

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

**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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

## **HIV I-Base**

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## HIV I-Base

### Report of the trustees

#### Year ended 31 March 2020

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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 2020. 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.

The end of this financial year also included adapting projects to the new health crisis linked to COVID-19. This was such a major threat to health, including for people living with HIV, that we developed new projects in response.

## HIV i-Base

### Report of the trustees

Year ended 31 March 2020

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#### 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.

2020 is our twenty first 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.

Since the emergence of the new coronavirus (SARS CoV-2) we launched a new publication “HIV and COVID-19” as a supplement to HTB. This covers the global health crisis related to SARS CoV-2 and COVID-19 and the effect it will have for people living with HIV. The first edition was published on March 27 2019.

Each edition of HTB was distributed to approximately 2,000 email subscribers at i-Base, plus another 1000 members of CHIVA and BHIVA. It is also read directly from the i-Base website.

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). It is also available on their website.

As part of our treatment optimisation programme, we produced two editions of the review Fit for Purpose for the IAS 2019 and CROI 2020 conferences. Print and electronic versions were also distributed 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 Fit for Purpose as a resource – including the World Health Organisation (WHO), Unitaid 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 October 2019. We printed 10,000 copies of the main booklet with an additional 2000 run for the drug chart. Approximately 5,000 of these guides have been distributed to clinics throughout the UK so far. “UK guide to PrEP” was updated and printed in November 2019 with 20,000 being printed. Approximately 10,000 have been distributed to clinics throughout the UK. ART in Pictures was updated in June 2019 and 5,000 copies were printed, all of which have been distributed. “HIV Testing and Sexual Transmission” was updated in January 2020 and 10,000 copies were printed. “HIV, Pregnancy and Women’s Health” was updated in April 2019 with 4,000 copies printed.

## **HIV i-Base**

### **Report of the trustees**

**Year ended 31 March 2020**

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#### **ACHIEVEMENT AND PERFORMANCE – continued**

i-Base continues to produce 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).

#### **Advocacy support to clinical research**

i-Base continues to support a wide range of independent research studies, both in the UK and internationally.

This involves advocates from i-Base joining the steering group, scientific committees or other groups to include community perspectives in clinical research.

i-Base works in partnerships with numerous groups and studies including the ADVANCE study, DoLPHIN 1 and 2 studies, ODYSSEY study, INSIGHT (including the START study), LEAP, Medical Research Council (MRC), POPPY study, UK-CHIC Database, UK Drug Resistance Database, CHERUB (including the RIVER study), RIO Study (cure-related research using bNAbs), PANTHEON (including ASTRA, AURAH and SELPHI),

i-Base advocates are also involved as community representatives on national and international guidelines panels (including EACS and WHO) or commissioning bodies.

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

##### **Publications - continued**

These resources are 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 40,000 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.

##### **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.

## HIV I-Base

### Report of the trustees

Year ended 31 March 2020

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#### ACHIEVEMENT AND PERFORMANCE - continued

##### HIV i-Base Projects

###### The UK-CAB

###### Meetings

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

6 April 2019 – HIV and Mental Health

3 August 2019 - Sex, sexuality and self-image

15 November 2019 – Ageing, polypharmacy & POPPY study feedback

24 January 2020 – bNAbs & POPPY Sleep study feedback

One hundred and three members attended the meetings with 16 invited speakers. UK-CAB advocates led and presented 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.

We changed our online forum platform to a Groups.io in April 2019. We have maintained the membership at 850. An average of about three new members join monthly. This remains as a confidential closed group.

In response to COVID-19, UK-CAB meetings since March 2020 have moved to a virtual platform.

###### 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 discussions have recently been dominated by COVID-19 information and updates during the pandemic. The Groups.io forums have had 485 topics posted since April 2019 and 896 posts to April 2020.

##### 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 800 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 2019 and July 2019 at the 13th International Workshop on HIV Treatment, Pathogenesis, and Prevention Research in Resource-Limited Settings (INTEREST), in Accra, Ghana and the 10th International AIDS Society Conference on HIV science in Mexico City 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.

## HIV I-Base

### Report of the trustees

Year ended 31 March 2020

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#### ACHIEVEMENT AND PERFORMANCE - continued

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 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. Delays with the South African national guidelines as well as lockdown in South Africa, India and the UK in March 2020 caused delays with the launch of the Modern ART printed materials as well as the app and website.

We have collaborated with CHAI to develop treatment literacy materials for their Advanced HIV Disease Toolkit.

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

#### 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 around 12,000 questions, of those 8,500 came in via email. We also answered over 2,000 website comments and 224 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 70% of questions come from outside the UK. The phonenumber service continues to be predominantly for the UK.

An online database of 3,500 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.

This service responded to COVID-19 with new questions covering HIV and COVID-19 coinfection. We also supported other organisations in providing content for other websites, including HIV Scotland.

#### 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.

## **HIV I-Base**

### **Report of the trustees**

**Year ended 31 March 2020**

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#### **ACHIEVEMENT AND PERFORMANCE - continued**

##### **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 around 6,300,000 million people (from 10.5 million hits). 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 £254,619.

The Trustees are pleased to report that during the year to 31 March 2020 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 £244,848.

The direct information services (excluding publications) and the educational meetings for the UK-CAB were supported by several grants from pharmaceutical companies totaling £202,123. This support is always independent of editorial content and programing which remains separate from these awards.

Unrestricted funding for core costs remains difficult to secure and is one of the main risks to the charity in the coming years.

Grants such as that from Wits/Unitaid and CHAI/Unitaid 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.

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 and Public Health England 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. These challenges will become even greater following the COVID-19 pandemic.

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 20 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.



## HIV i-Base

### Report of the trustees

Year ended 31 March 2020

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#### FINANCIAL REVIEW - continued

Total income for the year was £825,053 compared to total income in the previous year of £450,257. 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 £567,591 compared to net resource expended of £483,977 in the previous year. Year end results show a surplus of £257,462.

#### FUTURE PLANS

##### SARS CoV-2 (COVID-19)

Since the emergence of COVID-19 in the early part of the year and the subsequent lockdown in the UK on 23 March 2020, HIV i-Base adapted different ways of working.

The HIV and COVID-19 HTB publication will continue in the upcoming year and as long as the new pandemic remains a serious threat to people living with HIV in the UK and internationally. This bulletin is produced and distributed approximately every two weeks, to reflect the rapidly emerging developments in treatment, prevention and diagnostics for COVID-19.

Having had some discussion with our international funders, it was agreed to re-purpose some of the funds and with the help of various virtual platforms we have been able to continue our work in South Africa (and other African countries). This has included virtual meetings, consultations and trainings as well as sharing information on telephone applications. The Modern ART information website, app and YouTube channel, to deliver trainings with short films, in South Africa (launched in July 2020 with plans for further development in the next financial year) will also allow for continued, accessible updated information.

We have received an extension to the Wits/Unitaid grant (approximately \$150,000) to continue this work until the end of August 2020, as well as commitments to further support from CHAI for Advanced HIV disease and paediatric materials for African countries in 2020 (approximately \$170,000).

We are in the process of finalising a grant request to Unitaid with Wits and partners to continue the South African and related work for a further two years (until end of July 2022). This grant is for approximately \$800,000 subject to changes and restrictions associated with COVID-19 globally.

The UK-CAB similarly adapted to restrictions on travel and meetings by moving the education and training programme to virtual meetings using the zoom platform. This both expanded the number of events we were able to hold and include wider participation from members who are not usually able to travel to meetings. The UK-CAB held specific workshops about COVID-19 and worked with other organisations, including BHIVA, to produce new resources.

The i-Base UK based Treatment Information Service has continued and systems have been put into place to allow staff to work at home.

Demand for information on COVID-19 and the implications for people living with HIV has increased our HTB publication production. As the situation continues and research moving at such a fast pace, we anticipate further demand for resources and information.

We have also started to produce information on COVID-19 for South Africa.

HIV i-Base has always been very adept at responding quickly to demand for new information and we will continue to produce up to date information on HIV and COVID-19 as it evolves.

In both the short- and long-term we intend to continue with our core activities for which we believe there remains considerable need, as well as responding to new challenges as they present themselves.

We will continue to explore new funding sources including large charitable foundations.

## **HIV i-Base**

### **Report of the trustees**

**Year ended 31 March 2020**

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#### **FUTURE PLANS – continued**

We are continuing to print our treatment guides, leaflets and related information for HIV positive people and distribute them free. Demand for the printed guides reduced during the lockdown, however, we are now seeing an increase in orders as clinics return to full operation. We have been considering innovative new ways of sharing this information to reflect advances in technology and how people receive information, such as apps and YouTube videos and this now seems all the more important in the current climate.

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.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Status**

HIV i-Base is a charitable company limited by guarantee, incorporated on 28 March 2000 and registered as a charity on 8 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. An annual review of salaries has not yet been conducted due to the lockdown in March 2020.

##### **Risk Management**

As 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. The effects that COVID-19 will have on the economy will be significant and in turn are likely to reduce funding opportunities.
- 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 correspondence has begun with the current landlord as to the possibility of a smaller space with a shorter lease.

**HIV I-Base**

**Report of the trustees**

**Year ended 31 March 2020**

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**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**  
Azets Audit Services Limited  
2<sup>nd</sup> Floor, Regis House  
45 King William Street  
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EC4R 9AN

**Bankers**  
National Westminster Bank plc  
PO Box 83  
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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 2020

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#### 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

On 7 September 2020 Group Audit Services Limited trading as Wilkins Kennedy Audit Services changed its name to Azets Audit Services Limited. The name they practice under is Azets Audit Services and accordingly they have signed their report in their new name.

A resolution for the re-appointment of Azets Audit Services Limited 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 2/12/2020 and signed on its behalf by:



W F M Stokes

## HIV I-Base

### Independent auditor's report to the members

#### Year ended 31 March 2020

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##### Opinion

We have audited the financial statements of HIV I-Base (the 'charitable company') for the year ended 31 March 2020 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 2020 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 2020

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#### 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](http://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.

*Azets Audit Services*

#### John Howard (Senior Statutory Auditor)

For and on behalf of Azets Audit Services Limited  
Chartered Accountants and Statutory Auditor  
Regis House, 45 King William Street  
London, EC4R 9AN

Date *04 December 2020*

HIV I-Base

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

Year ended 31 March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Income:</b>					
Donations and legacies	2	194,424	630,221	824,645	450,166
Investment income	3	408	-	408	91
<b>Total income</b>		<b>194,832</b>	<b>630,221</b>	<b>825,053</b>	<b>450,257</b>
<b>Expenditure:</b>					
Raising funds	4	8,384	-	8,384	7,630
Charitable activities	5	19,315	539,892	559,207	476,347
<b>Total resources expended</b>	6	<b>27,699</b>	<b>539,892</b>	<b>567,591</b>	<b>483,977</b>
<b>Net income/(expenditure) before transfers</b>		<b>167,133</b>	<b>90,329</b>	<b>257,462</b>	<b>(33,720)</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>167,133</b>	<b>90,329</b>	<b>257,462</b>	<b>(33,720)</b>
Fund balances brought forward		229,384	8,315	237,699	271,419
<b>Fund balances carried forward at 31 March 2020</b>	13	<b>396,517</b>	<b>98,644</b>	<b>495,161</b>	<b>237,699</b>

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

## HIV I-Base

### Balance Sheet

As at 31 March 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	9		3,338		1,377
<b>Current assets</b>					
Debtors	10	125,937		225,303	
Cash at bank and in hand		408,384		257,260	
		534,321		482,563	
<b>Creditors: Amounts falling due within one year</b>	11	(42,498)		(246,241)	
<b>Net current assets</b>			491,823		236,322
<b>Net assets</b>			<u>495,161</u>		<u>237,669</u>
<b>Funds</b>					
Restricted funds			98,644		8,315
Unrestricted funds			396,517		229,384
	13		<u>495,161</u>		<u>237,699</u>

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

Approved by the Board on 2/12/2020 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 2020**

	Note	2020 £	2019 £
<b>Cash flow from operating activities</b>	17	154,860	(71,846)
<b>Net cash flow from operating activities</b>		<u>154,860</u>	<u>(71,846)</u>
<b>Cash flow from investing activities</b>			
Payments to acquire tangible fixed assets		(4,144)	(240)
Interest received		408	91
<b>Net cash flow from investing activities</b>		<u>(3,736)</u>	<u>(149)</u>
<b>Net increase / (decrease) in cash and cash equivalents</b>		151,124	(71,995)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		257,260	329,255
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>408,384</u>	<u>257,260</u>
<b>Cash and cash equivalents consists of:</b>			
Cash at bank and in hand		408,384	257,260
<b>Cash and cash equivalents at end date 2020</b>		<u>408,384</u>	<u>257,260</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 2020

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#### 1. Accounting policies

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

HIV I-Base is a company limited by guarantee in the United Kingdom. The liability of each member in the event of winding-up is limited to £10. The address of the registered office is given in the charity information on page 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 2020

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##### 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 2020

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**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.

## HIV I-Base

### Notes to the financial statements

#### For the year ended 31 March 2020

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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.	<b>Donations and legacies</b>	<b>Unrestricted 2020 £</b>	<b>Restricted 2020 £</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
	Individual, charitable, corporate and international donations.	194,424	630,221	824,645	450,166
		<u>194,424</u>	<u>630,221</u>	<u>824,645</u>	<u>450,166</u>

In 2020, £630,221 (2019: £260,196) of the donations and legacies income was attributable to the restricted funds, and the remaining £194,424 (2019: £189,970) was attributable to the unrestricted funds.

3.	<b>Investment income</b>	<b>Unrestricted 2020 £</b>	<b>Restricted 2020 £</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
	Bank interest	408	-	408	91
		<u>408</u>	<u>-</u>	<u>408</u>	<u>91</u>

In 2020, all £408 (2019: £91) of the investment income was attributable to the unrestricted funds.

4.	<b>Raising funds</b>	<b>Unrestricted 2020 £</b>	<b>Restricted 2020 £</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
	Cost of generating voluntary income	8,384	-	8,384	7,630
		<u>8,384</u>	<u>-</u>	<u>8,384</u>	<u>7,630</u>

In 2020, all £8,384 (2019: £7,630) of the cost of raising funds was attributable to the unrestricted funds.

## HIV I-Base

### Notes to the financial statements

For the year ended 31 March 2020

5. Charitable activities	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Information services	-	168,114	168,114	157,828
UKCAB	-	30,910	30,910	28,570
Research and community development	19,315	283,354	302,669	243,590
AFROCAB	-	57,514	57,514	46,359
	<u>19,315</u>	<u>539,892</u>	<u>559,207</u>	<u>476,347</u>

In 2019, £235,929 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £240,418 being attributable to the unrestricted fund.

6. Analysis of expenditure	Direct Costs £	Support Costs (note 6.1) £	Total 2020 £	Total 2019 £
Costs of generating voluntary income	6,500	1,884	8,384	7,630
Information services	120,060	48,054	168,114	157,828
UKCAB	19,603	11,307	30,910	28,570
Research and community development	269,691	32,978	302,669	243,590
AFROCAB	57,514	-	57,514	46,359
	<u>473,368</u>	<u>94,223</u>	<u>567,591</u>	<u>483,977</u>

In 2019, £398,188 of expenditure was attributable to direct costs, with the remaining £85,789 being attributable to support costs.

6.1 Support costs	Total 2020 £	Total 2019 £
Bank charges	835	714
Communications	2,398	2,350
Computer costs	4,912	4,542
Depreciation	2,183	815
Postage, stationery and sundries	9,148	3,320
Rent, rates and insurance	46,992	47,715
Staff costs	19,819	17,219
Phone line	-	-
Subscriptions	40	-
Travel, subsistence & conference attendance	161	247
Governance costs:		
Accountancy costs	1,135	2,747
Auditors remuneration (note 6.2)	6,600	6,120
	<u>94,223</u>	<u>85,789</u>

## HIV I-Base

### Notes to the financial statements

#### For the year ended 31 March 2020

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#### 6.2 Governance costs

The auditor's remuneration amounts to audit fee of £6,600 (2019: £6,120).

#### 7. Staff costs and remuneration

	2020	2019
	£	£
Gross wages and salaries	183,814	170,049
Employer's national insurance costs	15,157	13,834
Pension Contributions	3,508	2,091
	<u>202,479</u>	<u>185,974</u>
	<b>Number</b>	<b>Number</b>
The average number of employees during the year Calculated on a full time equivalent basis, was:	<u>6</u>	<u>6</u>

No employee received remuneration amounting to more than £60,000 in the year (2019: 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 receive any remuneration for this role.

The total employee benefits of the key management personnel of the charitable company were £159,697 (2019: £147,769)

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

	2020	2019
	£	£
This is stated after charging:		
Depreciation	2,183	815
Auditors remuneration – audit services	6,600	6,120
Auditors remuneration – non audit services	1,135	2,747
Operating lease rentals – property	37,296	37,296
	<u>47,214</u>	<u>46,978</u>

## HIV I-Base

### Notes to the financial statements

#### For the year ended 31 March 2020

<b>9. Tangible fixed assets</b>		<b>Office equipment</b>
<b>Cost</b>		<b>£</b>
At 1 April 2019		23,696
Additions		4,144
At 31 March 2020		<u>27,840</u>
<b>Depreciation</b>		
At 1 April 2019		22,319
Charge for the year		2,183
At 31 March 2020		<u>24,502</u>
<b>Net book value</b>		
At 31 March 2020		<u>3,338</u>
At 31 March 2019		<u>1,377</u>
<b>10. Debtors</b>		
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Grants repayable	114,643	132,865
Prepayments and accrued income	10,125	89,896
Other debtors	1,169	2,542
	<u>125,937</u>	<u>225,303</u>
<b>11. Creditors: amounts falling due within one year</b>		
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Amounts payable	8,960	14,069
Taxation and social security	4,937	4,953
Other creditors	1,061	4,951
Accruals and deferred income (note 11.1)	27,540	222,268
	<u>42,498</u>	<u>246,241</u>
<b>11.1 Deferred Income</b>		
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 1 April 2019	222,268	100,000
Amount deferred during the year	20,000	122,268
Amount released to income during the year	(214,728)	-
Balance at 31 March 2020	<u>27,540</u>	<u>222,268</u>

Deferred income includes income received in the 2019/2020 financial year but pertains to the 2020/2021 year.



HIV i-Base

Notes to the financial statements

For the year ended 31 March 2020

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	3,338	-	3,338
Current assets	435,677	98,644	534,321
Current liabilities	(42,498)	-	(42,498)
	<u>396,517</u>	<u>98,644</u>	<u>495,161</u>

13. Statement of funds

	1 April 2019 £	Incoming resources £	Resources expended £	Transfer £	31 March 2020 £
<b>Restricted funds</b>					
AFROCAB	4,142	98,342	(57,514)	-	44,970
UKCAB	4,173	56,770	(30,910)	-	30,033
Information services	-	191,755	(168,114)	-	23,641
Research & community development	-	283,354	(283,354)	-	-
<b>Unrestricted funds</b>					
General	229,384	194,832	(27,699)	-	396,517
<b>Total Funds</b>	<u>237,699</u>	<u>825,053</u>	<u>(567,591)</u>	<u>-</u>	<u>495,161</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.

**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.

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2020

13.1 Statement of funds – Prior year

	1 April 2018 £	Incoming resources £	Resources expended £	Transfer £	31 March 2019 £
<b>Restricted funds</b>					
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)	-	-
<b>Unrestricted funds</b>					
General	217,145	260,287	(248,048)	-	229,384
<b>Total Funds</b>	<b>271,419</b>	<b>450,257</b>	<b>(483,977)</b>	<b>-</b>	<b>237,699</b>

14. Operating lease commitments

	2020 £	2019 £
The minimum annual rentals under operating leases are as follows:		
Within one year	37,296	37,296
Between one and five years	-	37,296
	<u>37,296</u>	<u>74,592</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

	2020 £	2019 £
Net income/(expenditure) for year	257,462	(33,720)
Interest receivable	(408)	(91)
Depreciation of tangible fixed assets	2,183	815
(Increase) / decrease in debtors	99,366	(149,728)
Increase / (decrease) in creditors	(203,743)	110,878
	<u>154,860</u>	<u>(71,846)</u>