wider community to recognise and celebrate the contribution to our profession of people with lived experience of the protected characteristics under the 2010 Equality Act, while also providing a vital platform for career development and mutual support.

All members can choose to be a member of one or more Regional Member Networks, Branches, or Diversity Networks, and may join any Special Interest Group that they wish, namely:

1. Academic and Research Libraries Group (ARLG)
2. Commercial, Legal and Scientific Information Group (CLSIG)
3. Community, Diversity and Equality Group (CDEG)
4. Digital Technology Group (DTG)
5. Government Information Group (GIG)
6. Health Libraries Group (HLG)
7. Information Literacy Group (ILG)
8. International Library and Information Group (ILIG)
9. Knowledge and Information Management Group (KIM)
10. Library and Information History Group (LIHG)
11. Library and Information Research Group (LIRG)
12. Local Studies Group (LSG)
13. Marketing and Communication Group (MCG)
14. Metadata and Discovery Group (MDG)
15. Prison Libraries Group (PrLG)
16. Public and Mobile Libraries Group (PMLG)
17. Rare Books and Special Collections Group (RBSCG)
18. Retired Professionals Group (RPG)
19. School Libraries Group (SLG)
20. UKeIG: the UK e-information Group
21. Youth Libraries Group (YLG)

#### **CILIP Pathways Limited**

Pathways is CILIP's wholly owned trading subsidiary which exists to provide assessment services in support of apprenticeships in libraries, information and knowledge services, and related professions.

CILIP Pathways supports CILIP's public mission by providing open and inclusive routes for more diverse candidates to develop a career in libraries, information or knowledge – ensuring that their services are responsive to and reflective of the needs of the widest possible audience.

Pathways was accepted by the regulator to assess the new Level 7 Archives and Record Manager apprenticeship, which launched in October 2023. This is a three-year apprenticeship, so assessment activity and associated income is due to begin in 2026.

Due to the ongoing demand for the original Level 3 sector apprenticeship, the addition of the Level 7 Archives and Records Management apprenticeship, and the ongoing development of a Level 7 Library, Information and Knowledge Management Professional apprenticeship (due to go live in 2024 or 2025), the Directors remain confident in the growth of the assessment service. CILIP Pathways Limited identified new assessors in 2023 and will invest in their training in 2024 and 2025 to ensure capacity can meet the planned growth.

Pathways is forecast to continue to grow the number of assessments whilst maintaining rigorous quality control. It will develop an assessment service for an existing approved sector-based Level 7 apprenticeship and will position itself to be ready to develop an additional Level 7 assessment service for a sector-based apprenticeship currently in development.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### CILIP's stakeholders

CILIP is committed to achieving impact through partnership. We therefore work with a wide range of stakeholders across industry, government, the third sector, and the media. The majority of these relationships are non-financial and depend on the mutual contribution of time and capacity towards shared aims. However, CILIP also maintains a financial relationship with a range of stakeholders including:

##### Individual stakeholders

- Arts Council England
- NHS England
- Designing Libraries
- The Foyle Foundation
- Penguin Random House
- Yoto
- Julie's Bicycle
- Money Saving Expert
- Nielsen Book Services Ltd.
- Shared Intelligence
- Welsh Government

##### Stakeholder groups

- Organisational members of the CILIP Employer Partner Scheme
- Organisational members of the CILIP Supplier Partner Scheme
- Sector Learning Providers, including academic institutions accredited by CILIP

#### Additional information

##### Grant-making

CILIP has acted as a grant-making body for small-scale projects in 15 public libraries in England under the Arts Council England-funded Green Libraries Partnership to support environmental activity. Applications were considered for grants of up to £2,500 per organisation or consortium for time-limited projects, which explored and demonstrated environmental responsibility through innovative ideas. All 15 projects were awarded in 2022 and completed successfully, with some finishing in 2023.

Through the Health and Digital Literacy Partnership, small-scale pilot projects received funding for two cohorts. The first projects started in April 2022 and the second set of projects were launched in October 2022. Most of the pilots took place over a period of nine months and have now been completed, with further funding being actively sought.

CILIP will only fund projects and activities which are charitable and fall within the scope of our charitable purpose. Grant applications are assessed by independent panels which use the following criteria when assessing proposals:

- due diligence
- relevance to the scope of the grant fund
- likely impact
- governance and leadership
- value for money

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Achievements and performance

2023 was another incredibly active year for the CILIP community, with a broad and varied work programme delivering significant positive impact for our members and the public in line with our mission of changing lives by raising standards in libraries, information and knowledge.

Key achievements against our strategy include:

#### Community

- The awarding of the new CILIP 125 award for the emerging generation of librarians, information and knowledge management professionals. In our 125<sup>th</sup> anniversary year, since the granting of our Royal Charter, this group of 125 trailblazers, who represent the breadth and talent of our membership, were identified as the leaders that will help take the sector into a new age of information. These 125 colleagues were recognised for building positive relationships to support young people, for their work in supporting and nurturing colleagues who are new to the profession, for campaigning for diversity and inclusivity, and for embracing new digital skills.
- Our Green Libraries Partnership (now known as the Green Libraries Campaign) held its inaugural conference that brought hundreds of professionals from local authorities and different types of libraries across the UK into discussions about the importance and impact of libraries during the climate crisis.
- Green Libraries Week inspired more than 250 libraries across the UK to lead on green activities and raise environmental awareness, sparking action at a grassroots level.
- CILIP Annual Conference 2023 was held in Birmingham in July, bringing people from across the sector together to discuss the latest developments, share ideas, and make new connections. The main theme was leadership, although speakers and delegates did not always fit into traditional notions of leadership. Instead, the focus was on recognising that anyone can be a leader no matter what their job title is.
- CILIP began to implement the important work under its Community Strategy, including the commissioning of independent expertise to consult with the membership and the establishment of a new Member Council which places the voice of members directly at the centre of Trustee Board discussions. The implementation of the strategy continues in 2024 with the development and adoption of new Community Agreements with CILIP Member Networks.

#### Recognition

- CILIP Pathways Limited activities have continued through 2023. During the year ended 31 December 2023, it generated a profit of £52,665 before gift aid payments, compared to a profit of £56,564 in 2022. In 2023, the number of assessments being conducted by Pathways for the original Level 3 sector apprenticeship increased as predicted. In 2023 the CILIP Pathways Manager and Officer roles had their hours extended to full time from part time, to keep pace with demand and potential growth. Of the two funded projects secured in 2022, one is multi-year and activity was delivered as planned in 2023. The second had its 2023 activity paused at the funder's request, to be reviewed again in 2024. CILIP Pathways Limited was confirmed as the end-point assessor for the Level 7 Archivist and Records Manager apprenticeship, led by The National Archives and provided by Westminster Adult Education Service (WAES). CILIP's merchandise income has been added to Pathways' income for operational efficiency across the group.
- CILIP began a review of its accreditation of high-quality learning provision for the sector. The reviewed and refreshed future-fit model will launch in 2024.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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- The number of apprentices enrolled on the sector's Level 3 apprenticeship continued to grow in 2023. CILIP also launched a conversion pathway to allow qualified Level 3 sector apprentices achieve CILIP Certification (ACLIP)

#### Representation

- We continued our advocacy work for school libraries through the Great School Libraries campaign – a three-year evidenced-based campaign led by CILIP, CILIP School Libraries Group (SLG), and the School Library Association (SLA) – with the Equal Futures report, published in March 2023 in collaboration with other sector bodies.
- We commissioned a public affairs consultancy, Inflect, to begin developing a strategy to help support the organisation and membership with public affairs and advocacy. This includes developing simple messages on behalf of different groups of members that resonate with elected representative at all levels of government and their officials. Inflect also started providing training to a new Response Team of key CILIP staff and volunteers. 2024 will see the development of a new advocacy toolkit for members.

#### Expertise

- We launched Welcome to Libraries, an induction pack sharing valuable insights and information from a range of sector experts for frontline public library staff as they begin their career journeys.
- Our inaugural Libraries Rewired conference was a sell-out success. This one-day digital transformation event showcased a wide range of tech solutions and got delegates and exhibitors talking about the future of libraries.
- Through the Anti-Racist Wales Action Plan's funding from the Welsh Government, training on four modules on understanding anti-racism, acquisitions, cataloguing and classification, and community has been developed and is ready to be delivered to public libraries across Wales. The training has now started in September 2024 and will continue through to the end of November 2024. CILIP would also welcome interest from other institutions. The goal of the training is to ensure public libraries use their spending power to embed anti-racist practice and to facilitate equality of access and outcomes.
- Managing Safe and Inclusive Services – our new guidance for public librarians – went live in September 2023 and provides colleagues with a practical guide and clear decision-making framework for dealing with complex and challenging issues.
- A consultation with members and other stakeholders was undertaken with the aim of updating CILIP's intellectual freedom policy in 2024.

#### Other achievements

- The 2023 Yoto Carnegies saw a renewed wave of enthusiasm, highlighted by a new sponsorship agreement with Scholastic as the official book supplier, and a media partnership with First News. The Carnegies ceremony and reception expanded to a new venue at the Barbican, where we welcomed over 250 guests—a 25% increase from 2022. This year also saw significant growth in our PR profile, with over 250 news pieces (also up by 25% from 2022), alongside increased engagement in our shadowing scheme, with more than 37,000 young people participating. Overall, 2023 was another successful year of inspiring and empowering the next generation to create a better world through books and reading.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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- Facet Publishing published another 14 thought-leading titles, including 'Let's Roll' that brought tabletop gaming into libraries, and 'The Scholarly Communication Handbook' the first in a new range of books aimed at academic librarians.
- The UK Information Workforce Data Consortium, which CILIP leads jointly with the Archives and Records Association (ARA), published the 2023 Information Workforce Mapping Report which highlights the work of a tremendously innovative, adaptable, and agile workforce that is committed to enabling a huge range of different information users, communities, and organisations to succeed.

#### Project grants and delivery

- A further grant of £40,000 was secured from Arts Council England to deliver the Green Libraries Partnership phase 1B. This is a continuation of the first phase of the project and delivers onward grants to public libraries in England, and the creation of a Green Libraries manifesto, inaugural conference, and case studies across the country. In 2024, the Green Libraries Campaign will deliver the annual Green Libraries Week (7-13 October) and the Green Libraries Conference (25 November) at the British Library.
- A grant of £80,000 was secured from Arts Council England to develop (2023) and publish (early 2024) the Future Libraries report and Futures Literacy Toolkit, to support public libraries for the future in an age of uncertainty.
- A grant of £6,060 was secured from Arts Council England to develop and publish the Managing Safe and Inclusive Public Library Spaces Guide, and accompanying resources for public librarians and staff who make decisions about stock, public Internet access, use of space, and public programming.
- A grant of £10,331 was secured from the Welsh Government for the ongoing delivery of the second phase of the Anti-racist Wales training programme.
- A grant of £40,000 was secured from NHS England for the ongoing delivery of the multi-year project 'Health and Digital Literacy in England'.

#### Fundraising

CILIP raises funds in support of its charitable objectives through a variety of activities:

- Applying for grant-in-aid from arms-length bodies, grant-making trusts, foundations, and research funders
- Soliciting individual donations via our main website, campaign sites, and other communications
- Soliciting lifetime giving, bequests, and donations from individuals
- Securing sponsorship from businesses, organisations, and related enterprises

All fundraising activity is carried out in-house and does not make use of third parties or volunteers. Complaints relating to fundraising activities are managed through CILIP's published Complaints Procedure. The number of complaints is monitored as part of CILIP's overall quality assurance by the Senior Leadership Team. There were no complaints in 2023.

All communications relating to fundraising are carried out in the context of CILIP's Equalities, Diversity, and Inclusion (EDI) Policy, which also encompasses the safeguarding of vulnerable people. Communications are carried out in compliance with current Data Protection legislation and periodically reviewed.

CILIP's fundraising activities include both restricted and unrestricted (general purpose) funds.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**Operations and governance**

Highlights of our work and its impact are set out below:

Outcome	Activity	Impact
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	The relevant sections of the CILIP website are regularly reviewed and maintained, and all non-restricted governance papers are uploaded for scrutiny by the membership and the public.
Finance and audit	Statutory compliance	CILIP completed a successful audit for 2022 with no material issues raised. The audited accounts were approved by the membership, providing visibility on the organisation's financial performance.
	Risk management	The Risk Register is maintained on an ongoing basis by the CILIP Senior Leadership Team and scrutinised by the Finance, Audit and Risk Committee with overall ownership by the Trustee Board, providing an effective ongoing structure for strategic and operational risk management and control.
Facilities	Office premises	CILIP and CILIP in Scotland have continued to maintain office premises in London and Glasgow respectively.

**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 the 2023 financial position and performance of CILIP and CILIP Pathways Limited

CILIP's (group) income (excluding pension net interest) decreased by £117,916 from £3,849,026 in 2022 to £3,730,510 in 2023. This 3% decrease was mainly due to loss of rent and service charge income (falling from £797,039 in 2022 to £186,312 in 2023) following the sale of the building, along with decreases in membership subscriptions and training, events and conferences. Additional investment income of £498,735 was received as the Trustees were able to invest over £6m of cash following the sale.

CILIP's (group) expenditure (excluding the other expenditure items relating to the sale and pension transactions) increased slightly by 9% from £4,291,071 in 2022 to £4,657,816 in 2023. This was in part due to the increase of training, events, and conference activity.

2023 was the start of a transformative period for CILIP, with implementation of several activity streams necessary to position the charity for future growth and sustainability. This includes restructuring the team to focus on priority activities that will enable growth, selling ageing and inefficient premises ahead of considerable maintenance and renovation costs, de-risking the considerable on-going costs from the legacy pension scheme, and investing the remaining assets to generate ongoing returns and fund digital improvement.

The organisation was reshaped to create a team structure that supported the aims set out in the 2023-2025 business plan. This included developing CILIP's marketing and business development capabilities, as well as bringing more capacity to our support functions including Finance, Customer Support, and Membership

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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Development. The new staffing structure was designed to promote a culture of performance and improvement across CILIP's operations.

With the right people in the right roles – many of which were newly created or significantly reimagined to facilitate the aims of CILIP's Community Strategy – a programme of digital improvement (planned for 2024-2025) can be undertaken. This investment will bring new systems, processes, and staff development online which will help create higher-quality experiences for our members, free up time for staff and volunteers, and enable the smooth running of CILIP's financial operations.

Building the foundations of CILIP's long-term financial sustainability required proactive action in relation to the increasing deficit within the legacy Defined Benefit Pension Scheme (closed to new members in 2009 and to existing members in 2011). In 2021, as part of CILIP's COVID-19 Financial Strategy, we agreed with the Pension Trustee (Vidett) the following legally binding actions:

- to have sold the premises at 7 Ridgmount Street by 30 March 2023
- to have used the proceeds of the sale to 'make good' the 'technical provisions' deficit on the scheme
- thereafter, to begin the process of securing the scheme with an insurer

In March 2023, the sale of 7 Ridgmount Street for £25m (before selling costs) completed and CILIP moved into new rented premises within the British Library. By agreement with the pension Trustees a total of £9.5m from the proceeds of the sale were used to close this deficit, in turn removing the long-standing requirement for regular Deficit Repair Contributions into the scheme by CILIP.

With the building sale complete we have been able to invest the remainder of the proceeds from the sale, which will provide CILIP with a regular source of income via dividends. The released funds will also enable the necessary investment in our digital capabilities and in doing so support CILIP's income generation activity as part of the current strategy and beyond. Undertaking all of this will help ensure CILIP's long term growth and sustainability by allowing us to continue to support our members and the wider sector through our advocacy, new services, and programmes.

#### Reserves

The total of the group's reserves in 2023 was £11,084,434 (2022: £22,709,931) which consists of unrestricted funds £10,460,166 (2022: £21,995,212), including designated funds £149,055 (2022: £1,663,764). Restricted funds stand at £624,628 (2022: £714,719). Free reserves £10,311,111 (2022: £1,331,140) are the sum of the central operations fund and Member networks. These reserves have risen significantly in 2023 due to the purchase of the investments. The central operations fund at the end of the year includes the funds held in Escrow for the fulfilment of the pension scheme of £2,799,477, and fixed asset investments of £6,224,672. The balance on the central operations fund after taking these balances into account is £548,881. The trustees are reviewing both their reserves and investment policies following the changes in the year. Further details about the funds are as stated below:

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

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

Under the policy in place in 2023, the reserves required to fund central operations are a minimum of three months' £1,036,594 (2022: £1,072,767), and a maximum of six months' operating costs £2,073,188 (2022: £2,145,534). Central office reserves stood at £9,573,030 as at 31 December 2023 (2022: £634,378).

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.

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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This policy also applied to Member Networks, which retain separate reserves sufficient to fund their own activities. Member Networks' reserves stood at £738,081 in 2023 (2022: £696,760).

#### Unrestricted funds

##### 1. CILIP's central operations activities

CILIP's central operational activities during the year had a net deficit of £861,109 coupled with a loss of £94,972 on investment assets (2022: £324,437 loss). The total reserve carried forward in 2023 for central office activities was £9,573,030, in 2022 it was £634,380 as per note 25 and discussed above.

##### 2. 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. The total reserve carried forward to 2023 for Member Network activities was £738,081 (2022: £696,760) as per note 25.

##### 3. 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 25 was due to expenditure related to the sale of 7 Ridgmount Street and depreciation of £10,674 (2022: £138,633). The total fixed asset reserve carried forward to 2023 was £25,662 (2022: £143,352).

The trustees are considering designating the following funds for investment in CILIP's development and transformation work, and to support our plans for membership growth/retention and income diversification.

- Future premises – following the sale of the building CILIP has occupied a small office space within the British Library. To fulfil our long-term needs, the staff team need a larger, flexible space. Options are being explored both within the British Library and in the wider market, and we will re-locate in Q2 2025.
- CILIP Learn – CILIP is developing a broader training and development offer for members and the wider sector. The platform is being developed and is planned for launch in 2025.
- Digital improvement plans are underway including the replacement of a legacy finance system, website, content management system, learning platform and membership management platform. This work will start to come on-line externally through 2025.

CILIP's transformation/development designated fund (subject to Board approval) is £1.249m to be designated in 2024.

The total designated funds development reserves as per note 25 analysed below:

	<b>2022</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Member Network development fund	17,579	17,579
My Library By Right campaign fund	1,942	1,942
Central office master plan building repairs fund	95,508	75,549
Member Network CPD Forum development fund	4,103	4,103
Infrastructure development fund	24,220	24,220
<b>TOTAL</b>	<b>143,352</b>	<b>123,393</b>

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### 4. 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. At the end of 2023, the sale of the Ridgmount Street property meant that the trustees could settle some of the outstanding pension scheme liabilities. The movement on the pension reserve of £4,450,000 in 2023 (2022: £484,000 gain) as described in note 30 means that in 2023 the pension scheme deficit was £nil (2022: £4,450,000).

#### 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, are charged against the specific fund. The movement on the restricted fund is analysed in note 25.

#### Subsidiaries

CILIP Pathways Limited was set up to conduct assessments including apprenticeship assessments, and assessment service for the library, information, knowledge, and data management professions as well as adjacent professions. Pathways' customers are sector employers and organisations; the employers of apprentices; the apprentices; and apprenticeship-training providers. In 2023, CILIP Pathways Limited made profit of £52,665 before the gift aid donation of £102,827 to CILIP (2022: profit of £56,564).

#### 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 Bye-laws allow the Trustee 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:

- to maximise the total return from short- and long-term investments, in terms of both income and capital growth, within agreed and acceptable levels of investment risk, and
- 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.

CILIP's investment fund became a significant contributor to CILIP's income following the sale of our premises at 7 Ridgmount Street. Barnett Waddingham, a professional services consultancy, were contracted to work with the CILIP Trustee Board to review the organisation's funding needs, appetite for risk, and to define a long-term investment strategy. The consultation will complete in 2024.

CILIP maintains financial investments and reserves in accordance with our Reserves Policy. The CILIP Finance, Audit and Risk Committee maintains oversight and scrutiny of investment performance. Given the increased value of investments now held the trustees intend to review both the reserves policy and the investment policy in 2024.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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CILIP holds units in both M&G Charifund and, from 2023, in M&G Charity Multi Asset Fund.

M&G Charifund had a net yield of -2.4% in 2023 (2022: 4.5%). Charifund has a strong long-term performance record over time. The value of the total investments decreased in 2023 by 2.5% (2022: 5.8%) to £902,802 (2022: £925,418) with unrealised net loss of £22,616 (2022: £53,792) due to fluctuations in the stock market.

M&G Charity Multi Asset Fund had a net yield of -1.1% in 2023. The value of the total investments is £6,197,562. These funds are the proceeds of the building sale, less costs and the money held in Escrow.

#### Going concern assessment

CILIP has successfully navigated ongoing recovery from COVID-19, the planned organisational relocation and restructuring, and a transition from a long-serving CEO. Key strategic plans – including a membership 'Community Strategy', an improved finance system, better membership management software, and strengthened member communications and engagement tools – are well progressed, in line with CILIP's 2023-25 Business Plan. As a result, our executive team will focus on driving previously untapped market potential for growth in membership and associated commercial activity throughout 2024-25.

The above foundations and focus will allow CILIP to target manageable, sustainable growth across all business drivers, increasing income generation in all areas, particularly within Membership, R&D, Training, and non-primary purpose trading activity via CILIP's wholly owned subsidiary, CILIP Pathways Limited.

Key assumptions have been made based on the implementation of plans agreed for 2023-25, supported by regular professional advice from our Investment Managers, Pension Trustees, Pension and Legal advisors.

- CILIP's digital improvement plans are currently being refined and stress-tested through consultancy from digital membership specialists, with a full report to CILIP's Trustee Board including a fully costed options appraisal due to be published in September 2024.
- CILIP's 2025 budget planning process will take the options and estimated return on investment into account when finalising the budget and forecast to ensure both short- and medium-term sustainability.
- Investment income is expected to grow steadily based on advice from our Investment Manager and other professional advisors. However, planned drawdowns of reserves to fund CILIP's planned digital improvements will decrease the available investment fund so a slight overall decrease in returns has been assumed.
- Liquidity of assets: currently, we use pooled funds for investments so that we are able to sell the units and realise the funds at short notice, if required, because these are liquid funds with regular trading, so liquidity is high, giving CILIP flexibility if required.
- The defined benefit pension scheme no longer carries a major financial liability (as at 31 December 2023) and is moving towards buy out

With healthy cash reserves, a clear vision and strong operational plan to invest and grow, the Trustees are satisfied that the next chapter in CILIP's long and proud story looks positive.

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 a period of at least twelve months from the approval of these financial statements and consider that there are no material uncertainties over CILIP's financial viability. Accordingly, the Trustees are of the view that CILIP is a going concern.

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Principal risks and uncertainties

The Trustee 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 Trustee 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 evaluating risks, putting in place appropriate mitigating actions, and monitoring and reporting progress.

Key financial risks identified were:

- Financial risk including necessary improvements to financial processes and controls
- Possible declining income from membership income
- Fall in the value of investments

Mitigating actions include regular review of risk by the Finance, Audit and Risk Committee and Senior Leadership Team (SLT); replacement of CILIP's finance system and a thorough review/update of all financial processes/policies; introduction and development of a marketing and sales strategy; progressing CILIP's plans for digital improvements to unlock growth potential; and regular meetings with qualified Investment Advisers. CILIP's plans to relocate to expanded rented offices will also provide greater opportunity for the Finance team to work collaboratively and help ensure an effective control environment.

Key operational risks identified were:

- lack of data protection expertise during the change of CEO
- failure to motivate and retain staff
- member dissatisfaction following proposed changes to CILIP's governing documents
- Failure to generate sufficient income from funded projects

**Mitigating actions include:** partnering with external data protection experts to fulfil the role of Data Protection Officer; updating all People policies and processes to develop CILIP's recruitment, on-boarding and staff development programmes; employing professional legal and advice in relation to the changes to CILIP's governing documents; and increasing focus on CILIP's R&D potential, linked to increased advocacy in 2024-25.

Key reputational risks identified were:

- 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 equity, diversity and inclusion
- Negative feedback following CILIP's advocacy work.

**Mitigating actions include:** ensuring that reputational risk is factored into risk assessments; identifying and training key staff with responsibility for reputational risk; ensuring that we have a comprehensive equity, diversity and inclusion change programme; and regularly reviewing external news/communications regarding CILIP and the sector while offering an increased range of ways members can feedback to CILIP, including through a Net Promotor Survey to be launched in 2024.

Key compliance risks identified were:

- 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:** the Finance, Audit and Risk Committee regularly reviewing internal controls and implementation; making sure that new systems are configured to comply with GDPR; commissioning external

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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data protection advice; ensuring CILIP's data policies have been strengthened; ensuring the CILIP website and virtual learning environment is secured with SSL encryption; and hiring a new, in-house IT Manager responsible for managing CILIP's cyber security risks. The risk register is regularly reviewed by the Board, Senior Leadership Team, and by the Finance, Audit and Risk Committee.

#### Future plans

Looking ahead, CILIP has ambitious plans to grow our impact and support for everyone working in libraries, information and knowledge management. The We Are CILIP strategy and associated business plan run to the end of 2025, so is in year 3 of 5 in 2023. It defines our ambitions in four key areas:

- To continue to grow and empower the CILIP Community as a true community-of-practice, providing timely and authoritative support for all information professionals
- To achieve significant growth in CILIP's role as an advocate for librarians, information and knowledge management, with a particular focus on media, Government and employers in all four Nations
- To improve, streamline and open up our systems of professional development and recognition, with the aim of providing broader, more diverse and inclusive pathways into the profession
- To deliver significant expansion in the scope of our professional events, training and publishing activities with a particular focus on digital transformation

The relocation to new rented premises at the British Library in Spring 2023 was an important step in our transformation programme. The funds from the sale of Ridgmount Street are enabling CILIP to create a portfolio of investments from which regular dividends can be drawn to support operating income, the key areas above, and our wider growth strategy. Our significant programme of recruitment and organisational development is designed to help ensure that CILIP has the capacity to grow and deliver on our plans.

Planned investments in digital improvements in 2024-25 will significantly improve the organisation's services to members, as well as our ability to attract and retain new members, creating new opportunities for greater collaboration across our communities.

#### Trustees' analysis

Properly supported information and knowledge professionals can leverage information and technology effectively, to the benefit of the public. They are essential for businesses, governments, and society as a whole.

CILIP's members are critical to our future economy, and following the 2024 General Election, CILIP will engage in an increased programme of advocacy and influencing on behalf of the profession. The intended future state is that this important but unfunded work will be made possible by CILIP's membership and other diversified income streams. By implementing the priorities set out in the 2023-25 business plan, including the decisive action we took in selling our premises, we have laid the foundations for a financially sustainable CILIP that generates an excess to fund our charitable work. The next priority is further development and growth in our primary trading activities and membership.

To support our membership, and our ambition to attract and retain a significant number of new members, we are also working with our Devolved Nations and Member Networks to embed our Community Strategy, including the newly established Members Council which will ensure a richer ongoing dialogue between the organisation and membership.

#### Structure, governance and management

CILIP is a charity operating under Royal Charter registered with the Charity Commission (registered charity number 313014).

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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#### **CILIP Trustee 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 additional 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 2023, nine Trustee Board members were in place, all of whom were individual members of CILIP. There are 14 Trustees in 2024 detailed below in this report, with the latest list always published on CILIP's website under 'Governance'.

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

#### **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 Trustee 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. We have 2 independent members, currently Carol Edwards and Kirsty Ellis.

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 2023, it did not identify any particular issues to report as a matter of concern to the Trustee Board.

#### **Trustee selection, induction, and training**

Trustee selection methods are as detailed in the CILIP Bye-laws and Regulations, which provide for a combination of election or nomination (Bye-laws 30-34), and co-option (Bye-laws 35-38) to the Trustee Board. These details are on the CILIP website in the Governance section.

An induction and development day is held for new trustees which includes existing trustees. The focus is on the role of the Trustee Board and individual trustees, as well as on their financial and risk-management responsibilities, and collective decision-making.

Each new Trustee receives a welcome pack, which includes:

- A copy of the governing Charter, Bye-laws and Regulations of CILIP
- A Charity Commission publication explaining the role and responsibilities of trustees
- A code of practice for CILIP Trustees
- A copy of the conflict-of-interest policy
- A register of interest form
- The latest Trustee Annual Report and Accounts
- Briefings on key current issues for CILIP
- Changes to key legislation or other rules affecting CILIP

#### **Chief Executive Officer and other key management personnel in 2023**

Day-to-day management of the charity is delegated by the Trustees to the Chief Executive Officer, who is responsible for managing staff and resources to implement the decisions made by the Trustee Board. The Chief Executive Officer is also included as key management personnel, and their salary is reviewed and agreed by the Trustee Board. Other key management personnel salaries are included in CILIP's general pay scales.

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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Name	Position	Additional Notes
Louis Coiffait-Gunn	Chief Executive	From 8 May 2024
Nick Poole	Chief Executive	Left 31 March 2024
Duncan Anthony	Chief Commercial Officer	From April 2023
Jo Cornish	Chief Development Officer	
Angela Shaw	Operations Director	From July 2023 to Nov 2024
Rob Green	Editor	
Sean McNamara	Head of Scotland	
Emma Watkins	Director, Business Development	From July 2023
Peter Baker	Head of Publishing	Left May 2024
Sonia Ramdhian	Director, Sector Development	
Rabeea Arif	Director, Research and Development	From August 2023

#### Office of the President

The Office of the President comprises the President and the Vice-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 (i.e. non-voting observers) on the Trustee Board.

#### The Annual General Meeting

The Annual General Meeting, normally held in September/October each year, approves the member subscription rate for the following year (if it's above the Consumer Price Index) and agrees the appointment of CILIP's auditors (if necessary that year). It also approves by resolution any proposed changes to CILIP's Royal Charter and Bye-laws (subject to approval by the Privy Council in some cases). In other respects, its role is mainly advisory and the CILIP Trustee Board must give serious consideration to its recommendations.

#### EGM in 2024

In March 2024 CILIP held an Extraordinary General Meeting following the completion of our 2022 financial audit in order to present the audited accounts and update the membership on the intention to change auditors one year ahead of the planned schedule and move to multi-year contracts with auditors, as is standard practice.

In addition, the EGM updated members on the Trustee Board's intention to start reviewing CILIP's governing documents to bring them in line with the contemporary operation of the charity:

- to streamline and simplify the expression of governance processes
- to reduce the current duplication of provisions in multiple documents
- to avoid naming specific groups, networks or documents, whose names will change over time
- to reflect changes in legislation and best practice
- to remove legacy 'artefacts' which ought previously to have been removed

Following review, proposed amendments will be put to the membership as a vote in future AGMs in a phased manner as the work progresses.

#### 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

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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are required to:

1. Select suitable accounting policies and then apply them consistently.
2. Observe the methods and principles in the charities SORP FRS102 (2019).
3. Make judgments and estimates that are reasonable and prudent.
4. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
5. 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:

*Kate Robinson*

**Kate Robinson BA (Hons) DipLib MA FCLIP FRSA  
Chair**

Date: 24 December 2024

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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#### OPINION

We have audited the financial statements of Chartered Institute of Library Information Professionals (the 'parent charity') and its subsidiaries (the 'group') for the year ended 31 December 2023 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of 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).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charity's affairs as at 31 December 2023 and of the Group's 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's responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 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's or the parent 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.

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS (CONTINUED)

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#### OTHER INFORMATION

The other information comprises the information included in the 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 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 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 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 where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- the parent Charity has not kept sufficient accounting records; or
- the parent Charity 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 financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charity'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'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the 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

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS (CONTINUED)

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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:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and noncompliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise noncompliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the group through discussions with trustees and other management, and from our knowledge of charity law and experience;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the Charities Act 2011 and taxation legislation;
- in addition, we considered provisions of other laws and regulations which do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's ability to operate or to avoid material penalties;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- we reviewed the minutes of Trustees' meetings to identify any references to noncompliances with laws and regulations.

We assessed the susceptibility of the group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and noncompliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we;

- performed analytical procedures to identify any unusual or unexpected relationships;
- we evaluated the assumptions and judgements used by management within significant accounting estimates and assessed whether these indicated evidence of management bias; and
- performed audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business.

In response to the risk of irregularities and noncompliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing any correspondence with relevant regulators such as the Charity Commission.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of noncompliance. Auditing standards also limit the audit procedures required to identify noncompliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHARTERED INSTITUTE OF LIBRARY  
INFORMATION PROFESSIONALS (CONTINUED)**

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Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). 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 its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

*Peters Elworthy & Moore*

**Peters Elworthy & Moore**  
Chartered Accountants  
Statutory Auditor  
Salisbury House  
Station Road  
Cambridge  
CB1 2LA

Date: 24 December 2024

Peters Elworthy & Moore are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CHARITY STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>INCOME FROM:</b>					
Donations and legacies	4	157,292	261,555	418,847	217,016
Charitable activities	5	2,465,871	-	2,465,871	2,698,562
Other trading activities	6	186,312	-	186,312	797,039
Investments	7	628,050	34,770	662,820	44,534
<b>TOTAL INCOME</b>		<b>3,437,525</b>	<b>296,325</b>	<b>3,733,850</b>	<b>3,757,151</b>
<b>EXPENDITURE ON:</b>					
Raising funds	8	203,214	-	203,214	238,581
Charitable activities	9	4,083,167	323,963	4,407,130	4,017,179
Other expenditure	10	1,826,565	-	1,826,565	-
<b>TOTAL EXPENDITURE</b>		<b>6,112,946</b>	<b>323,963</b>	<b>6,436,909</b>	<b>4,255,760</b>
<b>NET EXPENDITURE BEFORE NET LOSSES ON INVESTMENTS</b>		<b>(2,675,421)</b>	<b>(27,638)</b>	<b>(2,703,059)</b>	<b>(498,609)</b>
Net losses on investments		(94,972)	(19,654)	(114,626)	(53,752)
<b>NET EXPENDITURE</b>		<b>(2,770,393)</b>	<b>(47,292)</b>	<b>(2,817,685)</b>	<b>(552,361)</b>
Transfers between funds	25	43,159	(43,159)	-	-
<b>NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES) OTHER RECOGNISED GAINS/(LOSSES):</b>		<b>(2,727,234)</b>	<b>(90,451)</b>	<b>(2,817,685)</b>	<b>(552,361)</b>
Losses on revaluation of fixed assets		-	-	-	(1,225,000)
Actuarial (losses)/gains on defined benefit pension schemes	30	(7,719,000)	-	(7,719,000)	496,000
Pension surplus not recognised	30	(1,038,000)	-	(1,038,000)	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(11,484,234)</b>	<b>(90,451)</b>	<b>(11,574,685)</b>	<b>(1,281,361)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward	25	21,944,400	714,719	22,659,119	23,940,480
Net movements in funds		(11,484,234)	(90,451)	(11,574,685)	(1,281,361)
<b>TOTAL FUNDS CARRIED FORWARD</b>	25	<b>10,460,166</b>	<b>624,268</b>	<b>11,084,434</b>	<b>22,659,119</b>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>INCOME FROM:</b>					
Donations and legacies	4	54,465	261,555	316,020	217,016
Charitable activities	5	2,465,871	-	2,465,871	2,698,562
Other trading activities	6	285,799	-	285,799	888,914
Investments	7	628,050	34,770	662,820	44,534
<b>TOTAL INCOME</b>		<b>3,434,185</b>	<b>296,325</b>	<b>3,730,510</b>	<b>3,849,026</b>
<b>EXPENDITURE ON:</b>					
Raising funds	8	250,686	-	250,686	273,892
Charitable activities	9	4,083,167	323,963	4,407,130	4,017,179
Other expenditure	10	1,826,565	-	1,826,565	-
<b>TOTAL EXPENDITURE</b>		<b>6,160,418</b>	<b>323,963</b>	<b>6,484,381</b>	<b>4,291,071</b>
<b>NET EXPENDITURE BEFORE NET LOSSES ON INVESTMENTS</b>					
		<b>(2,726,233)</b>	<b>(27,638)</b>	<b>(2,753,871)</b>	<b>(442,045)</b>
Net losses on investments		<b>(94,972)</b>	<b>(19,654)</b>	<b>(114,626)</b>	<b>(53,752)</b>
<b>NET EXPENDITURE</b>		<b>(2,821,205)</b>	<b>(47,292)</b>	<b>(2,868,497)</b>	<b>(495,797)</b>
Transfers between funds	25	43,159	(43,159)	-	-
<b>NET MOVEMENT IN FUNDS BEFORE OTHER RECOGNISED GAINS/(LOSSES)</b>		<b>(2,778,046)</b>	<b>(90,451)</b>	<b>(2,868,497)</b>	<b>(495,797)</b>
<b>OTHER RECOGNISED GAINS/(LOSSES):</b>					
Losses on revaluation of fixed assets		-	-	-	(1,225,000)
Actuarial (losses)/gains on defined benefit pension schemes	30	(7,719,000)	-	(7,719,000)	496,000
Pension surplus not recognised	30	(1,038,000)	-	(1,038,000)	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(11,535,046)</b>	<b>(90,451)</b>	<b>(11,625,497)</b>	<b>(1,224,797)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward	25	21,995,212	714,719	22,709,931	23,934,728
Net movement in funds		(11,535,046)	(90,451)	(11,625,497)	(1,224,797)
<b>TOTAL FUNDS CARRIED FORWARD</b>	25	<b>10,460,166</b>	<b>624,268</b>	<b>11,084,434</b>	<b>22,709,931</b>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CONSOLIDATED BALANCE SHEET  
AS AT 31 DECEMBER 2023**

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	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	16	25,662	25,051,501
Investments	17	6,716,701	532,525
		6,742,363	25,584,026
<b>CURRENT ASSETS</b>			
Stocks	18	56,851	71,463
Debtors	19	523,202	423,431
Investments	20	383,663	392,894
Cash held in escrow account		2,799,477	-
Cash at bank and in hand		1,607,577	1,782,354
		5,370,770	2,670,142
Creditors: amounts falling due within one year	22	(1,005,452)	(1,036,704)
<b>NET CURRENT ASSETS</b>		<b>4,365,318</b>	1,633,438
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>11,107,681</b>	27,217,464
Creditors: amounts falling due after more than one year	23	(23,247)	(57,533)
<b>NET ASSETS EXCLUDING PENSION ASSET / LIABILITY</b>		<b>11,084,434</b>	27,159,931
Defined benefit pension scheme asset / liability	30	-	(4,450,000)
<b>TOTAL NET ASSETS</b>		<b>11,084,434</b>	22,709,931

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CONSOLIDATED BALANCE SHEET (CONTINUED)  
AS AT 31 DECEMBER 2023**

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	Note	2023 £	2022 £
<b>GROUP FUNDS</b>			
Restricted funds	25	<b>624,268</b>	714,719
<b>Unrestricted funds:</b>			
Unrestricted funds excluding pension asset	25	<b>10,460,166</b>	26,445,212
Pension reserve	25	-	(4,450,000)
Total unrestricted funds	25	<b>10,460,166</b>	21,995,212
<b>TOTAL FUNDS</b>		<b>11,084,434</b>	22,709,931

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Kate Robinson*

.....  
**Kate Robinson BA (Hons) DipLib MA FCLIP FRSA  
Honorary Chair**

Date: 24 December 2024

The notes on pages 36 to 75 form part of these financial statements.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CHARITY BALANCE SHEET  
AS AT 31 DECEMBER 2023**

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	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	16	25,662	25,051,501
Investments	17	6,716,701	532,525
		6,742,363	25,584,026
<b>CURRENT ASSETS</b>			
Stocks	18	56,851	71,463
Debtors	19	520,421	448,632
Investments	20	383,663	392,894
Cash held in escrow account		2,799,477	-
Cash at bank and in hand		1,562,058	1,658,240
		5,322,470	2,571,229
Creditors: amounts falling due within one year	22	(957,152)	(988,603)
<b>NET CURRENT ASSETS</b>		<b>4,365,318</b>	1,582,626
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>11,107,681</b>	27,166,652
Creditors: amounts falling due after more than one year	23	(23,247)	(57,533)
<b>NET ASSETS EXCLUDING PENSION ASSET / LIABILITY</b>		<b>11,084,434</b>	27,109,119
Defined benefit pension scheme asset / liability	30	-	(4,450,000)
<b>TOTAL NET ASSETS</b>		<b>11,084,434</b>	22,659,119

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CHARITY BALANCE SHEET (CONTINUED)  
AS AT 31 DECEMBER 2023**

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	Note		2023 £	2022 £
<b>CHARITY FUNDS</b>				
Restricted funds	25		<b>624,268</b>	714,719
<b>Unrestricted funds:</b>				
Unrestricted funds excluding pension asset / liability	25	<b>10,460,166</b>	26,394,400	
Pension reserve	25	-	(4,450,000)	
Total unrestricted funds	25	<u>                    </u>	<u><b>10,460,166</b></u>	<u>21,944,400</u>
<b>TOTAL FUNDS</b>			<u><b>11,084,434</b></u>	<u>22,659,119</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Kate Robinson*

.....  
**Kate Robinson BA (Hons) DipLib MA FCLIP FRSA  
Honorary Chair**

Date: 24 December 2024

The notes on pages 36 to 75 form part of these financial statements.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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	<b>Note</b>	<b>2023 £</b>	<b>2022 £</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Net cash used in operating activities	27	<b>(16,058,579)</b>	(521,271)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Dividends, interests and rents from investments		<b>547,820</b>	44,534
Proceeds from the sale of tangible fixed assets		<b>24,520,747</b>	-
Purchase of tangible fixed assets		<b>(27,147)</b>	(1,399)
Proceeds from sale of investments		<b>417,801</b>	-
Purchase of investments		<b>(6,707,371)</b>	-
Payment to escrow account		<b>(2,799,477)</b>	-
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>		<b>15,952,373</b>	<b>43,135</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Cash inflows from new borrowing		-	11,428
Repayments of borrowing		<b>(68,571)</b>	-
<b>NET CASH (USED IN)/PROVIDED BY FINANCING ACTIVITIES</b>		<b>(68,571)</b>	<b>11,428</b>
<b>CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR</b>			
Cash and cash equivalents at the beginning of the year		<b>1,782,354</b>	2,249,062
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	28	<b>1,607,577</b>	1,782,354

The notes on pages 36 to 75 form part of these financial statements

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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#### 1. GENERAL INFORMATION

The Chartered Institute of Library Information Professionals (CILIP) is a charity under Royal Charter (registered company number RC000780) registered with the Charity Commission of England and Wales (registered charity number 313014). Its registered office is disclosed on page 1.

The functional and presentational currency of CILIP is pounds sterling.

#### 2. ACCOUNTING POLICIES

##### 2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Chartered Institute of Library Information Professionals 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.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

In accordance with the reduced disclosure exemptions permitted by paragraph 1.12 of FRS 102, the Charity has taken advantage of the exemption from preparing its own individual Statement of Cash Flows as disclosures equivalent to those required by the FRS are already included in the consolidated Statement of Cash Flows.

##### 2.2 GOING CONCERN

CILIP has successfully navigated ongoing recovery from COVID-19, the planned organisational relocation and restructuring, and a transition from a long-serving CEO. Key strategic plans – including a membership 'Community Strategy', an improved finance system, better membership management software, and strengthened member communications and engagement tools – are well progressed, in line with CILIP's 2023-25 Business Plan. As a result, our executive team will focus on driving previously untapped market potential for growth in membership and associated commercial activity throughout 2024-25 as set out in detail in the Trustees report.

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 twelve months from the date of approval of the financial statements and consider that there are no material uncertainties over CILIP's financial viability. Accordingly, the Trustees are of the view that CILIP is a going concern.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)****2.3 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.

Membership income is the subscription received from members to buy a right to services and other benefits and this is recognised as income from charitable activities.

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

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

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.

**2.4 EXPENDITURE**

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.

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

Building costs: square footage occupied

Personnel costs: per capita basis

ICT and finance costs: estimated time spent

Governance costs: proportion of total charitable expenditure and cost of raising funds

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

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

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

**2.5 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.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)****2.6 EMPLOYEE BENEFITS**

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

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

**2.7 GOVERNMENT GRANTS**

Government grants are credited to the Consolidated Statement of Financial Activities as the related expenditure is incurred. Government grants received in the year were from ACE (Arts Council England) and the Welsh Assembly Government.

**2.8 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Freehold property is measured at fair value. In any accounting period where a revaluation is not undertaken an impairment review will be conducted and provision would be made for any impairment.

Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting date.

Fair values are determined from market-based evidence by appraisal that is normally undertaken by professionally qualified valuers.

Gains and losses on revaluation are recognised in the Consolidated Statement of Financial Activities, with a separate revaluation reserve being shown in the Statement of funds note.

Other tangible fixed assets are initially recognised at cost. After recognition, they are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives .

Depreciation is provided on the following basis:

Fixtures, fittings and equipment	-	20%	per annum on cost
Computer and programmes	-	25%	per annum on cost

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Consolidated Statement of Financial Activities.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)****2.9 INVESTMENTS**

Investments listed on a recognised stock exchange are 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.

Unlisted investments, where there is no reliable fair value, are held at cost and reviewed annually for impairment.

**2.10 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 consist 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.

**2.11 FINANCIAL INSTRUMENTS**

The Group only 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 DEBTORS**

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

**2.13 CASH AT BANK AND IN HAND**

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

**2.14 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

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**2. ACCOUNTING POLICIES (CONTINUED)****2.15 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

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 the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**2.16 PENSIONS****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.

**Defined benefit pension scheme**

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 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 Statement of Financial Activities together with other recognised gains and losses. Further details of the defined benefit pension scheme are set out in the notes to the accounts.

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**3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**Sale of building**

In 2022, 7 Ridgmount Street was revalued to its market value. The costs of managing the sale and orderly departure from the building were not reflected in that valuation, resulting in the one-off costs shown in note 10 that arose on the sale.

**Defined benefit pension scheme**

The valuation of the defined benefit pension scheme asset/liability is subject to many actuarial assumptions, such as future interest rates, inflation, pension increases and mortality rates. Small variations in the assumptions can cause material swings in the value of the defined benefit asset/liability disclosed on the Balance Sheet. The pension scheme asset/liability is also impacted by payments made to the scheme by the sponsoring employer. More detail is given in note 30. At the reporting date, reasonable possible changes to one of the relevant actuarial assumptions, with the other assumptions held constant, would have affected the defined benefit obligation by the amounts shown below

	<b>31 December 2023</b>
	<b>Increase in obligation (£000)</b>
Discount rate +0.25%	(520)
Inflation (RPI and CPI) +0.25%	410
Life expectancy + 1year	730

At the 31 December 2023, the defined benefit asset was £1,038,000 (2022: defined benefit liability of £4,450,000). The pension scheme value in the financial statements is capped at £nil as the sponsoring employer may not be able to recover any overpayment directly on final closure of the scheme.

**Cash held in escrow**

As described in note 21, £2,799,477 is held in an escrow account. The Trustees currently believe that between £1.9m and £2.5m of the balance may be returned for the unrestricted use of CILIP, with the remainder paying for pension scheme costs. The Charity receives a quarterly dividend from the moneys held.

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**4. INCOME FROM DONATIONS AND LEGACIES - GROUP**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Donations from individuals	1,163	-	<b>1,163</b>
Legacies	44,148	-	<b>44,148</b>
Grants	9,154	261,555	<b>270,709</b>
	54,465	261,555	<b>316,020</b>
	54,465	261,555	<b>316,020</b>
	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Donations from individuals	9,241	-	9,241
Grants	-	207,775	207,775
	9,241	207,775	217,016
	9,241	207,775	217,016

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**INCOME FROM DONATIONS AND LEGACIES - CHARITY**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Donations from individuals	1,163	-	<b>1,163</b>
Legacies	44,148	-	<b>44,148</b>
Grants	9,154	261,555	<b>270,709</b>
Donation from CILIP Pathways Ltd	102,827	-	<b>102,827</b>
	<u>157,292</u>	<u>261,555</u>	<u><b>418,847</b></u>
	<u>157,292</u>	<u>261,555</u>	<u><b>418,847</b></u>
	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Donations from individuals	9,241	-	9,241
Grants	-	207,775	207,775
	<u>9,241</u>	<u>207,775</u>	<u>217,016</u>
	<u>9,241</u>	<u>207,775</u>	<u>217,016</u>

**5. INCOME FROM CHARITABLE ACTIVITIES - GROUP AND CHARITY**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Members' subscriptions	1,138,073	<b>1,138,073</b>
Training, events & conferences	454,956	<b>454,956</b>
Publications	785,369	<b>785,369</b>
Professional services	87,473	<b>87,473</b>
	<u>2,465,871</u>	<u><b>2,465,871</b></u>
	<u>2,465,871</u>	<u><b>2,465,871</b></u>

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**5. INCOME FROM CHARITABLE ACTIVITIES - GROUP AND CHARITY (CONTINUED)**

	Unrestricted funds 2022 £	Total funds 2022 £
Members' subscriptions	1,211,428	1,211,428
Training, events & conferences	547,573	547,573
Publications	834,038	834,038
Professional services	105,523	105,523
	<u>2,698,562</u>	<u>2,698,562</u>

**6. INCOME FROM OTHER TRADING ACTIVITIES - GROUP**

**Income from non charitable trading activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
CILIP Pathways income	99,487	<b>99,487</b>
Rent and service charges	186,312	<b>186,312</b>
	<u>285,799</u>	<u><b>285,799</b></u>

	Unrestricted funds 2022 £	Total funds 2022 £
CILIP Pathways Ltd income	91,875	91,875
Rent and service charges	797,039	797,039
	<u>888,914</u>	<u>888,914</u>

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**INCOME FROM OTHER TRADING ACTIVITIES - CHARITY**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Rent and service charges	186,312	<b>186,312</b>

	Unrestricted funds 2022 £	Total funds 2022 £
Rent and service charges	797,039	797,039

**7. INVESTMENT INCOME - GROUP AND CHARITY**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Income from investments	507,139	34,770	<b>541,909</b>
Bank interest income	5,911	-	<b>5,911</b>
Net pension scheme interest	115,000	-	<b>115,000</b>
	<u>628,050</u>	<u>34,770</u>	<u><b>662,820</b></u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income from investments	23,820	19,354	43,174
Bank interest income	1,360	-	1,360
	<u>25,180</u>	<u>19,354</u>	<u>44,534</u>

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**8. EXPENDITURE ON RAISING FUNDS - GROUP**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Rent and service charge support costs	203,864	<b>203,864</b>
CILIP Pathways Ltd	46,822	<b>46,822</b>
	250,686	<b>250,686</b>
	250,686	<b>250,686</b>

	Unrestricted funds 2022 £	Total funds 2022 £
Rent and service charge support costs	238,581	238,581
CILIP Pathways Ltd	35,311	35,311
	273,892	273,892
	273,892	273,892

**EXPENDITURE ON RAISING FUNDS - CHARITY**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Rent and service charge support costs	203,214	<b>203,214</b>
	203,214	<b>203,214</b>

	Unrestricted funds 2022 £	Total funds 2022 £
Rent and service charge support costs	238,581	238,581
	238,581	238,581

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**9. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES - GROUP AND CHARITY**

**Summary by fund type**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total 2023 £</b>
Training, events & conferences	329,487	-	<b>329,487</b>
Publications	481,989	-	<b>481,989</b>
Professional services	3,271,691	323,963	<b>3,595,654</b>
	<u>4,083,167</u>	<u>323,963</u>	<u><b>4,407,130</b></u>

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total 2022 £</b>
Training, events & conferences	404,517	-	404,517
Publications	394,545	-	394,545
Professional services	2,951,440	266,677	3,218,117
	<u>3,750,502</u>	<u>266,677</u>	<u>4,017,179</u>

**10. OTHER EXPENDITURE - GROUP AND CHARITY**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
Loss on sale of fixed assets	521,565	<b>521,565</b>	-
Defined benefit pension scheme past service cost	1,305,000	<b>1,305,000</b>	-
	<u>1,826,565</u>	<u><b>1,826,565</b></u>	<u>-</u>

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**11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>
Training, events & conferences	279,813	49,674	<b>329,487</b>
Publications	346,604	135,385	<b>481,989</b>
Professional services	2,123,241	1,472,413	<b>3,595,654</b>
	<u>2,749,658</u>	<u>1,657,472</u>	<u><b>4,407,130</b></u>

	<b>Activities undertaken directly 2022 £</b>	<b>Support costs 2022 £</b>	<b>Total funds 2022 £</b>
Training, events & conferences	380,501	24,016	404,517
Publications	329,566	64,979	394,545
Professional services	2,659,381	558,736	3,218,117
	<u>3,369,448</u>	<u>647,731</u>	<u>4,017,179</u>

**ANALYSIS OF DIRECT COSTS**

	<b>Training, events &amp; conferences 2023 £</b>	<b>Publications 2023 £</b>	<b>Professional services 2023 £</b>	<b>Total funds 2023 £</b>
Staff costs	54,823	167,970	1,199,958	<b>1,422,751</b>
Business driver and other direct costs	194,990	176,336	615,110	<b>986,436</b>
Professional costs	30,000	2,298	264,047	<b>296,345</b>
Other costs	-	-	44,126	<b>44,126</b>
	<u>279,813</u>	<u>346,604</u>	<u>2,123,241</u>	<u><b>2,749,658</b></u>

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**11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)**

**ANALYSIS OF DIRECT COSTS (continued)**

	Training, events & conferences 2022 £	Publications 2022 £	Professional services 2022 £	Total funds 2022 £
Net pension scheme interest	-	-	91,000	91,000
Staff costs	102,905	147,659	951,224	1,201,788
Business driver and other direct costs	277,596	181,907	1,027,640	1,487,143
Professional costs	-	-	375,470	375,470
Other costs	-	-	214,047	214,047
	<u>380,501</u>	<u>329,566</u>	<u>2,659,381</u>	<u>3,369,448</u>

**ANALYSIS OF SUPPORT COSTS**

	Training, events & conferences 2023 £	Publications 2023 £	Professional services 2023 £	Total funds 2023 £
Finance	29,482	78,619	845,156	<b>953,257</b>
Personnel	5,319	21,276	223,396	<b>249,991</b>
Building	633	1,887	60,095	<b>62,615</b>
ICT	10,610	28,293	304,154	<b>343,057</b>
Governance costs	3,630	5,310	39,612	<b>48,552</b>
	<u>49,674</u>	<u>135,385</u>	<u>1,472,413</u>	<u><b>1,657,472</b></u>

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**11. ANALYSIS OF EXPENDITURE BY ACTIVITIES - GROUP AND CHARITY (CONTINUED)**

**ANALYSIS OF SUPPORT COSTS (continued)**

	Training, events & conferences 2022 £	Publications 2022 £	Professional services 2022 £	Total funds 2022 £
Finance	7,612	20,299	182,695	210,606
Personnel	3,029	12,114	93,878	109,021
Building	1,246	3,726	16,879	21,851
ICT	9,006	24,015	231,148	264,169
Governance costs	3,123	4,825	34,136	42,084
	<u>24,016</u>	<u>64,979</u>	<u>558,736</u>	<u>647,731</u>

**12. AUDITORS' REMUNERATION - GROUP**

	2023 £	2022 £
Fees payable to the Charity's auditor in respect of:		
Audit of CILIP consolidated accounts	<b>31,550</b>	17,650
Audit of CILIP Pathways Ltd accounts	-	6,450
Independent examination of CILIP Benevolent Fund accounts	-	1,200
Preparation of CILIP and CILIP Pathways accounts	<b>4,950</b>	-
Tax services	<b>1,250</b>	-
Accounts assistance	<b>4,820</b>	-
	<u><b>44,570</b></u>	<u>25,300</u>

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**13. STAFF COSTS - GROUP**

	<b>2023</b>	2022
	<b>£</b>	£
Wages and salaries	<b>1,611,687</b>	1,730,666
Social security costs	<b>154,540</b>	176,815
Contribution to defined contribution pension scheme	<b>136,280</b>	143,403
	<b><u>1,902,507</u></b>	<u>2,050,884</u>

During the year, redundancy and termination costs amounting to £103,459 (2022: £30,920) were incurred as a result of a restructuring.

In addition to the total staff costs above, CILIP in 2023 used the services of agency staff whilst awaiting the recruitment to vacant posts, making a total cost of £86,944 (2022: £22,415).

The average headcount during the year was 44 (2022: 47).

The key management personnel of CILIP comprises the trustees, member network committee members, the Chief Executive 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 £668,505 (2022: £561,756).

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

	<b>2023</b>	2022
	<b>Number</b>	Number
£60,001 to £70,000	<b>1</b>	1
£80,001 to £90,000	<b>1</b>	1

**14. TRUSTEES' REMUNERATION AND EXPENSES**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 December 2023, expenses totalling £1,162 were reimbursed or paid directly to 6 Trustees (2022 - £416 to 5 Trustees). The expenses related to travel, subsistence, amounts directly paid to third parties and other out-of-pocket costs incurred in attending meetings. During the year, CILIP paid £1,324 (2022: £969) in respect of Trustees' indemnity insurance on behalf of Trustees. 23 free places are made available for attendance at the Annual Conference, which are taken by both staff and Trustees.

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**15. INVESTMENT IN SUBSIDIARY COMPANIES**

Name of company	Country of registration	Holding and operation	Proportion	Nature of business
CILIP Pathways Limited	England	Company limited by guarantee and not having a share capital	100%	Apprenticeship assessment

CILIP Pathways Limited (registered company no 12497166) incorporated on 4 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. The results of the company's trading activities during 2023 are set out below.

**Profit and Loss Account**

	2023 £	2022 £
Turnover	99,487	91,875
Cost of sales	(29,879)	(21,480)
<b>Gross profit</b>	<b>69,608</b>	70,395
Administration expenses	(16,943)	(13,831)
<b>Profit before gift aid payment</b>	<b>52,665</b>	56,564
Gift aid donation to parent charity	(102,827)	-
<b>(Loss)/profit before and after taxation</b>	<b>(50,162)</b>	56,564

**Summarised Balance Sheet**

	2023 £	2022 £
Debtors	9,611	5,700
Cash	45,519	124,113
<b>Current assets</b>	<b>55,130</b>	129,813
Creditors and accrued charges	(55,130)	(79,651)
<b>Total net assets</b>	<b>-</b>	50,162
<b>Total reserves</b>	<b>-</b>	50,162

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**16. TANGIBLE FIXED ASSETS**

**GROUP AND CHARITY**

	Freehold property £	Fixtures and fittings £	Computer equipment £	Other fixed assets £	Total £
<b>COST</b>					
At 1 January 2023	25,025,000	202,822	356,726	302,218	25,886,766
Additions	-	-	27,147	-	27,147
Disposals	(25,025,000)	(55,840)	-	-	(25,080,840)
At 31 December 2023	-	146,982	383,873	302,218	833,073
<b>DEPRECIATION</b>					
At 1 January 2023	-	184,953	348,094	302,218	835,265
Charge for the year	-	557	10,117	-	10,674
On disposals	-	(38,528)	-	-	(38,528)
At 31 December 2023	-	146,982	358,211	302,218	807,411
<b>NET BOOK VALUE</b>					
At 31 December 2023	-	-	25,662	-	25,662
At 31 December 2022	25,025,000	17,869	8,632	-	25,051,501

**17. FIXED ASSET INVESTMENTS**

	Listed investments £	Unlisted investments £	Total £
<b>GROUP AND CHARITY</b>			
<b>COST OR VALUATION</b>			
At 1 January 2023	532,524	1	532,525
Additions	6,707,371	-	6,707,371
Disposals	(438,051)	-	(438,051)
Revaluations	(85,144)	-	(85,144)
AT 31 DECEMBER 2023	6,716,700	1	6,716,701

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**17. FIXED ASSET INVESTMENTS (CONTINUED)**

**Unlisted investments: Library Services Limited**

At 31 December 2023 and 31 December 2022, CILIP held one share out of 1,000 share issued in Library Services Limited, an unlisted company.

Listed investments comprised the following:

	2023 £	2022 £
M&G Charity Multi Asset Fund Inc	6,197,562	-
M&G Equities Investment Fund for Charities (Charifund) GBP Inc	492,029	503,869
M&G Dividend Fund GBP A Inc	27,109	28,655
	<u>6,716,700</u>	<u>532,524</u>

**18. STOCKS**

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Work in progress books	2,633	2,020	2,633	2,020
Finished books	54,218	69,443	54,218	69,443
	<u>56,851</u>	<u>71,463</u>	<u>56,851</u>	<u>71,463</u>

**19. DEBTORS**

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
<b>DUE WITHIN ONE YEAR</b>				
Trade debtors	237,361	261,599	227,750	261,599
Amounts owed by group undertakings	-	-	6,830	30,901
Other debtors	43,245	84,707	43,245	79,007
Prepayments and accrued income	242,596	77,125	242,596	77,125
	<u>523,202</u>	<u>423,431</u>	<u>520,421</u>	<u>448,632</u>

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**20. CURRENT ASSET INVESTMENTS**

	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
Listed investments	<b>383,663</b>	392,894	<b>383,663</b>	392,894

**21. CASH HELD IN ESCROW**

CILIP is a sponsoring employer of a defined benefit pension scheme known as the Chartered Institute of Library and Information Professionals Pension and Assurance Scheme. To secure the scheme for its members, and to ensure CILIP's long-term viability, CILIP entered into a framework agreement with the scheme Trustees (Vidett). As part of that framework agreements, CILIP agreed to sell the Property and agreed that the proceeds of sale would be apportioned as follows:

1. A payment to the Scheme equal to the outstanding deficit repair contributions due under the existing schedule of contributions agreed as part of the valuation of the Scheme required under the statutory scheme funding regime.
2. Funds for CILIP to use at its discretion (with the caveat under the Framework Agreement that £1.5m of this payment shall not be used or applied by CILIP except for the purposes of maintaining or improving its long- term employer covenant).
3. Funds, equal to at least the section 75 deficit of the Scheme (calculated immediately prior to the sale of the Property) less the amount paid to the Scheme under paragraph (a) above, into an escrow account.

Under its Royal Charter, CILIP has the power to deal with its property and make payments to the scheme (as required by a responsible employer). The Escrow fund is held jointly by Vidett and CILIP and covers the on-going costs associated with pension scheme.

**22. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
CBIL loan	<b>34,286</b>	68,571	<b>34,286</b>	68,571
Trade creditors	<b>112,962</b>	144,549	<b>88,944</b>	144,549
Other taxation and social security	<b>63,242</b>	75,698	<b>63,242</b>	75,698
Other creditors	<b>238,556</b>	38,354	<b>238,556</b>	26,673
Accruals and deferred income	<b>556,406</b>	709,532	<b>532,124</b>	673,112
	<b>1,005,452</b>	1,036,704	<b>957,152</b>	988,603

The 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 42 months and the interest rate is 1.85% above the Bank of England Base Rate.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**22. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR (CONTINUED)**

	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
Deferred income at 1 January 2023	<b>488,964</b>	367,466	<b>458,994</b>	361,296
Resources deferred during the year	<b>351,096</b>	429,960	<b>331,856</b>	404,960
Amounts released from previous periods	<b>(488,964)</b>	(308,462)	<b>(458,994)</b>	(307,262)
	<b>351,096</b>	488,964	<b>331,856</b>	458,994

Deferred income comprises advance rental, conference, training vouchers and membership income; plus contract income for CILIP Pathways Ltd.

**23. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
CBIL loan	-	34,286	-	34,286
Other creditors	<b>23,247</b>	23,247	<b>23,247</b>	23,247
	<b>23,247</b>	57,533	<b>23,247</b>	57,533

Included within the above are amounts falling due as follows:

	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
<b>BETWEEN ONE AND TWO YEARS</b>				
CBIL loan	-	34,286	-	34,286

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**24. FINANCIAL INSTRUMENTS**

	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
<b>FINANCIAL ASSETS</b>				
Financial assets measured at fair value through income and expenditure	<b>7,100,364</b>	925,419	<b>7,100,364</b>	925,419
Financial assets measured at amortised cost	<b>4,979,988</b>	2,128,660	<b>4,874,298</b>	2,029,747
	<b>12,080,352</b>	3,054,079	<b>11,974,662</b>	2,955,166
	<b>Group 2023 £</b>	Group 2022 £	<b>Charity 2023 £</b>	Charity 2022 £
<b>FINANCIAL LIABILITIES</b>				
Other financial liabilities measured at fair value through income and expenditure	<b>662,811</b>	529,575	<b>679,190</b>	511,444

Financial assets measured at fair value include investments.

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

Financial liabilities measured at amortised cost include trade creditors, other creditors and accruals.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**25. STATEMENT OF FUNDS**

**GROUP STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
<b>UNRESTRICTED FUNDS</b>						
<b>DESIGNATED FUNDS</b>						
Fixed asset reserve	1,520,412	-	(10,674)	(1,484,076)	-	25,662
Development fund	143,352	-	(19,959)	-	-	123,393
	<u>1,663,764</u>	<u>-</u>	<u>(30,633)</u>	<u>(1,484,076)</u>	<u>-</u>	<u>149,055</u>
<b>GENERAL FUNDS</b>						
Revaluation reserve	23,399,496	-	-	(23,399,496)	-	-
Central operations fund	634,380	3,036,618	(3,897,727)	9,894,731	(94,972)	9,573,030
CILIP Pathways Ltd funds	50,812	99,487	(150,299)	-	-	-
Member networks	696,760	183,080	(141,759)	-	-	738,081
Pension reserve	(4,450,000)	115,000	(1,940,000)	15,032,000	(8,757,000)	-
	<u>20,331,448</u>	<u>3,434,185</u>	<u>(6,129,785)</u>	<u>1,527,235</u>	<u>(8,851,972)</u>	<u>10,311,111</u>
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>21,995,212</u>	<u>3,434,185</u>	<u>(6,160,418)</u>	<u>43,159</u>	<u>(8,851,972)</u>	<u>10,460,166</u>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**25. STATEMENT OF FUNDS (CONTINUED)**

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
<b>RESTRICTED FUNDS</b>						
Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	8,962	-	-	-	(2,145)	6,817
Arundell Esdaile Esdaile Memorial Prize	2,557	-	-	-	(558)	1,999
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
K Pierce - Legacy	10,482	-	-	-	(2,289)	8,193
F Robinson - Legacy	12,923	-	-	-	(2,821)	10,102
Colin Mears - Legacy	370,951	1,066	-	(3,974)	(8,052)	359,991
D Chilcot - Legacy	13,389	630	-	977	-	14,996
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97
ACE Independent Review of Public Library	162	-	-	(162)	-	-
Green Libraries	15,460	-	(15,460)	-	-	-
ACE - Future Skills in Public Libraries	63,929	10,000	(33,929)	(40,000)	-	-
ACE - Working Internationally Phase 2	5,000	3,600	(8,600)	-	-	-
Workforce Mapping Project	19,000	-	(19,000)	-	-	-
Designing Libraries	20,904	11,150	(28,997)	-	-	3,057
Welsh government anti racist library collection	-	46,264	(22,428)	-	-	23,836
Great school libraries	-	51,615	(47,149)	-	-	4,466

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**25. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - CURRENT YEAR (continued)**

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
ACE - future libraries	-	80,000	(71,809)	-	-	8,191
ACE - Safe and inclusive libraries	-	20,000	(20,000)	-	-	-
ACE - green libraries phase 1b	-	72,000	(56,591)	-	-	15,409
GA Cooks legacy - CILIP Cymru	161,206	-	-	-	(3,789)	157,417
	<u>714,719</u>	<u>296,325</u>	<u>(323,963)</u>	<u>(43,159)</u>	<u>(19,654)</u>	<u>624,268</u>
<b>TOTAL OF FUNDS</b>	<u><u>22,709,931</u></u>	<u><u>3,730,510</u></u>	<u><u>(6,484,381)</u></u>	<u><u>-</u></u>	<u><u>(8,871,626)</u></u>	<u><u>11,084,434</u></u>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**25. STATEMENT OF FUNDS (CONTINUED)**

**GROUP STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
<b>UNRESTRICTED FUNDS</b>					
<b>DESIGNATED FUNDS</b>					
Fixed asset reserve	1,659,045	-	(138,633)	-	1,520,412
Development fund	152,370	-	(9,018)	-	143,352
	<u>1,811,415</u>	<u>-</u>	<u>(147,651)</u>	<u>-</u>	<u>1,663,764</u>
<b>GENERAL FUNDS</b>					
Revaluation reserve	24,624,496	-	-	(1,225,000)	23,399,496
Central operations fund	958,817	3,316,983	(3,619,859)	(21,561)	634,380
CILIP Pathways Ltd funds	(5,752)	91,875	(35,311)	-	50,812
Member networks	693,294	213,039	(209,573)	-	696,760
Pension reserve	(4,934,000)	-	(12,000)	496,000	(4,450,000)
	<u>21,336,855</u>	<u>3,621,897</u>	<u>(3,876,743)</u>	<u>(750,561)</u>	<u>20,331,448</u>
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>23,148,270</u>	<u>3,621,897</u>	<u>(4,024,394)</u>	<u>(750,561)</u>	<u>21,995,212</u>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**25. STATEMENT OF FUNDS (CONTINUED)**

	Balance at 1 January 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2022 £
<b>RESTRICTED FUNDS</b>					
Mitchell Memorial Fund	8,774	-	(175)	-	8,599
Anthony Thompson Scholarship Fund	9,823	-	(183)	(678)	8,962
Arundell Esdaile Esdaile Memorial Prize	2,785	-	(52)	(176)	2,557
Catherine Hamilton Memorial Prize	1,120	-	(22)	-	1,098
K Pierce - Legacy	11,420	-	(214)	(724)	10,482
F Robinson - Legacy	14,079	-	(264)	(892)	12,923
Colin Mears - Legacy	388,797	20,679	(18,313)	(20,212)	370,951
D Chilcot - Legacy	13,662	-	(273)	-	13,389
Bob McKee - CILIP/IFLA Award	99	-	(2)	-	97
ACE Independent Review of Public Library	5,975	-	(5,813)	-	162
Green Libraries	-	146,700	(131,240)	-	15,460
ACE - Future Skills in Public Libraries	80,000	32,000	(48,071)	-	63,929
ACE - Working Internationally Phase 2	36,000	-	(31,000)	-	5,000
Workforce Mapping Project	39,000	-	(20,000)	-	19,000
Designing Libraries	4,209	27,750	(11,055)	-	20,904
GA Cooks legacy - CILIP Cymru	170,715	-	-	(9,509)	161,206
	<u>786,458</u>	<u>227,129</u>	<u>(266,677)</u>	<u>(32,191)</u>	<u>714,719</u>
<b>TOTAL OF FUNDS</b>	<u><u>23,934,728</u></u>	<u><u>3,849,026</u></u>	<u><u>(4,291,071)</u></u>	<u><u>(782,752)</u></u>	<u><u>22,709,931</u></u>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**CHARITY STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 December 2023 £
<b>UNRESTRICTED FUNDS</b>						
Fixed asset reserve	1,520,412	-	(10,674)	(1,484,076)	-	25,662
Development fund	143,352	-	(19,959)	-	-	123,393
	<u>1,663,764</u>	<u>-</u>	<u>(30,633)</u>	<u>(1,484,076)</u>	<u>-</u>	<u>149,055</u>
<b>GENERAL FUNDS</b>						
Revaluation reserve	23,399,496	-	-	(23,399,496)	-	-
Central operations fund	634,380	3,139,445	(4,000,554)	9,894,731	(94,972)	9,573,030
Member networks	696,760	183,080	(141,759)	-	-	738,081
Pension reserve	(4,450,000)	115,000	(1,940,000)	15,032,000	(8,757,000)	-
	<u>20,280,636</u>	<u>3,437,525</u>	<u>(6,082,313)</u>	<u>1,527,235</u>	<u>(8,851,972)</u>	<u>10,311,111</u>
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>21,944,400</u>	<u>3,437,525</u>	<u>(6,112,946)</u>	<u>43,159</u>	<u>(8,851,972)</u>	<u>10,460,166</u>
<b>RESTRICTED FUNDS</b>						
Mitchell Memorial Fund	8,599	-	-	-	-	8,599
Anthony Thompson Scholarship Fund	8,962	-	-	-	(2,145)	6,817
Arundell Esdaile Esdaile Memorial Prize	2,557	-	-	-	(558)	1,999
Catherine Hamilton Memorial Prize	1,098	-	-	-	-	1,098
K Pierce - Legacy	10,482	-	-	-	(2,289)	8,193

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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F Robinson - Legacy	12,923	-	-	-	(2,821)	10,102
Colin Mears - Legacy	370,951	1,066	-	(3,974)	(8,052)	359,991
D Chilcot - Legacy	13,389	630	-	977	-	14,996
Bob McKee - CILIP/IFLA Award	97	-	-	-	-	97
ACE Independent Review of Public Library	162	-	-	(162)	-	-
Green Libraries	15,460	-	(15,460)	-	-	-
ACE - Future Skills in Public Libraries	63,929	10,000	(33,929)	(40,000)	-	-
ACE - Working Internationally Phase 2	5,000	3,600	(8,600)	-	-	-
Workforce Mapping Project	19,000	-	(19,000)	-	-	-
Designing Libraries	20,904	11,150	(28,997)	-	-	3,057
Welsh government anti racist library collection	-	46,264	(22,428)	-	-	23,836
Great school libraries	-	51,615	(47,149)	-	-	4,466
ACE - future libraries	-	80,000	(71,809)	-	-	8,191
ACE - Safe and inclusive libraries	-	20,000	(20,000)	-	-	-
ACE - green libraries phase 1b	-	72,000	(56,591)	-	-	15,409
GA Cooks legacy - CILIP Cymru	161,206	-	-	-	(3,789)	157,417
	<u>714,719</u>	<u>296,325</u>	<u>(323,963)</u>	<u>(43,159)</u>	<u>(19,654)</u>	<u>624,268</u>
<b>TOTAL OF FUNDS</b>	<u>22,659,119</u>	<u>3,733,850</u>	<u>(6,436,909)</u>	<u>-</u>	<u>(8,871,626)</u>	<u>11,084,434</u>

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**CHARITY STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 January 2022 £	Income £	Expenditure £	Transfers in/out £	Gains/ (losses) £	Balance at 31 December 2022 £
<b>UNRESTRICTED FUNDS</b>						
Fixed asset reserve	1,659,045	-	(138,633)	-	-	1,520,412
Development fund	152,370	-	(9,018)	-	-	143,352
	<u>1,811,415</u>	<u>-</u>	<u>(147,651)</u>	<u>-</u>	<u>-</u>	<u>1,663,764</u>
<b>GENERAL FUNDS</b>						
Revaluation reserve	24,624,496	-	-	-	(1,225,000)	23,399,496
Central operations fund	958,817	3,316,983	(3,619,859)	-	(21,561)	634,380
Member networks	693,294	213,039	(209,573)	-	-	696,760
Pension reserve	(4,934,000)	-	(12,000)	-	496,000	(4,450,000)
	<u>21,342,607</u>	<u>3,530,022</u>	<u>(3,841,432)</u>	<u>-</u>	<u>(750,561)</u>	<u>20,280,636</u>
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>23,154,022</u>	<u>3,530,022</u>	<u>(3,989,083)</u>	<u>-</u>	<u>(750,561)</u>	<u>21,944,400</u>
<b>RESTRICTED FUNDS</b>						
Mitchell Memorial Fund	8,774	-	(175)	-	-	8,599
Anthony Thompson Scholarship Fund	9,823	-	(183)	-	(678)	8,962
Arundell Esdaile Esdaile Memorial Prize	2,785	-	(52)	-	(176)	2,557
Catherine Hamilton Memorial Prize	1,120	-	(22)	-	-	1,098
K Pierce - Legacy	11,420	-	(214)	-	(724)	10,482

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

F Robinson - Legacy	14,079	-	(264)	-	(892)	12,923
Colin Mears - Legacy	388,797	20,679	(18,313)	-	(20,212)	370,951
D Chilcot - Legacy	13,662	-	(273)	-	-	13,389
Bob McKee - CILIP/IFLA Award	99	-	(2)	-	-	97
ACE Independent Review of Public Library	5,975	-	(5,813)	-	-	162
Green Libraries	-	146,700	(131,240)	-	-	15,460
ACE - Future Skills in Public Libraries	80,000	32,000	(48,071)	-	-	63,929
ACE - Working Internationally Phase 2	36,000	-	(31,000)	-	-	5,000
Workforce Mapping Project	39,000	-	(20,000)	-	-	19,000
Designing Libraries	4,209	27,750	(11,055)	-	-	20,904
GA Cooks legacy - CILIP Cymru	170,715	-	-	-	(9,509)	161,206
	<u>786,458</u>	<u>227,129</u>	<u>(266,677)</u>	<u>-</u>	<u>(32,191)</u>	<u>714,719</u>
<b>TOTAL OF FUNDS</b>	<u>23,940,480</u>	<u>3,757,151</u>	<u>(4,255,760)</u>	<u>-</u>	<u>(782,752)</u>	<u>22,659,119</u>

**Restricted funds**

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.

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## CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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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.

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

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.

Welsh Government – Anti-Racist Wales Action Plan – grant in support of a training plan for public libraries in Wales.

Great school libraries – grant in support of the Great School Libraries campaign to bring back libraries and access to librarians in every school in the UK.

ACE - future libraries is a project that will challenge and engage librarians and library leaders to reimagine libraries in a world of climate change, population shift and digital advancement.

ACE - Safe and inclusive libraries funding to provide clear decision making guidance to public librarians and staff who make decisions around stock, public internet access, use of space and public programming.

ACE - green libraries phase 1b funding to support the Green Libraries Campaign, a project helping libraries reduce their environmental impact and promote sustainability in their communities.

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

#### **Designated funds**

The fixed asset reserve is established to represent the net book value of fixed assets, which is not attributable to other reserves. The transfer from this reserve relates mainly to the sale of 7 Ridgmount Street, London.

The development fund is designated for investment in CILIP's development and transformation work, and to support our plans for membership growth/retention and income diversification.

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**CHARTERED INSTITUTE OF LIBRARY INFORMATION PROFESSIONALS**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**26. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**GROUP ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	25,662	-	<b>25,662</b>
Fixed asset investments	6,224,672	492,029	<b>6,716,701</b>
Current assets	5,238,531	132,239	<b>5,370,770</b>
Creditors due within one year	(1,005,452)	-	<b>(1,005,452)</b>
Creditors due in more than one year	(23,247)	-	<b>(23,247)</b>
<b>TOTAL</b>	<u>10,460,166</u>	<u>624,268</u>	<u><b>11,084,434</b></u>

**GROUP ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	25,051,501	-	25,051,501
Fixed asset investments	143,353	389,172	532,525
Current assets	2,344,595	325,547	2,670,142
Creditors due within one year	(1,036,704)	-	(1,036,704)
Creditors due in more than one year	(57,533)	-	(57,533)
Provisions for liabilities and charges	(4,450,000)	-	(4,450,000)
<b>TOTAL</b>	<u>21,995,212</u>	<u>714,719</u>	<u>22,709,931</u>

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**CHARITY ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Tangible fixed assets	25,662	-	<b>25,662</b>
Fixed asset investments	6,224,672	492,029	<b>6,716,701</b>
Current assets	5,190,231	132,239	<b>5,322,470</b>
Creditors due within one year	(957,152)	-	<b>(957,152)</b>
Creditors due in more than one year	(23,247)	-	<b>(23,247)</b>
	<u>10,460,166</u>	<u>624,268</u>	<u><b>11,084,434</b></u>

**CHARITY ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Tangible fixed assets	25,051,501	-	<b>25,051,501</b>
Fixed asset investments	143,353	389,172	<b>532,525</b>
Current assets	2,245,682	325,547	<b>2,571,229</b>
Creditors due within one year	(988,603)	-	<b>(988,603)</b>
Creditors due in more than one year	(57,533)	-	<b>(57,533)</b>
Provisions for liabilities and charges	(4,450,000)	-	<b>(4,450,000)</b>
	<u>21,944,400</u>	<u>714,719</u>	<u><b>22,659,119</b></u>

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**27. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>Group 2023 £</b>	<b>Group 2022 £</b>
Net expenditure for the year (as per Statement of Financial Activities)	<b>(2,868,497)</b>	(495,797)
<b>ADJUSTMENTS FOR:</b>		
Depreciation charges	<b>10,674</b>	8,440
Losses on investments	<b>114,626</b>	53,752
Dividends, interest and rents from investments	<b>(662,820)</b>	(44,534)
Loss on sale of fixed assets	<b>521,564</b>	-
Decrease in stocks	<b>14,612</b>	23,599
(Increase)/decrease in debtors	<b>(99,771)</b>	155,024
Increase/(decrease) in creditors	<b>3,033</b>	(237,705)
Life members provision in advance	-	3,950
Defined benefit pension scheme actuarial movements	<b>(13,092,000)</b>	12,000
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<b>(16,058,579)</b>	(521,271)

**28. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>Group 2023 £</b>	<b>Group 2022 £</b>
Cash in hand	<b>1,607,577</b>	1,782,354

The balance above excludes cash held in escrow (see note 21).

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**29. ANALYSIS OF CHANGES IN NET DEBT**

	At 1 January 2023 £	Cash flows £	Other non- cash changes £	At 31 December 2023 £
Cash at bank and in hand	1,782,354	(174,777)	-	1,607,577
	-	-	-	-
Debt due within 1 year	(68,571)	68,571	(34,286)	(34,286)
Debt due after 1 year	(34,286)	-	34,286	-
Short-term investments	392,894	-	(9,231)	383,663
	<u>2,072,391</u>	<u>(106,206)</u>	<u>(9,231)</u>	<u>1,956,954</u>

**30. PENSION COMMITMENTS**

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 employees 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 2023 was £136,280 (2022: £143,403). The amount within trade creditors in note 22 above was £21,176 (2022: £17,673).

The Group operates a defined benefit pension scheme.

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 2022 revealed a funding shortfall of £11,755,000. In accordance with the updated schedule of contributions, CILIP paid £9.5m in March 2023 and £2.45m in December 2023 to repair the deficit. A further £3.05m was paid in December 2023 to cover future expenses and the cost of the insurance buy-in premium paid in December 2023. Following these contributions, CILIP will no longer be liable for the payment of regular deficit repair contributions and ongoing scheme costs will be covered from funds held jointly in escrow. The amount held in escrow has been used during the period for contributions to the scheme, as shown below. The amount remaining in escrow at the year end was £2,799,477.

The full actuarial valuation carried out at 31 December 2022 was updated to 31 December 2023 by a qualified actuary, independent of the scheme's sponsoring employer.

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**30. PENSION COMMITMENTS (CONTINUED)**

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

	<b>At 31 December 2023 %</b>	At 31 December 2022 %
Discount rate	4.6	4.9
Allowance for pension in payment increases of RPI (p.a.)	3.25	3.25
Allowance for pension in payment increases of RPI or 2.5% p.a. if less	1.85	2
Allowance for pension in payment increases of CPI or 3% p.a. if less	2	2.1
Allowance for commutation of pension for cash at retirement	20	20
Inflation RPI	3.1	3.2
Inflation CPI	2.5	2.6

	<b>At 31 December 2023 Years</b>	At 31 December 2022 Years
<b>MORTALITY RATES (IN YEARS)</b>		
- for a male aged 40 now	25.5	25.4
- for a male aged 60 now	24	24
- for a female aged 40 now	28.5	28.4
- for a female aged 60 now	27	26.9

The Group's share of the assets in the scheme was:

	<b>At 31 December 2023 £</b>	At 31 December 2022 £
Insured annuities	19,284,000	57,000
Cash and other liquid assets	1,038,000	171,000
Managed growth	-	4,613,000
Liability driven investments	-	8,112,000
<b>TOTAL FAIR VALUE OF ASSETS</b>	<b>20,322,000</b>	<b>12,953,000</b>

The actual return on scheme assets was £6,015,000 loss (2022 - £7,916,000 loss).

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**30. PENSION COMMITMENTS (CONTINUED)**

The amounts recognised in the Consolidated Statement of Financial Activities are as follows:

	<b>2023</b>	2022
	£	£
Interest income	<b>(943,000)</b>	(396,000)
Interest cost	<b>828,000</b>	487,000
Administrative expenses	<b>635,000</b>	401,000
<b>TOTAL AMOUNT RECOGNISED IN THE CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES</b>	<b>520,000</b>	492,000

Movements in the present value of the defined benefit obligation were as follows:

	<b>2023</b>	2022
	£	£
Opening defined benefit obligation	<b>17,403,000</b>	26,923,000
Interest cost	<b>828,000</b>	487,000
Actuarial losses/(gains)	<b>761,000</b>	(8,808,000)
Benefits paid	<b>(1,013,000)</b>	(1,199,000)
Past service costs	<b>1,305,000</b>	-
<b>CLOSING DEFINED BENEFIT OBLIGATION</b>	<b>19,284,000</b>	17,403,000

Movements in the fair value of the Group's share of scheme assets were as follows:

	<b>2023</b>	2022
	£	£
Opening fair value of scheme assets	<b>12,953,000</b>	21,989,000
Interest income	<b>943,000</b>	396,000
Actuarial losses	<b>(6,958,000)</b>	(8,312,000)
Contributions by employer	<b>15,032,000</b>	480,000
Benefits paid	<b>(1,013,000)</b>	(1,199,000)
Expenses paid	<b>(635,000)</b>	(401,000)
<b>CLOSING FAIR VALUE OF SCHEME ASSETS</b>	<b>20,322,000</b>	12,953,000

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. In the prior year, the freehold building was subject to a charge over its full value to cover shortfalls in the pension scheme.

At the year end, the defined benefit asset was £1,038,000. The pension scheme value in the financial statements is capped at £nil as the sponsoring employer may not be able to recover any overpayment directly.

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**DEFINED BENEFIT COSTS RECOGNISED IN OTHER COMPREHENSIVE INCOME**

	<b>2023</b>	2022
	£	£
Return on plan assets in excess of interest income	<b>6,958,000</b>	8,312,000
Actuarial loss/(gain)	<b>761,000</b>	(8,808,000)
Pension surplus not recognised	<b>1,038,000</b>	-
<b>TOTAL LOSS/(GAIN)</b>	<b><u>8,757,000</u></b>	<b><u>(496,000)</u></b>

**31. 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.

**32. OPERATING LEASE COMMITMENTS**

At 31 December 2023 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2023</b>	2022
	£	£
<b>Land and buildings</b>		
Not later than 1 year	<b>37,300</b>	704,325
Later than 1 year and not later than 5 years	<b>11,752</b>	800,400
	<b><u>49,052</u></b>	<b><u>1,504,725</u></b>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	<b>2023</b>	2022
	£	£
Operating lease rentals	<b><u>25,548</u></b>	<b><u>715,017</u></b>

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**33. RELATED PARTY TRANSACTIONS****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 December 2023 the amount of donation received on-behalf of CILIP Benevolent Fund and not yet transferred was £305 (2022: £679). Also, as at 31 December 2023 the amount of payment made to suppliers on behalf of CILIP Benevolent Fund and not yet paid was £nil (2022: £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 2023 and 2022.

**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 2023 and 2022.

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

Jo Webb resigned from the Board on 31 December 2022. In the prior year, a royalty of £20 was paid to Jo Webb as an author of a book published for CILIP Facet publishing. CB Resourcing recruitment agency, of which Simon Burton is a director, gave £1,674 (2022: £nil) in respect of sponsorship for Employers Forum.

**CILIP Pathways Ltd**

At the year end, the balance due from CILIP Pathways was £6,830 (2022: £30,901). During the year, a gift aid donation of £102,827 was received by CILIP from CILIP Pathways.