

HIV I-Base
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

Charity No: 1081905
Company No: 03962064

HIV I-Base

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HIV i-Base

Legal and administrative information

Year ended 31 March 2011

Status

HIV i-Base is a charitable company limited by guarantee, incorporated on 28th March 2000 and registered as a charity on 8th August 2000.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year end were as follows:

M D Breedon
K J Spurgin
K Gardner
H Mhereza-Byarugaba

Secretary

K Gardner

Registered office

57 Great Suffolk Street
London
SE1 0BB

Auditors

Wilkins Kennedy
Bridge House
London Bridge
London
SE1 9QR

Bankers

National Westminster Bank plc
266 Pentonville Road
London
N1 9NA

HIV I-Base

Report of the trustees

Year ended 31 March 2011

The trustees present their report together with the audited financial statements of the charity for the year ended 31st March 2011.

Legal and administrative information, set out on page one, forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting By Charities.

Objects and activities of the charity for the public benefit

The objects of the charity are the protection and preservation of public health and for the relief of sickness by disseminating to general practitioners and other health care professionals, the results of research and other information concerned with the causes, the transmission and the treatment of Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency Syndrome (AIDS) and related conditions so as to improve the treatment of patients and prevent the spread of HIV and AIDS and related conditions; by providing information, advice and other assistance to those with HIV or AIDS or related conditions and to their families and carers and to benefit individuals, both nationally and internationally; through dissemination of up-to-date medical and social information related to the treatment of HIV/AIDS and other related health issues.

To achieve these objects the charity produces:

- *HIV Treatment Bulletin*, a two monthly publication and technical review of the latest medical research aimed at doctors and other healthcare professionals and distributed through our postal mailing list, electronically and through clinics.
- Two related technical publications, *HTB South* distributed with the South African Clinicians Society and ARV4IDU made available electronically.
- A range of non-technical treatment guides, being easy to understand treatment information publications for people living with HIV. Distribution as HTB and to other community organisations.
- Multi-lingual translations of publications.
- UK CAB community education training for HIV positive people and their advocates.
- A treatment information service by email, post and telephone and online.
- A website broadening access to our publications and archives and publicising our activities.
- Training courses to encourage a network of community advocates within local communities around the UK, especially with African communities.
- Training courses for South African advocates and occasional training for health workers.
- Policy and technical input to guidelines, clinical trials and drug development.

In addition we have links with similar organisations working outside the UK, particularly in Europe, Eastern Europe, the USA and Africa on joint material and project development, training, education and support. We also serve on community advisory boards and steering committees with the objective that the needs of HIV positive people are represented in planning research and clinical trials.

Constitution

The company is a company limited by guarantee, and as such has no share capital. The liability of each member in the event of a winding up of the company is limited to £10. The company's governing documents are its Memorandum and Articles of Association.

Organisation

The trustees who have served during the year are set out on page one. The board of trustees and directors appoint the trustees. At each annual general meeting one third of the trustees retire by rotation and may be reappointed.

HIV i-Base

Report of the trustees

Year ended 31 March 2011

Financial Review and Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level, which equates to approximately three months total expenditure. At the year-end the free reserves had not reached this target level and the trustees continue to make efforts to raise additional unrestricted funds. The Trustees are pleased to report that during the previous year a successful grant application was made to The Monument Trust for support for our publications both in the UK and in Southern Africa, the phone line and other projects as well as some core costs. During this financial year a further grant of £320,000 for the year 2011-2012 was approved. This level of support from Monument continues to give us greater financial security than any time in the past.

Monies from other sources – particularly from the pharmaceutical industry - have been diminishing due to the current financial climate. We continue to try to raise funds from other charitable trusts. We also raise funds through our involvement in research projects.

We are exploring fundraising through personal donations, events and donation of all or part of sales by artists and designers. We now have a fundraising committee to focus on this area of fundraising.

Net incoming resources for the year amounted to **£50,931** compared to net incoming resources of £15,884 in the prior year. Although the fund balances carried forward at year-end of £69,401 remain short of the reserves we would like to see, we are encouraged by that these reserves are higher than at any time in the organisation's history.

Review of activities and future developments

HIV i-Base is a treatment activist group, HIV-positive led and committed to providing timely HIV treatment information both to healthcare professionals and to HIV positive people and their advocates. HIV i-Base was formed in March 2000 and has continued to cover the most innovative and important medical advances in HIV and AIDS.

2011 was our eleventh year as a charity.

Moving premises

We completed our move to our new offices at 57 Great Suffolk Street, SE1 in July 2010. Additional funding from Monument, agreed in the previous financial year, enabled this to happen in a timely fashion with an overlap between the two premises and therefore no interruption to our services.

The exit from our previous premises in Southwark Street met the terms of our lease, by which we had to decorate the office before leaving, and this was completed successfully.

Overall the move was within the allocated budget and time frame.

Staffing

Staffing remained at the same level as the previous year.

Thanks to more stability in our funding, we were able to undertake a salary review - the first in 10 years - and implemented an increase in salaries across the board.

We also linked the salary structure of the organisation to National Joint Council (NJC) pay scales. This sets the salaries at a more realistic level and there will be a structure by which to review them on an annual basis in the future.

HIV I-Base

Report of the trustees

Year ended 31 March 2011

HIV i-Base Projects

Publications

We have continued to produce *HIV Treatment Bulletin* (HTB) and our community publications (distributing over 40,000 treatment guides during the year). The community publications were translated into a number of European languages with support from NEAT.

We continue to produce *ARV4IDUs* as an electronic publication. This quarterly bulletin is produced in both English and Russian language editions. The Open Society Institute (OSI) was originally the funder of this project and we continue to support it as resources allow.

We also continue to produce our Southern Africa version of HTB, called *HTB South*, quarterly as part of our work in Southern Africa funded by The Monument Trust. *HTB South* is distributed as an insert with the *Southern African Journal of HIV Medicine* and electronically to over 15,000 members of the South African Clinicians Society.

We continue to expand the activities in South Africa and, in particular, to build local technical capacity.

We continue to produce adherence support material such as the treatment passports that give patients the opportunity to keep a record of their own treatment history and the adherence pads developed with and used by pharmacists.

Our resource of translated information has continued to grow to over 35 languages. A grant from the NEAT European research group facilitated many of these translations into Italian, Portuguese, Spanish and Russian.

All our materials continue to be provided copyright free and are free individually and in bulk within the UK. Subscriptions continue to increase both by post and electronically. All publications continue to be posted to our website both in html and PDF formats.

Meetings, workshops and training

We continue the programme of inter-organisation treatment training workshops with many community groups around the UK as well as the UK-CAB, which holds four training meetings each year.

We continue to work with other community groups to provide treatment training workshops. Course workshops (running for 6–8 weeks) were held with Body and Soul and Positively Women.

We provide ongoing support for workshop participants and encourage people to join the UK-CAB to maintain their knowledge and participation.

The UKCAB

The quarterly meetings cover a broad range of subjects, which this year included, making the most of your GP, early diagnosis and primary infection and African treatment issues, as well as feedback from the major scientific conferences.

In addition, this year, we held a Community Training Day to help members have a better understanding of observational databases and observational studies taking place in the UK.

We have been fortunate enough, as in all our meetings, to have support from world class British and international experts who provide their time and expertise for some of these training workshops.

Membership has continued to increase.

UKCAB had a stand at both the BHIVA conferences. The stand is available for member organisations to display materials and serves to promote the UKCAB within the HIV community.

Attendance at the quarterly meetings is usually between 25 and 30 participants.

HIV i-Base

Report of the trustees

Year ended 31 March 2011

We continue to produce detailed reports following each UK-CAB meeting.

The UK-CAB is funded as part of the Monument grant and HIV i-Base provides secretariat services to the network.

Information services

These services have continued to develop and respond to growing demand. We continue to be an expert referral service allowing people to get an informed second opinion on any treatment question. The web-based Q&A has continued to increase, with numbers doubling again within the last six months.

Website/IT

All i-Base publications continue to be simultaneously published on the website and our online Q&A answered over 2000 questions this year, many of which remain online for others to read, creating a growing resource.

The website is updated and designed to maintain fast access even with dial-up or unreliable access to the Internet.

Our IT has been upgraded substantially as part of our move to the new premises.

As well as maintaining the HIV i-Base website, we manage the UKCAB website including the email discussion lists and all notifications of meetings and reports are posted to it.

Report of the trustees

Year ended 31 March 2011

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 Accounting Practice).

Company 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 charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose, with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

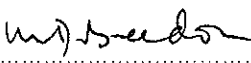
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditors

A resolution will be proposed at the Annual General Meeting that Wilkins Kennedy be re-appointed as auditors to the charity for the ensuing year.

By order of the trustees:


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M D Breedon

12 December 2011

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2011

We have audited the financial statements of HIV I-Base for the year ended 31 March 2011 which comprise of the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. 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.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report³ to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at (date), and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

HIV I-Base

Independent auditor's report to the members continued

Year ended 31 March 2011

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report³ is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



John Howard (Senior Statutory Auditor)

For and on behalf of Wilkins Kennedy, Statutory Auditor
Chartered Accountants and Registered Auditor
Bridge House
London Bridge
London
SE1 9QR

Date 15 December 2011

HIV I-Base**Statement of financial activities****Year ended 31 March 2011**

	Notes	2011 £	2010 £
Incoming resources			
Incoming resources from generated funds			
Voluntary income:			
Grants and donations	3	449,915	401,711
Investment income:			
Interest receivable		572	468
Incoming resources from charitable activities			
Grants	4	14,458	13,724
Other	4	12,711	21,431
Total incoming resources		477,656	437,334
Resources expended			
Cost of generating funds			
Cost of generating voluntary income		9,763	7,362
Charitable expenditure			
	5		
Publications		177,805	201,081
Phone line and information officer		38,918	29,665
Website		18,598	27,508
UKCAB		39,792	39,360
Community outreach		74,635	72,125
External conferences		25,676	17,041
Management and administration		36,865	22,574
Governance costs		4,667	4,735
Total resources expended		426,725	421,450
Net income for the year		50,931	15,884
Fund balances brought forward		18,470	2,586
Fund balances carried forward at 31 March 2011		69,401	18,470

The notes on pages 11 to 16 form part of these financial statements.

HIV I-Base**Balance Sheet****As at 31 March 2011**

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible fixed assets	9		24,698		5,783
Current assets					
Debtors	10	21,201		18,648	
Cash at bank and in hand		59,980		10,308	
		81,181		28,956	
Creditors: Amounts falling due within one year	11	(36,478)		(16,269)	
Net current assets	12		44,703		12,687
Net assets			69,401		18,470
Funds					
Unrestricted funds			69,401		18,470
			69,401		18,470

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities and with the Financial Reporting Standard for Smaller Entities (April 2008).

Approved by the Board on

and signed on their behalf by:

12 December 2011



M D Breedon

The notes on pages 11 to 16 form part of these financial statements.

Notes to the financial statements

For the year ended 31 March 2011

1. Accounting policies

a) Basis of accounting

The financial statements are prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), applicable UK Accounting Standards and the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005), issued in March 2005.

b) Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Such income is only deferred when the donor specifies that the grant must only be used in future accounting periods. Grants received for specific purposes are treated as restricted funds.

c) Resources expended

Expenditure is accounted for on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

d) Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

e) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost.

Depreciation is provided at rates calculated to write off the cost of the assets over their estimated useful lives as follows:

Office equipment	40% reducing balance basis
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f) Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the financial statements

For the year ended 31 March 2011

2. Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

3. Voluntary income

	2011 £	2010 £
Individual, charitable, corporate and international donations	<u>449,915</u>	<u>401,711</u>

4. Incoming resources from activities to further charity's objects

Grants

Individual, charitable, corporate and international donations	<u>14,458</u>	<u>13,724</u>
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Other

Consultancy fees and honoraria receivable	12,691	21,290
Sale of publications	20	141
	<u>12,711</u>	<u>21,431</u>

5. Total resources expended

a) Costs of generating voluntary income

Staff costs	6,557	6,058
Postage, stationery and sundries	1,124	752
Rent, rates and insurance	850	552
Travel and conference attendance	1,006	-
Depreciation	226	-
	<u>9,763</u>	<u>7,362</u>

b) Publications

Staff costs	75,301	79,624
Communications	1,000	-
Subscriptions	500	-
Printing	33,261	59,540
Editorial expenses	9,513	15,876
Translations	1,720	1,687
Travel and performance attendance	3,266	15
Postage, stationery and sundries	26,583	31,548
Computer costs	1,143	551
Rent, rates and insurance	19,965	12,240
Bank charges	239	-
Depreciation	5,314	-
	<u>177,805</u>	<u>201,081</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2011

5. Total resources expended – continued	2011 £	2010 £
c) Phone line and information officer		
Staff costs	32,235	21,716
Communications	1,079	2,170
Computer costs	392	1,282
Subscriptions	-	29
Rent, rates and insurance	3,398	2,973
Postage, stationery and sundries	911	1,495
Depreciation	903	-
	<u>38,918</u>	<u>29,665</u>
d) Website		
Staff costs	12,845	21,167
Communications	100	445
Editorial expenses	1,113	-
Computer costs	405	1,962
Rent, rates and insurance	2,973	2,262
Postage, stationery and sundries	371	1,672
Depreciation	791	-
	<u>18,598</u>	<u>27,508</u>
e) UK CAB		
Staff costs	21,780	23,161
Communications	340	207
Editorial expenses	2,304	-
Computer costs	435	1,589
Travel and conference attendance	9,095	8,656
Rent, rates and insurance	3,823	2,031
Postage, stationery and sundries	999	3,716
Depreciation	1,016	-
	<u>39,792</u>	<u>39,360</u>
f) Community outreach		
Staff costs	43,484	36,351
Communications	2,000	1,777
Computer costs	414	-
Rent, rates and insurance	7,221	7,588
Postage, stationery and sundries	2,911	2,434
Travel and conference attendance	16,682	23,975
Depreciation	1,923	-
	<u>74,635</u>	<u>72,125</u>

12.	Analysis of net assets between funds	General funds £	Restricted funds £	Total funds £
	Tangible fixed assets	24,698	-	24,698
	Current assets	81,181	-	81,181
	Current liabilities	(36,478)	-	(36,478)
		<u>69,401</u>	<u>-</u>	<u>69,401</u>

13. **Lease commitments**

The minimum annual rentals under operating leases are as follows:

Operating lease which expire greater than 5 years. 33,600