

**HIV I-Base**  
**(A company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**Charity No: 1081905**  
**Company No: 03962064**

## **HIV I-Base**

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## **HIV i-Base**

### **Legal and administrative information**

**Year ended 31 March 2016**

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#### **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 shown below have served during the whole period from 1 April 2015 to the date of this report.

H Mhereza-Byarugaba  
K J Spurgin  
W F M Stokes

Other changes in trustees during the year were:

M D Breedon – resigned 20 June 2016

#### **Key management personnel**

Polly Clayden – Co-founder  
Simon Collins – Co-founder  
Marc Ennals – Office and finance manager – until 23 December 2016

#### **Registered office**

107 Maltings Place  
169 Tower Bridge Road  
London  
SE1 3LJ

#### **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 2016

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The trustees present their report together with the audited financial statements of the charity for the year ended 31st March 2016.

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.

#### 1. OBJECTIVES AND ACTIVITIES

The objectives 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.

A commitment to the public benefit within the objectives and activities of the organisation includes a belief that:

HIV positive people who understand about their treatment are more likely to be adherent to and benefit from antiretroviral treatment.

HIV positive people on successful treatment can lead working lives and contribute to society in many ways.

HIV positive people with well managed HIV on treatment have an almost zero risk of transmitting HIV their partners or infants (in the cases of HIV positive mothers) – thus giving enormous benefit to public health.

HIV negative people at high-risk of HIV can also use anti-retroviral to reduce their risk of acquiring the virus – also conferring benefits to individuals and public health.

The charity does the following to achieve these objectives.

- HIV Treatment Bulletin (HTB), 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.
- HTB South – a version of HTB for Southern Africa – distributed through the Southern African Clinicians Society.
- A range of non-technical treatment guides, with easy to understand treatment information for HIV positive people and people at risk of HIV. Distribution as HTB and to individuals, HIV clinics and 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.
- Supporting AfroCAB to develop a similar community network to UKCAB across several African countries.
- Training courses for African treatment activists and occasional training for health workers.
- National and international advocacy work including, policy and technical input to treatment and prevention guidelines, clinical trials and drug development. We serve on community advisory boards, guideline writing groups and trial steering committees to ensure that the needs of HIV positive people are represented.

## **HIV i-Base**

### **Report of the trustees**

**Year ended 31 March 2016**

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## **2. ACHIEVEMENTS AND PERFORMANCES**

### **Review of activities**

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 report the most innovative and important medical advances in HIV/AIDS.

2016 was our sixteenth year as a charity.

### **HIV i-Base Projects**

#### **Publications**

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

We distributed six editions of HTB to approximately 2500 postal subscribers and 2500 email subscribers (who receive PDF copies). Although we saw an increase in subscriptions, the majority of new subscribers are opting to receive HTB electronically and the number of print subscriptions decreased.

We also continue to produce HTB South. HTB South is distributed mainly electronically to over 15,000 members of the Southern African Clinicians Society. We only produce one printed version per year to tie in with the society's conference. It is also available on their website.

Our treatment guides, along with our adherence resources 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 approximately 80,000 copies.

Within the UK around 40% of orders came from within London, with 60% from areas outside London.

We developed, produced and distributed new simplified, pocket-sized, fold out versions of the guides. We distributed over 10,000 of these in the first few months, through our distribution networks.

All the guides are produced by or with the involvement of HIV positive people and are reviewed by a medical advisory group. The guides have been either commended or highly commended by the British Medical Association (BMA) Patient Information Awards.

In the UK the guides are distributed to HIV clinics and community organisations and individuals can order them online.

We continue to work with partner organisations to encourage translations of our treatment guides wherever possible. International organisations have translated our guides in to over 35 languages.

For the seventh year, we collaborated with the Treatment Action Group (TAG) in New York on the annual Pipeline Report. We developed the i-Base chapter on antiretroviral treatment optimisation as a standalone booklet Fit for Purpose. Several organisations working on optimised treatment for low- and middle-income countries use this booklet as a resource – including the World Health Organisation (WHO), UNITAID and the CHAI. This publication was used as background material for a WHO Think Tank leading up to the 2015 WHO antiretroviral treatment and prevention guidelines.

We also continued to contribute to the TAC's publications including Equal Treatment and the NSP review.

## **HIV i-Base**

### **Report of the trustees**

**Year ended 31 March 2016**

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#### **2. ACHIEVEMENTS AND PERFORMANCES – continued**

##### **HIV i-Base Projects**

###### **Publications – continued**

Every year, i-Base staff contributes as co-authors to least a dozen articles for academic journals, including international and national treatment guidelines.

All i-Base materials continue to be provided copyright free and are free individually and in bulk within the UK. Subscriptions continue to increase electronically for HTB and readers of the guides continue to prefer to receive printed copies as well as accessing these through clinics and community groups. All publications continue to be posted to our website both in html and PDF formats.

###### **Meetings, workshops and training UK**

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

We also 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 UKCAB meetings cover a broad range of subjects, these were as follows:

- 17 April 2015 - HIV drug approval process, CROI conference feedback
- 3 July 2015 - Hepatitis C co-infection
- 16 October 2016 - HIV cure research, IAS conference feedback
- 22 January 2016 - HIV and diabetes

About 30 participants attend each quarterly meeting. Over this period the meetings had 113 participants with 15 speakers (often British and international experts who donate their time and expertise), including UK-CAB advocates.

The UK-CAB 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 by March 2016 included over 800 members from over 120 organisations. This is an increase of about 100 new members a year.

UKCAB and i-Base had a stand at both the British HIV Association (BHIVA) twice-yearly conferences. The stand is available for member organisations to display materials and serves as a meeting place and to promote the UK-CAB within the HIV community.

###### **Community representation**

UK-CAB's greatest strength is in providing community representation. Over the years, UK-CAB has empowered advocates to become community representatives on various boards and committees. The full list of community representatives is here: <http://www.ukcab.net/about/community-representatives>.

## **HIV I-Base**

### **Report of the trustees**

**Year ended 31 March 2016**

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## **2. ACHIEVEMENTS AND PERFORMANCES – continued**

### **HIV i-Base Projects**

#### **UKCAB Treatment activism training**

Following the success of the last two residential trainings, UK-CAB ran the third treatment activism course in February 2016.

The training covered trial design, methodology, statistics, immunology, virology, treatment guidelines NHS structures and practical skills (collating patient views, negotiating in meetings, public speaking). Clinicians, and HIV positive expert activists delivered the training.

The goal is to expand the skills of treatment activists. This enables trainees to be able to respond to the increasing need for community engagement within the NHS and other health related bodies. The trainings provide the attendees with greater skills to input into future clinical trial designs.

An evaluation at the end of the training demonstrated a general increase in knowledge across all areas covered.

#### **Information services**

These services have continued to develop and respond to growing demand. We remain 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 of questions increasing every year.

We answered a monthly average of about 160 enquiries via email, the phonenumber and online comments. Approximately 2000 enquiries were answered by email and online between April 2015 and March 2016.

Over 3000 questions are already answered online (with permission). These are organised into 30 categories, including frequently asked questions.

The most common reasons for contacting us were: starting treatment, being recently diagnosed, side effects, HIV transmission, access to treatment, pregnancy, HIV testing, changing treatment, drug-drug interactions or PrEP.

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 more than 160 people provided feedback using online forms, with consistently positive responses.

#### **Community involvement in clinical research**

Several staff are involved in the wider network of clinical research, including community representation on guidelines panels, trial steering committees and advisory boards.

This involvement bridges the gap between researchers and the communities that their research is hoping to benefit. We help ensure greater awareness of the issues that affect each group and active involvement of other community advocates in these networks.

This area has increased in recent years and includes involvement in a number of important international studies.

## **HIV i-Base**

### **Report of the trustees**

**Year ended 31 March 2016**

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## **2. ACHIEVEMENTS AND PERFORMANCES – continued**

### **HIV i-Base Projects**

#### **Website/IT**

All i-Base publications continue to be simultaneously published on the website and our online Q&A answered hundreds questions and online comments this year, which has created a growing online resource.

The website is designed to have fast access even with dial-up or unreliable access to the Internet, and works well on mobile phones and tablet computers etc. We continue to post all our publications to the website simultaneously to print distribution.

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.

## **3. FINANCIAL REVIEW**

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 2016 another successful grant application was made to The Monument Trust for support for our publications in the UK, our work in Southern Africa, the treatment information service, the UK CAB and other projects as well as some core costs. This grant of £200,000 for the year to 31 March 2017 was approved. The trustees are aware that The Monument Trust are reducing their grant making activities over the coming years and this is reflected in reduced grant made this year. We believe that The Monument Trust will make a grant for the year to April 2018 but that it may be reduced from the previous year.

The Trustees consider the reduction in Monument funding to be one of the main risks to the charity in the coming years. The Monument Trust have been a supporter of the organisation from its inception and a major funder for the last ten years. In particular this is true of The Monument Trust's willingness for their funding to support core costs.

Additional challenges arise from further cuts to social service provision in the UK and elsewhere. I-Base has not received any statutory funding for many years and is unlikely to do so in the near future. Furthermore cuts in NHS funding means less support for people with HIV and related infection from social services. This is reflected in an increase demand for our information services and publications.

The ongoing policy of reducing social support in high income countries places further pressure on international support budgets.

Support from pharmaceutical companies has always been dependent on the priorities and governance of the individual companies. This has always been the case and over the last 16 years there has been sufficient flexibility for some level of support to contribute towards our work. Most notably, however, the number of companies in the field has reduced and their community budgets have also reduced. United States funding for community work in low-income countries is similarly depending on government policies and priorities, and this is linked to the projects that we are involved in in these areas.



## HIV I-Base

### Report of the trustees

**Year ended 31 March 2016**

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#### **3. FINANCIAL REVIEW - continued**

In response to these challenges i-Base is seeking alternative funding to replace the reduced funding from The Monument Trust and we are pleased to report that a successful grant was applied for from MAC AIDS Foundation for £29,000. We hope that a further grant for the following year will be successful. Reflecting the development of i-Base activities in partnership with other organisations we are also pleased to report that in the period since year end successful joint applications for research grants have been achieved with a number of international partners. In May 2016, a community meeting about Treatment Optimisation was held in Yaoundé, Cameroon with funding from a joint project with the University of Witwatersrand (WITS). We are optimistic that a further joint project with WITS will be signed which will provide funding for further community activity in sub Saharan Africa over a period of four years.

Funding from other sources such as the pharmaceutical industry remained broadly similar to the year to March 2016 and we believe we will receive similar funding in the coming year. However, given that changes in pharma funding policies may reduce in the coming years the Trustees are prioritising alternative sources of funding for those projects supported by them.

Total income for the year was £496,402 compared to total income in the previous year of £429,245. HIV i-Base continues to provide secretariat services for AfroCAB and to make and receive grants on their behalf. These grants are treated as restricted funds within the accounts.

Net resources expended for the year amounted to £442,773 compared to net resource expended of £452,699 in the previous year.

Year end results show a trading surplus of £53,629 and we are optimistic that the situation will be further improved as a result of joint projects with various partners.

#### **4. FUTURE AIMS AND OBJECTIVES OF THE CHAIRTY**

In both the short and long term we intend to continue with our core activities for which we believe there remains considerable need.

We are considering a move to electronic distribution of the bi-monthly HTB while printing occasional editions to distribute at key HIV conferences – this reflects the trends in distribution seen over the past few years. We will conduct a survey among our readership before making this change. We will continue to print our non-technical guides free at clinics to HIV positive people and their careers.

We are planning new partnerships with both research and community groups – particularly for our work on treatment optimisation in low- and middle-income countries. We are developing programmes in South Africa and other African countries with the University of Witwatersrand, the Treatment Action Campaign (TAC), AfroCAB and the Clinton Health Access Initiative (CHAI) among others.

We are continuing our UK advocacy for PrEP and hepatitis C treatment to be widely available on the NHS.

These initiatives will also give us the opportunity to diversify our donors.

**HIV i-Base**

**Report of the trustees**

**Year ended 31 March 2016**

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## **5. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Structure and Governance**

HIV i-Base continues to be overseen by the board of Trustees listed on page one.

In the period following the year end, and after 15 years' service, our Treasurer, Mark Breedon resigned as a trustee. His role as signatory of the organisations accounts has been taken over by Wendy Stokes, another of our Trustees.

We plan to recruit at least one additional Trustee over the coming year. Trustees are sought who have a personal connection and interest in our work as well as some experience of charity governance. An induction pack is provided for new Trustees and they are invited to come to the office to meet staff and receive briefings in relation to their particular area of work. Trustees are also invited to meetings and events organised by the organisation develop closer involvement.

Also in the period following the year end, and following a similar long-term of involvement, our finance manager, Marc Ennals, is retiring. In order to cover Marc's previous roles we have already employed a new general manager and separate accounts manager, after an overlap to ensure good training and handover.

i-Base has a policy that reviews salaries on an annual basis following annual staff reviews. The organisation has linked salaries to JNC salary scales for some years.

Management salaries are also tied to JNC scales and any review would include a review by the Trustees and be approved by the board.

## HIV I-Base

### Report of the trustees

Year ended 31 March 2016

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#### 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 Standard have been followed, subject to any material departures disclosed and explain in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume 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 which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity 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.

#### Auditors

A resolution for the re-appointment of Wilkins Kennedy LLP as auditors will be submitted to the Annual General Meeting,

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 21 December 2016 signed on its behalf by:



W F M Stokes

## HIV I-Base

### Independent auditor's report to the members

#### Year ended 31 March 2016

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We have audited the financial statements of HIV I-Base for the year ended 31 March 2016 which comprise Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 9, 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 Report<sup>4</sup> to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2016, 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.

#### 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.

  
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: 22 December 2016

HIV I-Base

Statement of financial activities (incorporating an income and expenditure account)

Year ended 31 March 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Income:</b>					
Donations and legacies	2	353,736	142,511	496,247	429,076
Investment income	3	155	-	155	169
<b>Total income</b>		<b>353,891</b>	<b>142,511</b>	<b>496,402</b>	<b>429,245</b>
<b>Expenditure:</b>					
Raising funds	4	8,155	-	8,155	8,360
Charitable activities	5	353,080	81,538	434,618	444,339
<b>Total resources expended</b>	6	<b>361,235</b>	<b>81,538</b>	<b>442,773</b>	<b>452,699</b>
<b>Net income/(expenditure) before transfers</b>		<b>(7,344)</b>	<b>60,973</b>	<b>53,629</b>	<b>(23,454)</b>
Transfers between funds		(637)	637	-	-
<b>Net movement in funds</b>		<b>(7,981)</b>	<b>61,610</b>	<b>53,629</b>	<b>(23,454)</b>
Fund balances brought forward		(1,773)	9,452	7,679	31,133
<b>Fund balances carried forward at 31 March 2016</b>	13	<b>(9,754)</b>	<b>71,062</b>	<b>61,308</b>	<b>7,679</b>

The notes on pages 13 to 20 form part of these financial statements.

HIV I-Base

Balance Sheet (Company number 03962064)

As at 31 March 2016

	Notes	2016		2015	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	9		4,455		7,327
<b>Current assets</b>					
Debtors	10	35,503		37,392	
Cash at bank and in hand		73,256		18,845	
		108,759		56,237	
<b>Creditors: Amounts falling due within one year</b>	11	(51,906)		(55,885)	
<b>Net current assets</b>			56,853		352
<b>Net assets</b>			<b>61,308</b>		<b>7,679</b>
<b>Funds</b>					
Unrestricted funds			(9,754)		(1,773)
Restricted funds			71,062		9,452
	13		<b>61,308</b>		<b>7,679</b>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board on 21 December 2016 and signed on their behalf by:



W F M Stokes

The notes on pages 13 to 20 form part of these financial statements.

## HIV I-Base

### Notes to the financial statements

For the year ended 31 March 2016

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#### 1. Accounting policies

##### a) General information and basis of preparation

HIV I-Base is a company limited by guarantee in the United Kingdom. The liability of each member in the event of winding-up is limited to £10. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are set out on page 2.

The charitable company constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustee have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. There were no restatements to note, other than those that were purely presentational.

##### c) Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### d) 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 the particular restricted purposes.

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





## HIV I-Base

### Notes to the financial statements

#### For the year ended 31 March 2016

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1. **Accounting policies - continued**

j) **Cash at bank and in hand**

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

k) **Creditors**

Creditors are recognised when there is a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Other creditors and accruals are recognised at their settlement amount due.

l) **Financial instruments**

The charity only has 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.

m) **Operating leases**

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

n) **Foreign currency**

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction. All exchange differences are reflected in the Statement of Financial Activities.

o) **Tax**

The charitable company is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part II Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

o) **Judgements and key sources of estimation uncertainty**

Accounting estimates and judgements 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.

The following judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies that have had the most significant effect on amounts recognised in the financial statements:

*Useful economic lives of tangible assets*

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 9 for the carrying amount of the property, plant and equipment, and note h for the useful economic lives for each class of assets.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2016

<b>2. Donations and legacies</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Individual, charitable, corporate and international donations	496,247	429,076

In 2015, £60,576 of the donations and legacies income was attributable to the restricted funds, and the remaining £368,500 was attributable to the unrestricted funds.

<b>3. Investment income</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Bank interest	37	169
Other interest	118	169
	<b>155</b>	<b>169</b>

In 2015, all £169 of the investment income was attributable to the unrestricted funds.

<b>4. Raising funds</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs of generating voluntary income	8,155	-	8,155	8,360
	<b>8,155</b>	<b>-</b>	<b>8,155</b>	<b>8,360</b>

In 2015, all £8,360 of the cost of raising funds was attributable to the unrestricted funds.

<b>5. Charitable activities</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2016</b>	<b>2016</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Publications	120,895	-	120,895	144,049
Phone line and information officer	39,233	-	39,233	41,376
Websites	10,732	-	10,732	16,835
UKCAB	29,775	22,637	52,412	49,469
Community outreach UK	3,371	-	3,371	4,229
Community outreach overseas	25,654	-	25,654	30,832
Partnership	58,959	-	58,959	44,988
External conferences	33,371	-	33,371	34,833
Management costs	31,090	-	31,090	31,005
AFROCAB	-	58,901	58,901	46,723
	<b>353,080</b>	<b>81,538</b>	<b>434,618</b>	<b>444,339</b>

In 2015, £59,118 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £385,221 being attributable to the unrestricted fund.

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For the year ended 31 March 2016

6. Analysis of expenditure

	Direct costs	Support costs (note 6.1)	Total 2016	Total 2015
	£	£	£	£
Costs of generating voluntary income	6,501	1,654	8,155	8,360
Publications	103,806	17,089	120,895	144,049
Phone line and information officer	31,515	7,718	39,233	41,376
Websites	8,527	2,205	10,732	16,835
UKCAB	46,349	6,063	52,412	49,469
Community outreach UK	2,818	553	3,371	4,229
Community outreach overseas	21,244	4,410	25,654	30,832
Partnership	47,827	11,132	58,959	44,988
External conferences	28,961	4,410	33,371	34,833
Management costs	-	31,090	31,090	31,005
AFROCAB	58,901	-	58,901	46,723
	<b>356,449</b>	<b>86,324</b>	<b>442,773</b>	<b>452,699</b>

6.1 Support Costs

	Total 2016 £	Total 2015 £
Bank charges	369	413
Communications	8,933	5,267
Computer costs	6,013	5,076
Depreciation	2,970	4,884
Editorial expenses	21	192
Legal fees	1,870	-
Loss on disposal	1,151	346
Office equipment	33	18
Postage, stationery and sundries	7,438	10,922
Professional fees/Consultancy	3,782	922
Rent, rates and insurance	24,950	40,998
Staff costs	22,716	25,124
Subscriptions	213	5
Travel, subsistence & conference attendance	585	367
Governance costs:		
Auditors remuneration (note 6.2)	5,280	5,460
	<b>86,324</b>	<b>99,994</b>

6.2 Governance costs

The auditor's remuneration amounts to audit fee of £4,800 (2015: £4,800), costs relating to FRS 102 £900 (2015: £nil) and a credit of £420 of fees over accrued in previous years.

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Notes to the financial statements

For the year ended 31 March 2016

<b>7. Staff costs and remuneration</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Gross wages and salaries	197,465	197,092
Employer's national insurance costs	17,560	17,810
Payroll costs	1,131	1,249
	<u><b>216,156</b></u>	<u><b>216,151</b></u>
	<b>Number</b>	<b>Number</b>
The average number of employees during the year Calculated on a full time equivalent basis, was:	<u><b>7</b></u>	<u><b>8</b></u>

No employee received remuneration amounting to more than £60,000 in the year (2015: £nil).

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

The key management of the charitable company comprise the trustees, the two co-founders, and the office and finance manager. The Trustees do not received any remuneration for this role.

The total employee benefits of the key management personnel of the charitable company were £120,244 (2015: £121,333)

<b>8. Net incoming/(outgoing) resources for the year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation	2,970	4,885
Auditors remuneration – audit services	5,280	5,460
Operating lease rentals - property	16,326	33,600
	<u>          </u>	<u>          </u>

<b>9. Tangible fixed assets</b>	<b>Office equipment</b>
	<b>2016</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2015	52,054
Additions	2,197
Disposals	(21,358)
At 31 March 2016	<u>32,893</u>
<b>Depreciation</b>	
At 1 April 2015	44,727
Charge for the year	2,970
Eliminated on disposal	(19,259)
At 31 March 2016	<u>28,438</u>
<b>Net book value</b>	
At 31 March 2016	<u><b>4,455</b></u>
At 31 March 2015	<u>7,327</u>

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Notes to the financial statements

For the year ended 31 March 2016

<b>10. Debtors</b>					
			<b>2016</b>		<b>2015</b>
			£		£
Grants repayable			18,216		16,976
Prepayments and accrued income			12,080		16,066
Other debtors			5,207		4,350
			<u>35,503</u>		<u>37,392</u>
<b>11. Creditors: amounts falling due within one year</b>					
			<b>2016</b>		<b>2015</b>
			£		£
Amounts payable			28,592		31,039
Taxation and social security			5,562		11,263
Other creditors and accruals			17,752		13,583
			<u>51,906</u>		<u>55,885</u>
<b>12. Analysis of net assets between funds</b>					
	<b>General funds</b>	<b>Restricted funds</b>		<b>Total funds</b>	
	£	£		£	
Tangible fixed assets	4,455	-		4,455	
Current assets	37,697	71,062		108,759	
Current liabilities	(51,906)	-		(51,906)	
	<u>(9,754)</u>	<u>71,062</u>		<u>61,308</u>	
<b>13. Statement of funds</b>					
	<b>1 April 2015</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>31 March 2016</b>
	£	£	£	£	£
<b>Restricted funds (note 12.1)</b>					
AFROCAB	9,452	120,511	(58,901)		71,062
UKCAB	-	22,000	(22,637)	637	-
<b>Unrestricted funds</b>					
General	(1,773)	353,891	(361,235)	(637)	(9,754)
<b>Total Funds</b>	<u>7,679</u>	<u>496,402</u>	<u>(442,773)</u>	<u>-</u>	<u>61,308</u>

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### Notes to the financial statements

For the year ended 31 March 2016

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#### 13.1 Restricted funds - continued

##### **AFROCAB:**

Funds held on behalf of Afrocab relate to grants made to Afrocab by various donors to enable them to establish a network of HIV positive people and advocates across Sub-Saharan Africa based loosely on the UKCAB network established in the UK by HIV i-Base. The group organises meetings on HIV treatment, access to treatment and other topics as well as working with international organisations such as the WHO to canvas opinions from HIV positive people and advocates.

##### **UKCABL**

Restricted funds relating to the UKCAB are those donated by a number of donors for the specific purpose of covering attendance costs at UKCAB meetings for those delegates from outside London. These include travel, accommodation and other expenses such as childcare costs.

#### 14. Operating lease commitments

The minimum annual rentals under operating leases are as follows:

	2016	2015
	£	£
Within one year	37,296	33,600
Between one and five years	149,184	134,400
	<u>186,480</u>	<u>168,000</u>

#### 15. Related party disclosure

There were no related party transaction for the current year or the prior years.

#### 16. Ultimate controlling party

The charitable company is considered to have no ultimate controlling party