

HIV I-Base
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012

Charity No: 1081905
Company No: 03962064

HIV I-Base

Contents

	Page
Legal and administrative	1
Report of the trustees	2 – 6
Report of the auditors	7 - 8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11-16

HIV i-Base

Legal and administrative information

Year ended 31 March 2012

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 LLP
Bridge House
London Bridge
London
SE1 9QR

Bankers

National Westminster Bank plc
PO Box 83
Tavistock House
Tavistock Square
London
WC1H 9JA

HIV I-Base

Report of the trustees

Year ended 31 March 2012

The trustees present their report together with the audited financial statements of the charity for the year ended 31st March 2012.

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

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.

The charity does the following to achieve these objects:

- *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.
- An additional, related technical publication, *HTB South* distributed with the South African Clinicians Society.
- 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.
- 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.
- Advocacy work including, 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 South Africa, USA, Europe and Eastern Europe on joint material and project development, training, education and support. We also serve on community advisory boards, guideline writing groups and steering committees with the objective that the needs of HIV positive people are represented in planning research, clinical trials, treatment policy and programming.

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 2012

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 year to 31 March 2012 another successful grant application was made to The Monument Trust for support for our publications in the UK and our work in Southern Africa, the treatment information service, the UK CAB and other projects as well as some core costs. This grant of £320,000 for the year to 31 March 2013 was approved. This level of support from Monument over the past three years gives us better financial security than at any time in the past. We are optimistic that The Monument Trust will continue to provide funding in future years.

Monies from other sources – particularly from the pharmaceutical industry - have continued to diminish due to the current financial climate and changes in regulations in the industry. We continue to raise funds through our involvement in research projects, small grants, private donations and other fundraising initiatives.

Net resources expended for the year amounted to a deficit of £66,982 compared to surplus net resources expended of £50,931 in the prior year. These variations are due to the timing of receipt of donations which span the year end and period.

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/AIDS.

2012 was our twelfth year as a charity.

HIV i-Base

Report of the trustees

Year ended 31 March 2012

HIV i-Base Projects

Publications

We have continued to produce *HIV Treatment Bulletin* (HTB) and our community publications.

HTB was redesigned this year and we distributed six editions of HTB to 3,500 postal subscribers and a further 1,800 email subscribers (who receive PDF copies).

Our six treatment guides, along with our adherence aids and publicity materials are sent out in response to orders received via post, email and the website. Publications sent out through these orders, and as supplements to HTB, have totalled close to 73,500 copies.

We continue to work with partner organisations to encourage translations of our treatment guides wherever possible.

Although bulk orders are only available in the UK we receive orders for single publications to be sent overseas which we despatch without charge. This year we received orders from 33 countries with several orders coming from the USA, Canada, South Africa, India and Zimbabwe.

Within the UK around 30% of orders came from within London, with 70% from areas outside London.

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. It is also available on their website.

We continue to expand our activities in South Africa, have conducted trainings to help build local capacity and are updating the *In Our Lives* series for the Treatment Action Campaign (TAC).

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.

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; bone health and exercise, diagnostics, HIV and TB and gender and HIV research, as well as feedback from the major scientific conferences.

HIV i-Base

Report of the trustees

Year ended 31 March 2012

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. The UKCAB was also given two complimentary places on the HIV Methodology and Statistics Course at Royal Free. The course covers basic introduction to statistical techniques and hypothesis testing.

Membership has continued to increase and now includes over 500 members.

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

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

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

The UK-CAB is funded as one of the projects of HIV i-Base.

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.

The treatment information service has been consistently busy throughout the year.

We answered a monthly average of about 250 enquiries via email, the phone line and online comments.

The total number of enquiries responded to over the last year has been more than 3,250.

Although it can be difficult to collect feedback from an anonymous service we encourage anonymous feedback from clients through an online form which is highlighted on the website and in our email responses. Over the past year over 140 feedback forms were completed, with consistently positive responses.

Website/IT

All i-Base publications continue to be simultaneously published on the website and our online Q&A answered over 2,000 questions this year, many of which remain online for others to read, creating a growing resource.

The website has been completely updated and redesigned to maintain fast access even with dial-up or unreliable access to the Internet. The update also makes everything work better on mobile phones and tablet computers etc. - and in the process we edited lots of options to get a much cleaner and simpler looking site and added the carousel space at the top to make this more graphic and colourful.

We are also developing new websites, one for i-Base Editions and an online version of the *Pipeline Report* (an annual review of treatment, preventative technologies and diagnostics development) in collaboration with the Treatment Action Group (TAG) in the US.

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.

HIV I-Base

Report of the trustees

Year ended 31 March 2012

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:

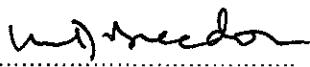
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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:



.....

M D Breedon

Date 19 December 2012

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2012

We have audited the financial statements of HIV I-Base for the year ended 31 March 2012 which comprise 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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 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.

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 31 March 2012, 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

HIV I-Base

Independent auditor's report to the members continued

Year ended 31 March 2012

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Wilkins Kennedy LLP

John Howard (Senior Statutory Auditor)
For and on behalf of Wilkins Kennedy LLP, Statutory Auditor
Chartered Accountants and Registered Auditor
Bridge House
London Bridge
London
SE1 9QR

Date *19 December 2012*

HIV I-Base

Statement of financial activities

Year ended 31 March 2012

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income:					
Grants and donations	3	284,747	31,783	316,530	449,915
Investment income:		-	-	-	-
Interest receivable		385	-	385	572
Incoming resources from charitable activities					
Grants	4	14,450	-	14,450	14,458
Other	4	8,603	-	8,603	12,711
Total incoming resources		308,185	31,783	339,968	477,656
Resources expended					
Cost of generating funds					
Cost of generating voluntary income		9,595	-	9,595	9,767
Charitable expenditure					
	5				
Publications		137,563	20,383	157,946	177,805
Phone line and information officer		52,810	-	52,810	38,918
Website		13,940	-	13,940	18,598
UKCAB		27,358	11,400	38,758	39,792
Community outreach		69,654	-	69,654	74,635
External conferences		28,639	-	28,639	25,676
Management and administration		30,287	-	30,287	36,865
Governance costs		5,322	-	5,322	4,669
Total resources expended		375,168	31,783	406,951	426,725
Net income for the year		(66,983)	-	(66,983)	50,931
Fund balances brought forward		69,401	-	69,401	18,470
Fund balances carried forward at 31 March 2012		2,418	-	2,418	69,401

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

HIV I-Base

Balance Sheet

As at 31 March 2012

	Notes	2012		2011	
		£	£	£	£
Fixed assets					
Tangible fixed assets	9		15,118		24,698
Current assets					
Debtors	10	36,639		21,201	
Cash at bank and in hand		7,415		59,980	
		<u>44,054</u>		<u>81,181</u>	
Creditors: Amounts falling due within one year	11	<u>(56,754)</u>		<u>(36,478)</u>	
Net current (liabilities)/assets	12		<u>(12,700)</u>		<u>44,703</u>
Net assets			<u>2,418</u>		<u>69,401</u>
Funds					
Unrestricted funds			2,418		69,401
Restricted funds			-		
			<u>2,418</u>		<u>69,401</u>

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 19 December 2012 and signed on their behalf by:



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 2012

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.

Lease incentives are recognised over the length 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
------------------	----------------------------

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 2012

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

	2012	2011
	£	£
Individual, charitable, corporate and international donations	316,530	449,915

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

Individual, charitable, corporate and international donations	14,450	14,458
---	---------------	---------------

Other

Consultancy fees and honoraria receivable	8,603	12,691
Sale of publications	-	20
	8,603	12,711

5. Total resources expended**a) Costs of generating voluntary income**

Staff costs	7,341	6,557
Postage, stationery and sundries	784	1,128
Rent, rates and insurance	898	850
Travel and conference attendance	342	1,006
Depreciation	230	226
	9,595	9,767

b) Publications

Staff costs	64,105	75,301
Communications	980	1,000
Subscriptions	274	500
Printing	38,426	33,261
Editorial expenses	3,332	9,513
Translations	-	1,720
Travel and performance attendance	1,267	3,266
Postage, stationery and sundries	27,534	26,583
Computer costs	1,089	1,143
Rent, rates and insurance	16,445	19,965
Bank charges	295	239
Depreciation	4,199	5,314
	157,946	177,805

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2012

5. Total resources expended – continued	2012 £	2011 £
c) Phone line and information officer		
Staff costs	45,262	32,235
Communications	441	1,079
Computer costs	180	392
Subscriptions	264	-
Rent, rates and insurance	3,591	3,398
Postage, stationery and sundries	2,153	911
Depreciation	919	903
	<u>52,810</u>	<u>38,918</u>
d) Website		
Staff costs	9,541	12,845
Communications	187	100
Editorial expenses	125	1,113
Computer costs	1,536	405
Rent, rates and insurance	1,713	2,973
Postage, stationery and sundries	400	371
Depreciation	438	791
	<u>13,940</u>	<u>18,598</u>
e) UK CAB		
Staff costs	20,812	21,780
Communications	405	340
Editorial expenses	541	2,304
Computer costs	210	435
Travel and conference attendance	10,965	9,095
Rent, rates and insurance	3,710	3,823
Postage, stationery and sundries	1,174	999
Depreciation	941	1,016
	<u>38,758</u>	<u>39,792</u>
f) Community outreach		
Staff costs	42,874	43,484
Communications	1,800	2,000
Computer costs	259	414
Rent, rates and insurance	6,992	7,221
Postage, stationery and sundries	5,045	2,911
Travel and conference attendance	10,918	16,682
Depreciation	1,766	1,923
	<u>69,654</u>	<u>74,635</u>

Notes to the financial statements

For the year ended 31 March 2012

5. Total resources expended – continued	2012 £	2011 £
g) External conferences		
Staff costs	7,449	8,261
Communications	152	300
Computer costs	-	98
Subscriptions	40	221
Rent, rates and insurance	(93)	1,699
Postage, stationery and sundries	3,843	650
Travel and conference attendance	16,642	13,995
Depreciation	606	452
	<u>28,639</u>	<u>25,676</u>
h) Management and administration		
Staff costs	26,082	17,615
Communications	421	200
Computer costs	(158)	245
Subscriptions	-	-
Rent, rates and insurance	1,818	2,124
Postage, stationery and sundries	974	2,944
Bank charges	170	822
Office relocation	-	12,350
Depreciation	980	565
	<u>30,287</u>	<u>36,865</u>
6. Governance costs		
Audit and accountancy fees	5,321	4,000
Other costs	-	669
	<u>5,321</u>	<u>4,669</u>
7. Staff costs and remuneration		
Gross wages and salaries	201,655	197,025
Employer's national insurance costs	20,779	20,101
Payroll costs	1,032	952
	<u>223,466</u>	<u>218,078</u>
	Number	Number
The average number of employees during the year Calculated on a full time equivalent basis, was:	<u>7</u>	<u>7</u>

No employee received remuneration amounting to more than £60,000 in the year (2011: none).

Trustees received no remuneration and were not reimbursed for any of their expenses in the year.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2012

8.	Net incoming/(outgoing) resources for the year	2012	2011
		£	£
	This is stated after charging:		
	Depreciation	10,079	11,305
	Auditors remuneration – audit services	5,321	4,000
	Operating lease rentals - property	33,600	33,471
		<u> </u>	<u> </u>
9.	Tangible fixed assets		
		Office equipment	
		2012	
		£	
	Cost		
	At 1 April 2011	45,749	
	Additions	499	
	Disposals	-	
		<u> </u>	
	At 31 March 2012	46,248	
		<u> </u>	
	Depreciation		
	At 1 April 2011	21,051	
	Charge for the year	10,079	
	Eliminated on disposal	-	
		<u> </u>	
	At 31 March 2012	31,130	
		<u> </u>	
	Net book value		
	At 31 March 2012	£15,118	
		<u> </u>	
	At 31 March 2011	£24,698	
		<u> </u>	
10.	Debtors	2012	2011
		£	£
	Grants repayable	12,176	2,891
	Prepayments and accrued income	18,862	18,310
	Other debtors	5,601	-
		<u> </u>	<u> </u>
		36,639	21,201
		<u> </u>	<u> </u>
11.	Creditors: amounts falling due within one year		
	Amounts payable	32,672	-
	Taxation and social security	4,650	5,977
	Other creditors and accruals	19,432	30,501
		<u> </u>	<u> </u>
		56,754	36,478
		<u> </u>	<u> </u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2012

12.	Analysis of net assets between funds	General funds £	Restricted funds £	Total funds £
	Tangible fixed assets	15,118	-	15,118
	Current assets	44,054	-	44,054
	Current liabilities	(56,754)	-	(56,754)
		<u>2,418</u>	<u>-</u>	<u>2,418</u>

13. **Lease commitments**

The minimum annual rentals under operating leases are as follows:

Operating lease which expire greater than 5 years.	<u>33,600</u>
--	---------------