

HIV I-Base
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

Charity No: 1081905
Company No: 03962064

HIV I-Base

Contents

	Page
Report of the trustees	1 – 9
Report of the auditors	10 - 11
Statement of financial activities	12
Balance sheet	13
Cash Flow Statement	14
Notes to the financial statements	15 - 23

HIV I-Base

Report of the trustees

Year ended 31 March 2017

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with financial statements of charity for the year end 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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 antiretrovirals 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.
- Fit for Purpose – a twice yearly review of the latest research and developments in optimised HIV treatment for low- and middle-income countries (LMICs).
- A range of non-technical treatment guides, with easy to understand information for HIV positive people and people at risk of HIV. Distribution is 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 across the UK.
- Supporting AfroCAB to develop a similar community network to UKCAB across several African countries.
- Training courses for African treatment activists – with a particular focus on South Africa – 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.

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

HIV i-Base

Report of the trustees

Year ended 31 March 2017

ACHIEVEMENT AND PERFORMANCE

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.

2017 was our seventeenth year as a charity.

HIV i-Base Projects

Publications

During the audited period, we continued to produce HIV Treatment Bulletin (HTB), HTB South, Fit for Purpose, and our community publications.

We moved to electronic distribution of the bi-monthly HTB. We continue to print our non-technical guides which are provided free to HIV positive people, their families and advocates.

HTB was distributed to approximately 3500 postal subscribers and 2000 email subscribers. Although we saw an increase in subscriptions, HTB is now only distributed electronically

We also continue to produce HTB South. This publication is distributed mainly electronically to over 15,000 members of the Southern African HIV Clinicians Society (SAHCS). We produce one printed version per year, distributed by SAHCS in January 2017. It is also available on their website.

As part of our treatment optimisation programme, we produced our bi-annual review Fit for Purpose – 1000 print copies were distributed at the IAS 2016 and CROI 2017 conferences respectively and at several key smaller meetings, including our AfroCAB and TAC trainings. i-Base also distributed this publication via our website and email lists, as did SAHCS.

A number of organisations working on optimised treatment for LMICs use this Fit for Purpose as a resource – including the World Health Organisation (WHO), Unitaid and Clinton Health Access Initiative (CHAI) – including as background material for a WHO Think Tank at CROI 2017.

Our treatment guides, along with our adherence resources and publicity materials are sent out in response to orders received from clinics, community organisations and individuals via post, email and the website. New resources were produced for PrEP (a 24-page booklet printed twice, and smaller 16-page leaflet).

We also developed a range of simplified, pocket-sized, fold out versions of the guides. Although we expected that these might replace the larger booklets, clinic demand has remained high for both sets of resources.

All publications are provided free to UK clinics and organisations and individuals can order them online. Distribution included approximately 50,000 A5 booklets and 30,000 A7 leaflets).

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

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.

We continue to work with partner organisations to encourage translations of our treatment guides – which are copyright-free to non-profit and community organisations – wherever possible. International organisations have translated our guides in to over 35 languages.

HIV i-Base

Report of the trustees

Year ended 31 March 2017

ACHIEVEMENT AND PERFORMANCE - continued

HIV i-Base Projects

Publications - continued

For the seventh year, we collaborated with the Treatment Action Group (TAG) in New York on the annual Pipeline Report.

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

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 the join the UK-CAB to maintain their knowledge and participation.

The UK-CAB

Quarterly meetings

The quarterly meetings cover a broad range of subjects; these were as follows:

29 April 2016 – HIV and hormonal therapies

8 July 2016 – HIV and neurocognitive development

4 November 2016 – HIV and lung health

20 January 2017 – HIV and primary care

105 members attended the meetings with 11 invited speakers. UK-CAB advocates led and presented on some sessions at the meetings. 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 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 (67 new members) and by March 2017 included over 830 members from over 120 organisations.

Members' discussion forum

The members' confidential discussion forum enables members to discuss clinical trials, treatment guidelines and conference programmes. The forum also provides a link with advocates to discuss personal treatment issues and keep up to date with reports on the latest research. As the majority of the members cannot attend meetings, the online forum consults and updates the wider membership, which generates on-going online forum discussions. The forum has over 7,000 posts and nearly 3,500 topics. There is a separate public announcements forum for non-confidential information available to the public.

HIV I-Base

Report of the trustees

Year ended 31 March 2017

ACHIEVEMENT AND PERFORMANCE - continued

HIV i-Base Projects

Conferences

UK-CAB attended the twice-yearly British HIV Association (BHIVA) conferences. Members are involved at these conferences as speakers in sessions and as representatives on conference committees. The UK-CAB facilitated a community-led session at the BHIVA conferences and also had an exhibition stand.

UKCAB Treatment Activism training

We also run four-day treatment activism residential training courses and we prepared for the fourth one, which ran in August 2017. The purpose of the training is to improve the skills of the participants and sessions covered subjects from understanding science and planning treatment trials, virology and statistics to dealing with authority and public speaking.

Community representation

UK-CAB continues to provide a unique collective community voice and expertise beyond the individual. Clinicians, researchers and policy makers now actively seek community views from the UK-CAB. UK-CAB provides a pool of knowledgeable HIV activists for consultation on treatment, service delivery and policy. The full list of community representatives is here:

<http://www.ukcab.net/community-representation/community-representatives/>

International training

We began our programme of treatment optimisation training for AfroCAB and TAC, with the first meeting held before the 10th International Workshop on HIV Treatment, Pathogenesis, and Prevention Research in Resource-Limited Settings (INTEREST), in Yaoundé, Cameroon.

Participants included 10 activists from AfroCAB and five from TAC – the group were updated on the latest research on treatment optimisation for LMICs and facilitators included investigators from Wits RHI and Liverpool University.

The INTEREST organisers waived registration fees so that the participants could attend the workshop and several were included in the programme.

These meetings provide key information that participants – all national community leaders – were then able to then disseminate through in-country treatment optimisation advocacy and strategy meetings and their networks.

i-Base also continued the programme of training and with the TAC at meetings in Johannesburg as well as virtually.

We have begun to develop community materials to support both the research programme and the introduction of optimised antiretroviral treatment in LMICs.

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.

Last year we received more than 5000 enquiries via email, the phonenumber and online comments (over 400 a month).

Over 3000 questions are already answered online (with permission). These are organised into more than 20 categories, including frequently asked questions.

HIV i-Base

Report of the trustees

Year ended 31 March 2017

ACHIEVEMENT AND PERFORMANCE - continued

HIV i-Base Projects

Information services - continued

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.

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.

Based on Google analytics, the website is viewed more than 4 million times each year from more than 230 countries and territories.

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.

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 were £71,714.

The Trustees are pleased to report that during the year to 31 March 2017 we signed contracts for two new awards from Unitaid and USAID as sub-grantees of joint projects with the University of Witwatersrand (Wits). These grants are for work in South Africa and across the region, to support training, technical and community publications. The respective funds received over this period were £46,225 (approximately 6 months) and £124,000 and the total of both grants is approximately \$1.5 million over four years.

In order to comply with their (as well as Unitaid and USAID's) financial procedures, Wits undertook a due diligence and capacity assessment of i-Base, and, on their advice, we made some minor adjustments to our systems (such as a separate bank account for USAID funds) and we report on each grant three-monthly and annually. This reporting and administration represents considerable extra staff time.

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 also approved.

The Monument Trust is ending its grant making activities and the year to 31 March 2018 will be the final one.

HIV i-Base

Report of the trustees

Year ended 31 March 2017

FINANCIAL REVIEW - continued

The reduction in Monument funding is one of the main risks to the charity in the coming years. The Monument Trust has supported i-Base from its inception and has been a major funder for the last ten years, giving unrestricted funding and providing core costs.

New grants such as that from Wits represent a greater proportion of restricted funding and we have begun to consolidate our activities accordingly.

We are also seeking to increase the diversity of our funding over the coming years and hope to include that for core costs.

Reflecting the development of i-Base activities in partnership with other organisations we are pleased to report that we are in discussion about other such joint grant applications.

Although smaller, during this period we also made another successful application to MAC AIDS fund and one to the PENTA foundation for £29,000 and £18,000 respectively.

Other challenges continue from further cuts to service provision in the UK. i-Base has not received any statutory funding for many years and is unlikely to do so in the near future. But cuts in NHS funding means less support for HIV positive people and related infections from social services. This is reflected in an increase demand for our information services and publications.

Support from pharmaceutical companies is dependent on the priorities and governance of the individual companies. This has always been the case and over the last 17 years there has been sufficient flexibility for some level of support to contribute towards our work. Most notably, the number of companies in the field and their community budgets have both decreased. But we are also actively seeking to increase our funding from the pharmaceutical industry, where this is in line with the objects of the charity.

Total income for the year was £591,832 compared to total income in the previous year of £496,402. 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 £522,174 compared to net resource expended of £442,773 in the previous year. Year end results show a surplus of £69,658 and we are optimistic that the situation will be further improved as a result of joint projects with various partners.

FUTURE PLANS

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 continuing to assess how each activity is conducted and whether there are possible cost savings in terms of staffing or materials – for example we moved from print to electronic only distribution of HTB in the year ending 31 March.

We are continuing to print our treatment guides for HIV positive people and distribute them free. We are considering innovative new ways of sharing this information to reflect advances in technology and how people receive information, such as apps and Youtube videos.

We are planning new partnerships with groups such as CHAI as well as community groups – particularly for our work on treatment optimisation in LMICs. We are further developing programmes in South Africa and other African countries with AfroCAB and TAC 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 continue to diversify our donors.

HIV i-Base

Report of the trustees

Year ended 31 March 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

Trustees

HIV i-Base continues to be overseen by the board of Trustees listed on page 8.

Changes during the year and post year end:
M D Breedon – resigned 20 June 2016

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.

Management

During the audited period our finance manager, Marc Ennals, retired and our new general manager Suzanne Thompson took over after a three-month 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.

Risk Management

A part of the annual planning process, the trustees identify the major risks (financial, operational, governance/compliance and external risks) facing the Charity over the coming year.

Each risk is assessed according to the likelihood, and potential impact, and systems and procedures are agreed to manage those risks which are implemented by the trustees and staff. Some of the main risks facing the charity are detailed below and how these risks are being contained:

- Principal fundraising and income risks relating to the reduction in funding from the Monument Trust. The Monument Trust has been a major funder for the last 10 years giving unrestricted funding and providing core costs. Mitigation includes a focus on developing new income streams and relationships and close monitoring of income and expenditure. Remaining risks in this category are assessed as low to medium.
- i-Base remains liable for the previous office premises lease which terminates on 17 June 2020. The assignment of the lease to Sears Davies Ltd completed in March 2016. The risk is assessed as low.

HIV I-Base

Report of the trustees

Year ended 31 March 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03962064

Registered Charity number

1081905

Registered office

107 Maitings Place
169 Tower Bridge Road
London
SE1 3LJ

Trustees

H Mhereza-Byarugaba
K J Spurgin
W F M Stokes

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

Key management personnel

Polly Clayden – Co-founder
Simon Collins – Co-founder
Marc Ennals – Office and finance manager – until 23 December 2016
Suzanne Thompson – General manager – from October 2016

HIV i-Base

Report of the trustees

Year ended 31 March 2017

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of HIV i-Base for the purposes of company law) are responsible for preparing the Trustees' Annual 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 that period. 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 2015 (FRS 102);
- 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 2017 and signed on its behalf by:



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W F M Stokes

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2017

We have audited the financial statements of HIV I-Base for the year ended 31 March 2017 which comprise the 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 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 Report² 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 2017, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of the audit:

- 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; and
- the Trustees Annual Report has been prepared in accordance with applicable legal requirements.

(Continued)

HIV I-Base

Independent auditor's report to the members

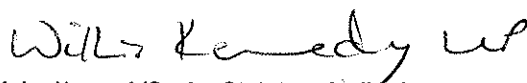
Year ended 31 March 2017

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

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.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.



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 2017

HIV I-Base**Statement of financial activities (incorporating an income and expenditure account)****Year ended 31 March 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income:					
Donations and legacies	2	508,133	83,673	591,806	496,247
Investment income	3	26	-	26	155
Total income		508,159	83,673	591,832	496,402
Expenditure:					
Raising funds	4	10,014	-	10,014	8,155
Charitable activities	5	418,882	93,278	512,160	434,618
Total resources expended	6	428,896	93,278	522,174	442,773
Net income/(expenditure) before transfers		79,263	(9,605)	69,598	53,629
Transfers between funds		2,205	(2,205)	-	-
Net movement in funds		81,468	(11,810)	69,658	53,629
Fund balances brought forward		(9,754)	71,062	61,308	7,679
Fund balances carried forward at 31 March 2017	13	71,714	59,252	130,966	61,308

The notes on pages 15 to 23 form part of these financial statements.

HIV I-Base

Balance Sheet

As at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
Fixed assets					
Tangible fixed assets	9		3,253		4,455
Current assets					
Debtors	10	111,461		35,503	
Cash at bank and in hand		154,706		73,256	
		266,167		108,759	
Creditors: Amounts falling due within one year	11	(138,454)		(51,906)	
Net current assets			127,713		56,853
Net assets			130,966		61,308
Funds					
Unrestricted funds			59,252		(9,754)
Restricted funds			71,714		71,062
	13		130,966		61,308

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 2017 and signed on their behalf by:



W F M Stokes

The notes on pages 15 to 23 form part of these financial statements.

HIV I-Base**Statement of Cash Flows****As at 31 March 2017**

	Note	2017 £	2016 £
Cash flow from operating activities	17	84,120	56,453
Net cash flow from operating activities		<u>84,120</u>	<u>56,453</u>
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(2,696)	(2,197)
Interest received		26	155
Net cash flow from investing activities		<u>(2,670)</u>	<u>(2,042)</u>
Net increase / (decrease) in cash and cash equivalents		81,450	54,411
Cash and cash equivalents at the beginning of the reporting period		<u>73,256</u>	<u>18,845</u>
Cash and cash equivalents at the end of the reporting period		<u>154,706</u>	<u>73,256</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		154,706	73,256
Cash and cash equivalents at end date 2017		<u>154,706</u>	<u>73,256</u>

The notes on pages 15 to 23 form part of these financial statements.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2017

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 8 of these financial statements. The nature of the charity's operations and principal activities are set out on page 1.

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) 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.

c) 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 2017

1. Accounting policies - continued

d) Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that income will be received.

Donation income including 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.

Investment income is included when receivable

e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under heading that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. The irrecoverable element of VAT is included with the item of expenses to which it relates. It is categorised under the following headings:

Costs of raising funds are those costs incurred in attracting grants and donation income.

Charitable expenditure comprise of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.

Staff costs are allocated between costs headings according to the function of each employee.

f) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include governance costs, administrative office function costs, depreciation and premises costs. They are incurred directly in support of expenditure on the objects of the charitable company.

Governance costs comprise all costs involving the public accountability of the charity and include statutory audit fees.

Support and Governance costs have been allocated across the charitable activities using various percentage allocations.

g) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost of each asset over their estimated useful lives as follows:

Office equipment	40% reducing balance basis
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Individual fixed assets costing £200 or more are capitalised at cost.

h) Debtors

Grants repayable and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2017

1. Accounting policies - continued

i) 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.

j) 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.

k) 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.

l) Operating leases

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

m) 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.

n) 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 2017

2. Donations and legacies	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Individual, charitable corporate and international donations.	508,133	83,673	591,806	496,247
	<u>508,133</u>	<u>83,673</u>	<u>591,806</u>	<u>496,247</u>

In 2016, £353,736 of the donations and legacies income was attributable to the unrestricted funds, and the remaining £142,511 was attributable to the restricted funds.

3. Investment income	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Bank interest	26	-	26	37
Other interest	-	-	-	118
	<u>26</u>	<u>-</u>	<u>26</u>	<u>155</u>

In 2016, all £155 of the investment income was attributable to the unrestricted funds.

4. Raising funds	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Cost of generating voluntary income	10,014	-	10,014	8,155
	<u>10,014</u>	<u>-</u>	<u>10,014</u>	<u>8,155</u>

In 2016, all £8,155 of the cost of raising funds was attributable to the unrestricted funds.

5. Charitable activities	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Publications	138,016	-	138,016	120,895
Phone line and information officer	47,556	-	47,556	39,233
Websites	11,026	-	11,026	10,732
UKCAB	34,672	10,000	44,672	52,412
Community outreach UK	4,736	-	4,736	3,371
Community outreach overseas	73,541	20,634	94,175	25,654
Partnership	53,207	19,657	72,864	58,959
External conferences	29,939	-	29,939	33,371
Management costs	26,189	-	26,189	31,090
AFROCAB	-	42,987	42,987	58,901
	<u>418,882</u>	<u>93,278</u>	<u>512,160</u>	<u>434,618</u>

In 2016, £81,538 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £353,080 being attributable to the unrestricted fund.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2017

6. Analysis of expenditure	Direct Costs	Support Costs	Total	Total
	£	(note 6.1) £	2017 £	2016 £
Costs of generating voluntary income	7,511	2,503	10,014	8,155
Publications	112,154	25,862	138,016	120,895
Phone line and information officer	35,877	11,679	47,556	39,233
Websites	7,689	3,337	11,026	10,732
UKCAB	35,495	9,177	44,672	52,412
Community outreach UK	3,902	834	4,736	3,371
Community outreach overseas	87,501	6,674	94,175	25,654
Partnership	62,853	10,011	72,864	58,959
External conferences	23,265	6,674	29,939	33,371
Management costs	-	26,189	26,189	31,090
AFROCAB	42,987	-	42,987	58,901
	<u>419,234</u>	<u>102,940</u>	<u>522,174</u>	<u>442,773</u>

In 2016, £356,449 of expenditure was attributable to direct costs, with the remaining £86,324 being attributable to support costs.

6.1 Support costs	Total 2017 £	Total 2016 £
Bank charges	770	369
Communications	5,011	8,933
Computer costs	6,454	6,013
Depreciation	2,168	2,970
Editorial expenses	-	21
Legal fees	5,681	1,870
Loss on disposal	1,730	1,151
Office equipment	-	33
Postage, stationary and sundries	2,416	7,438
Professional fees/Consultancy	-	3,782
Rent, rates and insurance	51,045	24,950
Staff costs	17,882	22,716
Subscriptions	229	213
Travel, subsistence & conference attendance	(16)	585
Governance costs:		
Accountancy costs	3,750	-
Auditors remuneration (note 6.2)	5,820	5,280
	<u>102,940</u>	<u>86,324</u>

6.2 Governance costs

The auditor's remuneration amounts to audit fee of £4,920 (2016: £4,800), costs relating to preparation of accounts £900 (2016: £900, as well as an under accrual in relation to fees in previous years £420).

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2017

7. Staff costs and remuneration

	2017 £	2016 £
Gross wages and salaries	189,302	197,465
Employer's national insurance costs	16,127	17,560
Payroll costs	961	1,131
	<u>206,390</u>	<u>216,156</u>

	Number	Number
The average number of employees during the year Calculated on a full time equivalent basis, was:	<u>6</u>	<u>7</u>

No employee received remuneration amounting to more than £60,000 in the year (2016: £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 did not received any remuneration for this role.

The total employee benefits of the key management personnel of the charitable company were £139,475 (2016: £133,666)

8. Net incoming/(outgoing) resources for the year

This is stated after charging:	2017 £	2016 £
Depreciation	2,168	2,970
Auditors remuneration – audit services	4,920	4,800
Auditors remuneration – non audit services	900	480
Operating lease rentals - property	<u>38,639</u>	<u>16,326</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2017

9. Tangible fixed assets		Office equipment 2017
		£
Cost		
At 1 April 2016		32,893
Additions		2,696
Disposals		(12,133)
		<hr/>
At 31 March 2017		23,456
		<hr/>
Depreciation		
At 1 April 2016		28,438
Charge for the year		2,168
Eliminated on disposal		(10,403)
		<hr/>
At 31 March 2017		20,203
		<hr/>
Net book value		
At 31 March 2017		3,253
		<hr/>
At 31 March 2016		4,455
		<hr/>
10. Debtors		
	2017	2016
	£	£
Grants repayable	78,568	18,216
Prepayments and accrued income	24,674	12,080
Other debtors	8,219	5,207
	<hr/>	<hr/>
	111,461	35,503
	<hr/>	<hr/>
11. Creditors: amounts falling due within one year		
	2017	2016
	£	£
Amounts payable	39,040	28,592
Taxation and social security	5,319	5,562
Other creditors	977	12,052
Accruals and deferred income (note 11.1)	93,118	5,700
	<hr/>	<hr/>
	138,454	51,906
	<hr/>	<hr/>
11.1 Deferred Income		
	2017	2016
	£	£
Balance at 1 April 2016	-	-
Amount deferred during the year	87,299	-
Amount released to income during the year	-	-
	<hr/>	<hr/>
Balance at 31 March 2017	87,299	-
	<hr/>	<hr/>

Deferred income includes income received in the 2016/2017 financial year but pertains to the 2017/2018 year.

HIV i-Base

Notes to the financial statements

For the year ended 31 March 2017

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	3,253	-	3,253
Current assets	129,972	136,195	266,167
Current liabilities	(61,511)	(76,943)	(138,454)
	<u>71,714</u>	<u>59,252</u>	<u>130,966</u>

13. Statement of funds

	1 April 2016 £	Incoming resources £	Resources expended £	Transfer £	31 March 2017 £
Restricted funds					
AFROCAB	71,062	33,382	(42,987)	(2,205)	59,252
UKCAB	-	10,000	(10,000)	-	-
Community outreach overseas	-	20,634	(20,634)	-	-
Partnerships	-	19,657	(19,657)	-	-
Unrestricted funds					
General	(9,754)	508,159	(428,896)	2,205	71,714
Total Funds	<u>61,308</u>	<u>591,832</u>	<u>(522,174)</u>	<u>-</u>	<u>130,966</u>

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.

UKCAB:

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.

Community outreach overseas:

Restricted funds relating to Community Outreach Overseas are those granted by WITS RH and HIV Institute for the specific purpose of covering costs relating to publications such as print and design costs, travel to meetings, accommodation and other expenses such as ground transport.

Partnership:

Restricted funds relating to partnerships are those granted by Foundation Open Society Institute for the project " Mass production of Essential Medicines at Minimum Prices: Repeating the Success Story of HIV/AIDS advocacy and media" This project was managed and undertaken by consultant Andrew Hill to whom we transferred 90% of the grant.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2017

13.1 Statement of funds – Prior year	1 April 2015 £	Incoming resources £	Resources expended £	Transfer £	31 March 2016 £
Restricted funds					
AFROCAB	9,452	120,511	(58,901)	-	71,062
UKCAB	-	22,000	(22,637)	637	-
Unrestricted funds					
General	(1,773)	353,891	(361,235)	(637)	(9,754)
Total Funds	7,679	496,402	(442,773)	-	61,308

14. Operating lease commitments

The minimum annual rentals under operating leases are as follows:

	2017 £	2016 £
Within one year	37,296	37,296
Between one and five years	111,888	149,184
	<u>149,184</u>	<u>186,480</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.

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

	2017 £	2016 £
Net income/(expenditure) for year	69,658	53,629
Interest receivable	(26)	(155)
Depreciation of tangible fixed assets	2,168	2,970
Loss on disposal of tangible fixed assets	1,730	2,099
(Increase) / decrease in debtors	(75,958)	1,889
Increase / (decrease) in creditors	86,548	(3,979)
	<u>84,120</u>	<u>56,453</u>