

HIV I-Base
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

Charity No: 1081905
Company No: 03962064

HIV I-Base

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HIV I-Base

Report of the trustees

Year ended 31 March 2019

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 2019. 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 HIV treatment and prevention are more likely to be adherent to and benefit from these strategies.

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) – giving enormous benefit to individuals and 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 activities to achieve these objectives include the following projects.

- HIV Treatment Bulletin (HTB), a technical review of the latest medical research aimed at doctors and other healthcare professionals and distributed through our electronic mailing list and our website.
- 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 six non-technical treatment guides, with easy to understand information for HIV positive people and people at risk of HIV. Distribution is as HTB supplement, and to individuals, HIV clinics and community organisations.
- Modern ART for Africa – treatment and research information for activists from LMICs.
- UK CAB community network to provide education training for HIV positive people and their advocates.
- An open-access free treatment information service by email, post and telephone and online.
- A website broadening access to our publications and archives and publicising our activities. All publications are available online as html pages and PDF downloads.
- 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.

HIV i-Base

Report of the trustees

Year ended 31 March 2019

OBJECTIVES AND ACTIVITIES – continued

- 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.
- Engaging with numerous national and international research groups and guidelines panels.

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

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.

2019 is our twentieth 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, adding new resources.

We now produce HTB 18 times a year, with flexibility depending on conference schedules. The new format is generally shorter and easier to read and reflects faster needs for new media. Articles are still published as early access, and boosted on FaceBook and Twitter. 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 2000 email subscribers. This reduction in the number of subscribers was related to the GDPR legislation.

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 2019. It is also available on their website.

As part of our treatment optimisation programme, we produced two editions of the review Fit for Purpose – 200 print copies were distributed at the IAS 2018 conference, an electronic version was distributed at CROI 2019 and print and electronic versions at several key smaller meetings, including a WHO expert meeting on paediatric HIV 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 Fit for Purpose as a resource – including the World Health Organisation (WHO), Unitaaid and Clinton Health Access Initiative (CHAI).

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. Introduction to ART was revised and reprinted in May 2018. We printed 10,000 copies of the main booklet with an additional 2000 run for the drug chart. Approximately 7000 of these guides have been distributed to clinics throughout the UK.

UK guide to PrEP was updated and printed in March 2019 with a longer print run to match the additional 13,000 places announced for the PrEP IMPACT Study. Approximately 20,000 have been distributed to clinics throughout the UK. ART in Pictures was updated in August 2018 and 4000 copies were printed, all of which have been distributed.

In September 2018, i-Base produced a new set of resources to highlight the increased awareness of the U=U campaign. This is based on a new understanding that HIV positive people with an undetectable viral load on treatment are not a risk to sexual partners, even without using condoms. i-Base was involved in the eight-year PARTNER studies that produced the scientific evidence for U=U (published in the Lancet in May 2019).

HIV i-Base

Report of the trustees

Year ended 31 March 2019

ACHIEVEMENT AND PERFORMANCE - continued

HIV i-Base Projects

Publications - continued

These resources - 1500 posters, 10,000 post-cards and 5,000 A5 leaflets - were produced in partnership with the Chelsea and Westminster Hospital.

All publications are provided free to UK clinics and organisations and individuals can order them online. Distribution included approximately 50,000 A5 booklets and 40,000 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.

We produced new resources to support the U=U campaign.

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 three or 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 UK-CAB

Meetings

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

21 April 2018 – BHIVA BASHH feedback: Treatment as Prevention

3 August 2018 – AIDS 2018 feedback, future ART, cure research

23 November 2018 – Undetectable=Untransmittable: What we know now

Seventy eight members attended the meetings with 9 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.

Membership has continued to increase (41 new members) and by March 2019 included 958 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 7,500 posts and nearly 3,750 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 2019

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.

Community representation

UK-CAB continues to provide a unique collective community voice and is an educational project with over 900 members. 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.

International training

We continued our programme of treatment optimisation training for AfroCAB and TAC supported by Unitaid. We held two meetings in May 2018 and July 2018 at the 12th International Workshop on HIV Treatment, Pathogenesis, and Prevention Research in Resource-Limited Settings (INTEREST), in Kigali, Rwanda and the 22nd International AIDS Conference (AIDS 2018) in Amsterdam respectively.

Participants included 10 activists from AfroCAB and five from TAC – the group were updated on the latest research on treatment optimisation for LMICs including the progress in transition to dolutegravir-based treatment and presented updates from their countries.

Participants also attended the conferences. The INTEREST organisers waived registration fees and several participants 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 produced community materials in the Modern ART for Africa series to support both the research programme and the introduction of optimised antiretroviral treatment in LMICs.

We also support and contribute to the CHAI community advisory board.

HIV i-Base

Report of the trustees

Year ended 31 March 2019

ACHIEVEMENT AND PERFORMANCE - continued

HIV i-Base Projects

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 11,500 questions: 8500 via email – a 60% increase compared to the previous year. We also answered 2900 website comments and 229 phone calls. We respond to more than 200 enquiries every week. This service provides individualised answers to any question about HIV treatment and care. Although based in the UK, at least 50% of questions come from outside the UK. The phonenumber service continues to be predominantly for the UK.

An online database of 3500 anonymised questions are already answered online (with permission). These are organised into more than 20 categories, including frequently asked questions. Redesigning the online portal for these services includes new pages to focus on 15 key questions.

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 commonly includes being contributing authors on more than 20 peer-reviewed papers or conference presentations each year.

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 of questions and online comments this year, which has created a growing online resource.

Based on Google analytics, the website was accessed by more than 6 million people (from 10.5 million hits), a 20% increase on last year. The site has been accessed by people from 233 of the world's 241 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. The website was also redesigned to be match guidelines for access on handheld devices.

As well as developing 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 exceeded this at £223,545.

The Trustees are pleased to report that during the year to 31 March 2019 i-Base continued its work as sub-grantees of joint projects with the University of Witwatersrand (Wits) funded by Unitaid. These grants continued to support work in South Africa and across the region, to support training, technical and community publications. The funds received over this period were £222,487.

HIV i-Base

Report of the trustees

Year ended 31 March 2019

FINANCIAL REVIEW - continued

The direct information services (excluding publications) and the educational meetings for the UK-CAB were supported by several grants from pharmaceutical companies totaling £157,856. This support is always independent of editorial content and programing which remains separate from these awards.

Unrestricted funding for core costs from the Monument Trust has now come to an end and is one of the main risks to the charity in the coming years.

New grants such as that from WITS represent a greater proportion of restricted funding and considerable administrative time and we will continue 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 for £19,000.

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 18 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 £450,257 compared to total income in the previous year of £674,016. 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 £483,977 compared to net resource expended of £533,563 in the previous year. Year end results show a deficit of £33,720.

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 explore new funding sources including large charitable foundations.

HIV i-Base

Report of the trustees

Year ended 31 March 2019

FUTURE PLANS – continued

We are continuing to print our treatment guides, leaflets and related information 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 continuing to develop partnerships with institutions and organisations such as WITS and 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.

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.

Trustees have a personal connection and interest in i-Base's 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

i-Base has a policy that reviews salaries on an annual basis following annual staff reviews. The organisation has linked salaries to NJC salary scales for some years. A review of all salaries was conducted in January 2019 and it was agreed by the Board of Trustees at the February meeting to increase salaries to fit with the NJC April 2019 scale.

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 cessation in funding from the Monument Trust. The Monument Trust has been a major funder for over 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 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. The current office lease runs until March 2021 and the risk for this was assessed as moderate at the February 2019 Trustee's meeting.

HIV I-Base

Report of the trustees

Year ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03962064

Registered Charity number
1081905

Registered office
107 Maltings Place
169 Tower Bridge Road
London
SE1 3LJ

Trustees
H Mhereza-Mitchell
K J Spurgin
W F M Stokes

Auditors
Wilkins Kennedy Audit Services
2nd Floor, Regis House
45 King William Street
London
EC4R 9AN

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
Suzanne Thompson – General manager

HIV i-Base

Report of the trustees

Year ended 31 March 2019

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 Standards 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:

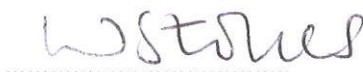
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution for the re-appointment of Wilkins Kennedy Audit Services 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 26 November 2019 and signed on its behalf by:



W F M Stokes

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2019

Opinion

We have audited the financial statements of HIV I-Base (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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 2019 and of its incoming resources and application of resources, 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions 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' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2019

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

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.

Wilks Kennedy Audit Services

John Howard (Senior Statutory Auditor)

For and on behalf of Wilks Kennedy Audit Services

Statutory Auditor

Regis House, 45 King William Street

London, EC4R 9AN

Date *29 November 2019*

HIV I-Base

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

Year ended 31 March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income:					
Donations and legacies	2	260,196	189,970	450,166	674,012
Investment income	3	91	-	91	4
Total income		260,287	189,970	450,257	674,016
Expenditure:					
Raising funds	4	7,630	-	7,630	8,346
Charitable activities	5	240,418	235,929	476,347	525,217
Total resources expended	6	248,048	235,929	483,977	533,563
Net income/(expenditure) before transfers		12,239	(45,959)	(33,720)	140,453
Transfers between funds		-	-	-	-
Net movement in funds		12,239	(45,959)	(33,720)	140,453
Fund balances brought forward		217,145	54,274	271,419	130,966
Fund balances carried forward at 31 March 2019	13	229,384	8,315	237,699	271,419

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

HIV I-Base

Balance Sheet

As at 31 March 2019

	Notes	£	2019	£	£	2018	£
Fixed assets							
Tangible fixed assets	9			1,377			1,952
Current assets							
Debtors	10	225,303			75,575		
Cash at bank and in hand		257,260			329,255		
		482,563			404,830		
Creditors: Amounts falling due within one year	11	(246,241)			(135,363)		
Net current assets				236,322			269,467
Net assets				237,699			271,419
Funds							
Restricted funds				8,315			54,274
Unrestricted funds				229,384			217,145
	13			237,699			271,419

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 26 November 2019 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 2019**

	Note	2019 £	2018 £
Cash flow from operating activities	17	(71,846)	174,545
Net cash flow from operating activities		<u>(71,846)</u>	<u>174,545</u>
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(240)	-
Interest received		91	4
Net cash flow from investing activities		<u>(149)</u>	<u>4</u>
Net increase / (decrease) in cash and cash equivalents		(71,995)	174,549
Cash and cash equivalents at the beginning of the reporting period		329,255	154,706
Cash and cash equivalents at the end of the reporting period		<u>257,260</u>	<u>329,255</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		257,260	329,255
Cash and cash equivalents at end date 2019		<u>257,260</u>	<u>329,255</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 2019

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.

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Notes to the financial statements

For the year ended 31 March 2019

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 comprises 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 cost 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.

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Notes to the financial statements

For the year ended 31 March 2019

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) Pensions

The charity contributes to a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Charity in independently administered funds. The pension cost charge represents contributions payable by the Charity to the scheme.

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Notes to the financial statements

For the year ended 31 March 2019

p) 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 g 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.

2. Donations and legacies	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Individual, charitable, corporate and international donations.	260,196	189,970	450,166	674,012
	<u>260,196</u>	<u>189,970</u>	<u>450,166</u>	<u>674,012</u>

In 2019, £260,196 (2018: £338,524) of the donations and legacies income was attributable to the unrestricted funds, and the remaining £189,970 (2018: £335,488) was attributable to the restricted funds.

3. Investment income	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Bank interest	91	-	91	4
	<u>91</u>	<u>-</u>	<u>91</u>	<u>4</u>

In 2019, all £91 (2018: £4) of the investment income was attributable to the unrestricted funds.

4. Raising funds	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Cost of generating voluntary income	7,630	-	7,630	8,346
	<u>7,630</u>	<u>-</u>	<u>7,630</u>	<u>8,346</u>

In 2019, all £7,630 (2018: £8,346) of the cost of raising funds was attributable to the unrestricted funds.

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Notes to the financial statements

For the year ended 31 March 2019

5.	Charitable activities	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
	Information services	88,989	68,839	157,828	169,549
	UKCAB	-	28,570	28,570	36,659
	Research and community development	151,429	92,161	243,590	272,977
	AFROCAB	-	46,359	46,359	46,032
		<u>240,418</u>	<u>235,929</u>	<u>476,347</u>	<u>525,217</u>

In 2018, £340,466 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £184,751 being attributable to the unrestricted fund.

6.	Analysis of expenditure	Direct Costs £	Support Costs (note 6.1) £	Total 2019 £	Total 2018 £
	Costs of generating voluntary income	5,914	1,716	7,630	8,346
	Information services	114,076	43,752	157,828	169,549
	UKCAB	18,275	10,295	28,570	36,659
	Research and community development	213,564	30,026	243,590	272,977
	AFROCAB	46,359	-	46,359	46,032
		<u>398,188</u>	<u>85,789</u>	<u>483,977</u>	<u>533,563</u>

In 2018, £420,528 of expenditure was attributable to direct costs, with the remaining £113,035 being attributable to support costs.

6.1	Support costs	Total 2019 £	Total 2018 £
	Bank charges	714	1,159
	Communications	2,350	3,897
	Computer costs	4,542	4,449
	Depreciation	815	1,301
	Postage, stationary and sundries	3,320	7,759
	Rent, rates and insurance	47,715	46,537
	Staff costs	17,219	36,674
	Phone line	-	31
	Subscriptions	-	196
	Travel, subsistence & conference attendance	247	1,035
	Governance costs:		
	Accountancy costs	2,747	4,057
	Auditors remuneration (note 6.2)	6,120	5,940
		<u>85,789</u>	<u>113,035</u>

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Notes to the financial statements

For the year ended 31 March 2019

6.2 Governance costs

The auditor's remuneration amounts to audit fee of £6,120 (2018: £5,940).

7. Staff costs and remuneration

	2019 £	2018 £
Gross wages and salaries	170,049	184,122
Employer's national insurance costs	13,834	15,652
Pension Contributions	2,091	1,198
Payroll costs	-	1,205
	185,974	202,177
	Number	Number
The average number of employees during the year Calculated on a full time equivalent basis, was:	6	6

No employee received remuneration amounting to more than £60,000 in the year (2018: 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 £147,769 (2018: £144,744)

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

	2019 £	2018 £
This is stated after charging:		
Depreciation	815	1,301
Auditors remuneration – audit services	6,120	5,940
Auditors remuneration – non audit services	2,747	1,600
Operating lease rentals – property	37,296	37,296

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Notes to the financial statements

For the year ended 31 March 2019

9. Tangible fixed assets		
Cost		Office equipment
At 1 April 2018		£
Additions		23,456
		240
At 31 March 2019		23,696
Depreciation		
At 1 April 2018		21,504
Charge for the year		815
At 31 March 2019		22,319
Net book value		
At 31 March 2019		1,377
At 31 March 2018		1,952
10. Debtors		
	2019	2018
	£	£
Grants repayable	132,865	38,347
Prepayments and accrued income	89,896	32,790
Other debtors	2,542	4,438
	225,303	75,575
11. Creditors: amounts falling due within one year		
	2019	2018
	£	£
Amounts payable	14,069	7,653
Taxation and social security	4,953	4,601
Other creditors	4,951	15,569
Accruals and deferred income (note 11.1)	222,268	107,540
	246,241	135,363
11.1 Deferred Income		
	2019	2018
	£	£
Balance at 1 April 2018	100,000	87,299
Amount deferred during the year	122,268	100,000
Amount released to income during the year	-	(87,299)
Balance at 31 March 2019	222,268	100,000

Deferred income includes income received in the 2018/2019 financial year but pertains to the 2019/2020 year.

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Notes to the financial statements

For the year ended 31 March 2019

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	1,377	-	1,377
Current assets	474,248	8,315	482,563
Current liabilities	(246,241)	-	(246,241)
	229,384	8,315	237,699

13. Statement of funds

	1 April 2018 £	Incoming resources £	Resources expended £	Transfer £	31 March 2019 £
Restricted funds					
AFROCAB	50,501	-	(46,359)	-	4,142
UKCAB	3,773	28,970	(28,570)	-	4,173
Information services	-	68,839	(68,839)	-	-
Research & community development	-	92,161	(92,161)	-	-
Unrestricted funds					
General	217,145	260,287	(248,048)	-	229,384
Total Funds	271,419	450,257	(483,977)	-	237,699

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.

Research & community development:

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.

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Notes to the financial statements

For the year ended 31 March 2019

13.1 Statement of funds – Prior year

	1 April 2017 £	Incoming resources £	Resources expended £	Transfer £	31 March 2018 £
Restricted funds					
AFROCAB	59,252	37,281	(46,032)	-	50,501
UKCAB	-	40,432	(36,659)	-	3,773
Information services	-	67,785	(67,785)	-	-
Research & community development	-	189,990	(189,990)	-	-
Unrestricted funds					
General	71,714	338,528	(193,097)	-	217,145
Total Funds	130,966	674,016	(533,563)	-	271,419

14. Operating lease commitments

	2019 £	2018 £
The minimum annual rentals under operating leases are as follows:		
Within one year	37,296	37,296
Between one and five years	37,296	74,592
	<u>74,592</u>	<u>111,888</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

	2019 £	2018 £
Net income/(expenditure) for year	(33,720)	140,453
Interest receivable	(91)	(4)
Depreciation of tangible fixed assets	815	1,301
Loss on disposal of tangible fixed assets	-	-
(Increase) / decrease in debtors	(149,728)	35,886
Increase / (decrease) in creditors	110,878	(3,091)
	<u>(71,846)</u>	<u>174,545</u>

