

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

**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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

## HIV I-Base

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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 2023. 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 related conditions so as to improve the treatment of people living with HIV and prevent the transmission of HIV and related conditions; by providing information, advice and other assistance to those with HIV 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 and prevention of HIV and other related health issues.

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

- People living with HIV who understand HIV treatment and prevention are more likely to be adherent to and benefit from these strategies.
- People living with HIV on successful treatment can lead working lives and contribute to society in many ways.
- People living with HIV with undetectable viral load on treatment have a zero risk of transmitting HIV to their infants (in the case of mothers with HIV) – 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.
- Fit for Purpose – a review of the latest research and developments in optimised HIV treatment for low- and middle-income countries (LMICs).
- Modern ART for South Africa – treatment and research information for activists from South Africa – including printed materials, app, website, videos and training.
- A range of six non-technical treatment guides, with easy-to-understand information for people living with HIV and people at risk of HIV. Distribution is as HTB supplements, and to individuals, HIV clinics and community organisations.
- A series of small A7 pocket leaflets with less text than the guides, also distributed free to HIV clinics.
- UK CAB community network to provide education training for people living with HIV and their advocates.
- An open-access free treatment information service by email, post and telephone and online, answering more than 5,000 questions each year.
- 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.
- Working with researchers to advise on research studies.
- 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 people living with HIV are represented.
- Engaging with numerous national and international research groups and guidelines panels.

In this financial year we continued to adapt projects to include information on COVID-19 and to cover the outbreak of mpox. This has been such a major threat to health, including for people living with HIV, that continuing to provide up to date information has been essential.

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

## **HIV I-Base**

### **Report of the trustees**

**Year ended 31 March 2023**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Review of activities**

HIV I-Base is a treatment activist group, led by people living with HIV and committed to providing timely HIV treatment information both to healthcare professionals and to people living with HIV 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.

2023 is our twenty fourth year as a charity.

##### **HIV I-Base Projects**

##### **Publications**

During the audited period, we continued to produce HIV Treatment Bulletin (HTB), and our community publications, adding new resources.

We produce HTB 12 times a year, with flexibility depending on conference schedules. Articles are also published as early access, and boosted on Facebook and Twitter. We continue to print our non-technical guides which are provided free to people living with HIV, their families and advocates.

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.

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. Orders for publications increased after Covid restrictions were lifted and continue to increase into 2023. All the key guides have been updated online.

I-Base continues to produce resources to highlight the increased awareness of the U=U campaign. This is based on a new understanding that people living with HIV 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). Demand for these resources continue with around 9200 being distributed in the year 2022/23. We also cover the importance of PrEP in a separate guide, printed in a run of 20,000 booklets and for one of the A7 pocket leaflets, we worked with the Sophia Forum to produce and distribute PrEP for Woman, and eight translations.

All publications are provided free to UK clinics and organisations and individuals can order them online. Distribution included approximately 36300 A5 booklets and 32900 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.

In January 2023 we updated all nine sections of "Treatment Training for Activists" - an online training manual.

##### **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, the INSIGHT network, International AIDS Society (IAS), LEAP, Medical Research Council (MRC), POPPY study, Public Health England (PHE), UK-CHIC Database, UK Drug Resistance Database,

## HIV I-Base

### Report of the trustees

Year ended 31 March 2023

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#### ACHIEVEMENT AND PERFORMANCE – continued

CHERUB (including the RIVER study), RIO Study (cure-related research using bNAbs), PANTHEON (including ASTRA, AURAH and SELPHI).

We are also involved in the CADO and PADO (adult and paediatric treatment optimisation groups), the AWG, PAWG (adult and paediatric antiretroviral working groups) and HIV pregnancy working groups and of the WHO HIV department.

And we informally support researcher groups at several London hospitals, with advice on patient information and study design.

I-Base advocates are also involved as community representatives on national and international guidelines panels (including BHIVA, EACS and WHO).

#### 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. During this reporting period the UK-CAB meetings returned to in person meetings.

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 Projects

##### The UK-CAB Meetings

UK-CAB 2022-23 meetings:

- Friday 23 April – Long-acting agents, CROI and BHIVA feedback
- Friday 22 July - ViiV Healthcare, Mpox virus update
- Friday 11 November – Gilead Sciences, RIO study update

##### Training

Overall, 68 participants attended three UK-CAB meetings in 2022. This included five invited speakers and 14 UK-CAB members facilitated the meetings. We met with two pharmaceutical companies: ViiV Healthcare and Gilead Sciences. We are still to schedule a meeting with MSD pharmaceutical company.

##### Members discussion online forum:

In 2022 there were 584 posts on 243 new topics. Key themes and topics included:

- Treatment and COVID-19 updates.
- HIV cure research.
- Long-acting ART.
- Conferences, webinars and other HIV online training announcements.
- Mpox, updates and Q&A.

##### Community representation:

UK-CAB provides a unique collective community voice and expertise beyond the individual. We have a constituent network to represent and report to. We ensure transparency with the wider community. Doctors, researchers and policy makers now actively seek community views from the UK-CAB.

We have appointed the new BHIVA Executive Community representative who will also become a member of the steering group. They will take over from the current representative at the BHIVA spring conference in April 2023. The Guidelines Committee representatives are currently mentoring several new writing group representatives for ART, hepatitis and monitoring.

Members have also been on several writing groups (HIV-2; OIs; vaccinations), and taken a lead role in the production of the non-technical summaries for these guidelines.

The full list of UK-CAB community representatives is here: <http://www.ukcab.net/about/community-representatives/>

## HIV I-Base

### Report of the trustees

Year ended 31 March 2023

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#### ACHIEVEMENT AND PERFORMANCE - continued

##### Membership

A diverse community with around 800 members with 40% of members from migrant populations. 44 new members joined the UK-CAB during 2022. Most new members joined to also attend the upcoming online training programme that started in January 2023. The new members consist of 40% women and 68% live outside London.

##### Collaboration

UK-CAB continues to support AfroCAB a network of HIV treatment advocates across Africa using the UK-CAB model.

UK-CAB also works with professional bodies. These include:

- British HIV Association (BHIVA).
- National HIV Nurses Association (NHIVNA).
- A wide range of NHS HIV clinics.
- NICE (National Institute for Health & Care Excellence).
- Medical Research Council Clinical Trials Unit.
- Medicines and Healthcare products Health Regulatory Agency.
- Various clinical trial steering committees with National Institute of HIV Research, universities and other bodies.

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##### UK-CAB activities

The CAB continues to be involved in high level activities in conferences and consultations.

Activities and participation during 2022 included:

- a. UK-CAB members were invited to share their experiences of psychological support services they have received by the British Psychological Society (BPS). The current standards were being reviewed to find out how useful and relevant they are, and how they are being used.
- b. Attending COVID antivirals roundtable with NHS England and attending the JCVI briefings.
- c. PANORAMIC trial (COVID) diversity and inclusion meetings.
- d. Specialised Commissioning Service Specification engagement session.
- e. HIV Action Plan – Community Advisory Group with NHS England.
- f. HIV Action Plan community engagement meetings with Prof Kevin Fenton.
- g. MHRA label meetings with sector and pharma partners (U=U).
- h. Monkey pox response in the UK, including Q&A with I-Base, involvement in trials etc.
- i. NAT Stigma Expert Group.
- j. Nurses and Pharmacists HIV Clinical Forum.
- k. NICE Voluntary and Community Sector Forum.
- l. NICE used our submissions as best-practice examples for future Technical Appraisal process.
- m. NICE won an award at the Health Technology Assessment International (HTAi) Conference – which included case study of working with the UK-CAB.

## HIV I-Base

### Report of the trustees

Year ended 31 March 2023

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#### ACHIEVEMENT AND PERFORMANCE - continued

##### BHIVA activities:

- BHIVA implied/assumed consent working group for opt-out testing.
- BHIVA treatment guidelines community engagement.
- Evaluating and awarding BHIVA research awards.
- Patient Reported Outcome Measures (PROMS) launch with BHIVA Feb 2022.

##### Guidelines subcommittee

- Developed templates for advertising writing group posts; defined roles; prepared an induction pack for new community reps on BHIVA guideline writing groups (which is kept updated as a “living document”).
- Developed the format for non-technical summaries (NTS).
- Proposed and agreed introduction of “Support for Patients” section in all guidelines with the subcommittee.

##### HIV-2 guidelines:

- These are now completed; participated in patient/population, intervention, comparison and outcomes (PICO) question setting, reviewing guideline drafts, attending GRADE meeting.
- Wrote “Support for Patients” section and non-technical summary (NTS) and disseminated on the UK-CAB forum.

##### NTS

- Wrote NTS for Opportunistic Infections, ART, injectables and COVID guidelines.
- Currently drafting flu, hepatitis B and pneumonia guidelines.

#### International training

We continued our programme of treatment optimisation training for AfroCAB and TAC supported by Unitaid. We held one meeting in July 2022 at the 24<sup>th</sup> International AIDS Conference (AIDS 2022) in Montreal. Participants included 3 activists from AfroCAB and 4 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. 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.

The Modern ART for South Africa team were successful in hosting a booth in the Global village at AIDS 2022. This was very well received and very well attended. A short video was produced about the Modern ART project and continuously played in the booth. The team also hosted Q & A sessions throughout the conference.

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.

The app and website have been continuously developed and updated during this period with new resources, videos and news articles being added on a weekly basis.

#### Publicity campaign in South Africa

The Modern ART for South Africa publicity/media campaign has gone from strength to strength. We have produced and distributed printed materials to clinics and health facilities in South Africa. We held pop up activation events during 2022 and the first quarter of 2023 in and around Johannesburg. An activation team along with graffiti artists, a photographer and a DJ engaged with passers by distributing materials and explaining how to download the app.

## **HIV I-Base**

### **Report of the trustees**

**Year ended 31 March 2023**

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

We launched a talking book – in four languages for people with low literacy and/or limited access to electricity – in November 2022 in the Eastern Cape. We did a door-to-door campaign, visited a couple of villages as well as local clinics. The Guardian published a story about the talking book pilot project in December 2022.

#### **Information services**

The Q&A 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.

We respond to around 150 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 phonline service continues to be predominantly for the UK.

The 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.

#### **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.

The website was accessed by around 2,800,000 million people (from 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 and the Modern ART website and app, we manage the UKCAB website including the email discussion lists and all notifications of meetings and reports are posted to it.

## HIV I-Base

### Report of the trustees

Year ended 31 March 2023

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#### 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 £476,695

The Trustees are pleased to report that during the year to 31 March 2023 I-Base continued its work as sub-grantees of joint projects with Ezintsha 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 £489,882. This grant has been underspent over the course of six years and has made a substantial contribution to the charity's reserves.

The direct information services (excluding publications) and the educational meetings for the UK-CAB were supported by several grants from pharmaceutical companies totaling £198,237. This was made up of grants from Gilead International of £72,957, Gilead UK £23,936, ViiV International £60,000 and ViiV UK £41,344. 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 Ezintsha/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 people living with HIV and related infections from social services. This is reflected in an increase demand for our information services and publications. These challenges have 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.

Total income for the year was £663,174 compared to total income in the previous year of £819,159. 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 £671,243 compared to net resource expended of £758,838 in the previous year. Year end results show a deficit of £8,069.

#### FUTURE PLANS

We are continuing work with Modern ART in South Africa programme this coming year. We are continuously working on updating the website and app to allow for continued, accessible updated information.

Plans are in progress for some partnership working with Anova Health Institute and Modern ART for South Africa. This will be work starting with two campaigns in and around Johannesburg and in Limpopo focusing on getting people back to clinics and viral load tests and results.

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 2023

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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 Covid, however, we have seen an increase in orders as clinics return to full operation. We have been visiting clinics in person and distributing some new posters with QR codes. The feedback from this initiative so far has been very encouraging. We have also 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.

We are developing partnerships with Anova Health Institute to continue our work on the Modern ART for South Africa programme.

#### **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 9.

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 salaries was conducted in 2022 and the trustees agreed the increase set by the NJC for 2022/2023.

##### **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:

- Fundraising for unrestricted funds. 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 have had on the economy are significant and in turn have reduced funding opportunities.
- The office lease has been renewed for 1 more year with a 25% rent reduction and a rolling break on 4-months' notice. The 4 months' notice period has significantly minimised the financial risk of being tied to a long lease.

## **HIV I-Base**

### **Report of the trustees**

**Year ended 31 March 2023**

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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  
W F M Stokes

**Auditors**

Azets Audit Services Limited  
2<sup>nd</sup> 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 2023**

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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**

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 ..... **4 December** .....2023 and signed on its behalf by:



.....  
**W F M Stokes**

## HIV I-Base

### Independent auditor's report to the members

Year ended 31 March 2023

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#### Opinion

We have audited the financial statements of HIV I-Base (the 'charitable company') for the year ended 31 March 2023 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 2023 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### 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 2023

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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.

## Independent auditor's report to the members

Year ended 31 March 2023

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### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

## HIV I-Base

### Independent auditor's report to the members

**Year ended 31 March 2023**

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A further description of our responsibilities is available on the Financial Reporting Council's website at:  
<https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>.

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 5 December 2023

## HIV I-Base

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

Year ended 31 March 2023

|   | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income:</b>  |       |                            |                          |                    |                    |
| Donations and legacies                                | 2     | 283,438                    | 378,246                  | 661,684            | 819,138            |
| Investment income                                     | 3     | 1,490                      | -                        | 1,490              | 21                 |
| <b>Total income</b>                                   |       | <b>284,928</b>             | <b>378,246</b>           | <b>663,174</b>     | <b>819,159</b>     |
| <b>Expenditure:</b>                                   |       |                            |                          |                    |                    |
| Raising funds   | 4     | 8,367                      | -                        | 8,367              | 8,092              |
| Charitable activities                                 | 5     | 224,510                    | 438,366                  | 662,876            | 750,745            |
| <b>Total resources expended</b>                       | 6     | <b>232,877</b>             | <b>438,366</b>           | <b>671,243</b>     | <b>758,837</b>     |
| <b>Net income/(expenditure) before transfers</b>      |       | <b>52,051</b>              | <b>(60,120)</b>          | <b>(8,069)</b>     | <b>60,322</b>      |
| Transfers between funds                               |       | 33,106                     | (33,106)                 | -                  | -                  |
| <b>Net movement in funds</b>                          |       | <b>85,157</b>              | <b>(93,226)</b>          | <b>(8,069)</b>     | <b>60,322</b>      |
| Fund balances brought forward                         |       | 391,538                    | 134,467                  | 526,005            | 465,683            |
| <b>Fund balances carried forward at 31 March 2023</b> | 12    | <b>476,695</b>             | <b>41,241</b>            | <b>517,936</b>     | <b>526,005</b>     |

The notes on pages 17 to 25 form part of these financial statements.

## HIV I-Base

### Balance Sheet

As at 31 March 2023

|   | Notes | 2023     |                | 2022      |                |
|---|-------|----------|----------------|-----------|----------------|
|   |       | £        | £              | £         | £              |
| <b>Fixed assets</b>                                   |       |          |                |           |                |
| Tangible fixed assets                                 | 9     |          | 3,199          |           | 2,655          |
| <b>Current assets</b>                                 |       |          |                |           |                |
| Debtors   | 10    | 8,502    |                | 179,856   |                |
| Cash at bank and in hand                              |       | 525,874  |                | 482,125   |                |
|   |       | 534,376  |                | 661,981   |                |
| <b>Creditors: Amounts falling due within one year</b> | 11    | (19,639) |                | (138,631) |                |
| <b>Net current assets</b>                             |       |          | 514,737        |           | 523,350        |
| <b>Net assets</b>                                     |       |          | <b>517,936</b> |           | <b>526,005</b> |
| <b>Funds</b>  |       |          |                |           |                |
| Restricted funds                                      |       |          | 41,241         |           | 134,467        |
| Unrestricted funds                                    |       |          | 476,695        |           | 391,538        |
|   | 13    |          | <b>517,936</b> |           | <b>526,005</b> |

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

Approved by the Board on .....4 December..... 2023 and signed on their behalf by:



**W F M Stokes**

Company No: 03962064

The notes on pages 17 to 25 form part of these financial statements

## HIV I-Base

### Statement of Cash Flows

As at 31 March 2023

|   | Note | 2023<br>£      | 2022<br>£      |
|---|------|----------------|----------------|
| <b>Cash flow from operating activities</b>                                | 17   | 44,935         | 64,612         |
| <b>Net cash flow from operating activities</b>                            |      | <u>44,935</u>  | <u>64,612</u>  |
| <b>Cash flow from investing activities</b>                                |      |                |                |
| Payments to acquire tangible fixed assets                                 |      | (2,676)        | (2,431)        |
| Interest received   |      | 1,490          | 21             |
| <b>Net cash flow from investing activities</b>                            |      | <u>(1,186)</u> | <u>(2,410)</u> |
| <b>Net increase / (decrease) in cash and cash equivalents</b>             |      | 43,749         | 62,202         |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |      | 482,125        | 419,923        |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |      | <u>525,874</u> | <u>482,125</u> |
| <b>Cash and cash equivalents consists of:</b>                             |      |                |                |
| Cash at bank and in hand  |      | 525,874        | 482,125        |
| <b>Cash and cash equivalents at end date 2023</b>                         |      | <u>525,874</u> | <u>482,125</u> |

The notes on pages 17 to 25 form part of these financial statements

## HIV I-Base

### Notes to the financial statements

#### For the year ended 31 March 2023

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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 2023

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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 |
|------------------|----------------------------|

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 2023

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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.

## Notes to the financial statements

## For the year ended 31 March 2023

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<br>2023<br>£ | Restricted<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|--|---------------------------|-------------------------|--------------------|--------------------|
| Individual, charitable, corporate and international donations. | 283,438                   | 378,246                 | 661,684            | 819,138            |
|  | <u>283,438</u>            | <u>378,246</u>          | <u>661,684</u>     | <u>819,138</u>     |

In 2023, £421,533 (2022 £683,124) of the donations and legacies income was attributable to the restricted funds, and the remaining £241,641 (2022: £136,014) was attributable to the unrestricted funds.

| 3. Investment income | Unrestricted<br>2023<br>£ | Restricted<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------|---------------------------|-------------------------|--------------------|--------------------|
| Bank interest        | 1,490                     | -                       | 1,490              | 21                 |
|                      | <u>1,490</u>              | <u>-</u>                | <u>1,490</u>       | <u>21</u>          |

In 2023, all £1,490 (2022: £21) of the investment income was attributable to the unrestricted funds.

| 4. Raising funds                    | Unrestricted<br>2023<br>£ | Restricted<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Cost of generating voluntary income | 8,367                     | -                       | 8,367              | 8,092              |
|                                     | <u>8,367</u>              | <u>-</u>                | <u>8,367</u>       | <u>8,092</u>       |

In 2023, all £8,367 (2022: £8,092) 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 2023

| 5. Charitable activities           | Unrestricted<br>2023<br>£ | Restricted<br>2023<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Information services               | 130,289                   | 52,067                  | 182,356            | 161,909            |
| UKCAB                              | -                         | 51,687                  | 51,687             | 24,548             |
| Research and community development | 94,245                    | 312,244                 | 406,489            | 370,863            |
| AFROCAB                            | (24)                      | -                       | (24)               | 729                |
| Rainwater                          | -                         | 22,368                  | 22,368             | 192,696            |
|                                    | <u>224,510</u>            | <u>438,366</u>          | <u>662,876</u>     | <u>750,745</u>     |

In 2023, £422,532 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £249,710 being attributable to the unrestricted fund.

| 6. Analysis of expenditure           | Direct<br>Costs<br>£ | Support<br>Costs<br>(note 6.1)<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|--------------------------------------|----------------------|-------------------------------------|--------------------|--------------------|
| Costs of generating voluntary income | 7,172                | 1,195                               | 8,367              | 8,092              |
| Information services                 | 151,894              | 30,462                              | 182,356            | 161,910            |
| UKCAB                                | 44,519               | 7,168                               | 51,687             | 24,548             |
| Research and community development   | 385,584              | 20,905                              | 406,489            | 370,863            |
| AFROCAB                              | (24)                 | -                                   | (24)               | 729                |
| Rainwater                            | 22,368               | -                                   | 22,368             | 192,696            |
|                                      | <u>611,513</u>       | <u>59,730</u>                       | <u>671,243</u>     | <u>758,838</u>     |

In 2023, £611,513 of expenditure was attributable to direct costs, with the remaining £59,730 being attributable to support costs.

| 6.1 Support costs                           | Total<br>2023<br>£ | Total<br>2022<br>£ |
|---|--------------------|--------------------|
| Bank charges                                | 480                | 514                |
| Communications                              | 1,367              | 1,534              |
| Computer costs                              | 1,436              | 5,702              |
| Depreciation                                | 2,132              | 1,769              |
| Postage, stationery and sundries            | 4,601              | 3,832              |
| Rent, rates and insurance                   | 37,760             | 39,599             |
| Staff costs                                 | 1,001              | 18,481             |
| Subscriptions                               | -                  | 152                |
| Travel, subsistence & conference attendance | 307                | 42                 |
| Governance costs:                           | -                  | -                  |
| Accountancy costs                           | 3,734              | 3,301              |
| Auditors remuneration (note 6.2)            | 6,912              | 6,960              |
|   | <u>59,730</u>      | <u>81,886</u>      |

## HIV I-Base

### Notes to the financial statements

#### For the year ended 31 March 2023

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#### 6.2 Governance costs

The auditor's remuneration amounts to audit fee of £6,912 (2022: £6,960). Variance is mostly due to under-accruals in previous year.

#### 7. Staff costs and remuneration

|   | <b>2023</b>           | <b>2022</b>           |
|---|-----------------------|-----------------------|
|   | <b>£</b>              | <b>£</b>              |
| Gross wages and salaries  | 212,759               | 193,253               |
| Employer's national insurance costs   | 17,819                | 15,805                |
| Pension Contributions   | 8,505                 | 6,069                 |
|   | <u><b>239,083</b></u> | <u><b>215,127</b></u> |
|   | <b>Number</b>         | <b>Number</b>         |
| The average number of employees during the year<br>Calculated on a full time equivalent basis, was: | <u><b>6</b></u>       | <u><b>6</b></u>       |

Two employees received remuneration amounting to more than £60,000 in the year (2022: two (restated)).

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 £196,074 (2022: £182,619).

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

|   | <b>2023</b>          | <b>2022</b>          |
|---|----------------------|----------------------|
|   | <b>£</b>             | <b>£</b>             |
| This is stated after charging:              |                      |                      |
| Depreciation                                | 2,132                | 1,769                |
| Auditors' remuneration – audit services     | 6,912                | 6,960                |
| Auditors' remuneration – non audit services | 3,360                | 2,040                |
| Operating lease rentals – property          | 28,200               | 28,200               |
|   | <u><b>39,604</b></u> | <u><b>39,969</b></u> |

## HIV I-Base

### Notes to the financial statements

For the year ended 31 March 2023

|   |                      |                         |
|---|----------------------|-------------------------|
| <b>9. Tangible fixed assets</b>                           |                      | <b>Office equipment</b> |
| <b>Cost</b>   |                      | <b>£</b>                |
| At 1 April 2022   |                      | 30,316                  |
| Additions   |                      | 2,676                   |
| At 31 March 2023  |                      | <u>32,992</u>           |
| <b>Depreciation</b>                                       |                      |                         |
| At 1 April 2022   |                      | 27,661                  |
| Charge for the year                                       |                      | 2,132                   |
| At 31 March 2023  |                      | <u>29,793</u>           |
| <b>Net book value</b>                                     |                      |                         |
| At 31 March 2023  |                      | <u><b>3,199</b></u>     |
| At 31 March 2022  |                      | <u><b>2,655</b></u>     |
| <b>10. Debtors</b>  |                      |                         |
|   | <b>2023</b>          | <b>2022</b>             |
|   | <b>£</b>             | <b>£</b>                |
| Grants repayable  | -                    | 171,299                 |
| Prepayments and accrued income                            | 7,770                | 7,770                   |
| Other debtors   | 732                  | 787                     |
|   | <u><b>8,502</b></u>  | <u><b>179,856</b></u>   |
| <b>11. Creditors: amounts falling due within one year</b> |                      |                         |
|   | <b>2023</b>          | <b>2022</b>             |
|   | <b>£</b>             | <b>£</b>                |
| Amounts payable   | 2,527                | 5,152                   |
| Taxation and social security                              | 5,766                | 7,169                   |
| Other creditors   | 2,226                | 5,845                   |
| Accruals and deferred income (note 11.1)                  | 9,120                | 120,465                 |
|   | <u><b>19,639</b></u> | <u><b>138,631</b></u>   |
| <b>11.1 Deferred Income</b>                               |                      |                         |
|   | <b>2023</b>          | <b>2022</b>             |
|   | <b>£</b>             | <b>£</b>                |
| Balance at 1 April 2022                                   | 111,344              | 44,291                  |
| Amount deferred during the year                           | -                    | 111,344                 |
| Amount released to income during the year                 | (111,344)            | (44,291)                |
| Balance at 31 March 2023                                  | <u>-</u>             | <u><b>111,344</b></u>   |

Deferred income includes income received in the 2020/2022 financial year but pertains to the 2022/2023 year.

## HIV I-Base

### Notes to the financial statements

For the year ended 31 March 2023

#### 12. Analysis of net assets between funds

|                       | Unrestricted<br>funds<br>£ | Restricted funds<br>£ | Total<br>funds<br>£ |
|-----------------------|----------------------------|-----------------------|---------------------|
| Tangible fixed assets | 3,199                      | -                     | 3,199               |
| Current assets        | 493,136                    | 41,240                | 534,376             |
| Current liabilities   | (19,639)                   | -                     | (19,639)            |
|                       | <u>476,696</u>             | <u>41,240</u>         | <u>517,936</u>      |

#### 13. Statement of funds

|                                     | 1 April<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfer<br>£   | 31 March<br>2023<br>£ |
|-------------------------------------|----------------------|----------------------------|----------------------------|-----------------|-----------------------|
| <b>Restricted funds</b>             |                      |                            |                            |                 |                       |
| AFROCAB                             | 33                   | -                          | -                          | -               | 33                    |
| UKCAB                               | 78,492               | 13,936                     | (51,687)                   | -               | 40,741                |
| Information services                | 468                  | 52,066                     | (52,067)                   | -               | 467                   |
| Research & community<br>development | -                    | 312,244                    | (312,244)                  | -               | -                     |
| Rainwater                           | 55,474               | -                          | (22,368)                   | <b>(33,106)</b> | -                     |
| <b>Unrestricted funds</b>           |                      |                            |                            |                 |                       |
| General                             | 391,538              | 284,928                    | (232,877)                  | <b>33,106</b>   | 476,695               |
| <b>Total Funds</b>                  | <u>526,005</u>       | <u>663,174</u>             | <u>(671,243)</u>           | <u>-</u>        | <u>517,936</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 2023

#### 13.1 Statement of funds – Prior year

|                                     | 1 April<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfer<br>£ | 31 March<br>2022<br>£ |
|-------------------------------------|----------------------|----------------------------|----------------------------|---------------|-----------------------|
| <b>Restricted funds</b>             |                      |                            |                            |               |                       |
| AFROCAB                             | 762                  | -                          | (729)                      | -             | 33                    |
| UKCAB                               | 45,274               | 57,766                     | (24,548)                   | -             | 78,492                |
| Information services                | 23,641               | 138,736                    | (161,909)                  | -             | 468                   |
| Research & community<br>development | -                    | 238,452                    | (238,452)                  | -             | -                     |
| Rainwater                           | -                    | 248,170                    | (192,696)                  | -             | 55,474                |
| <b>Unrestricted funds</b>           |                      |                            |                            |               |                       |
| General                             | 396,006              | 136,035                    | (140,503)                  | -             | 391,538               |
| <b>Total Funds</b>                  | <b>465,683</b>       | <b>819,159</b>             | <b>(758,837)</b>           | <b>-</b>      | <b>526,005</b>        |

#### 14. Operating lease commitments

The minimum annual rentals under operating leases are as follows:

|                            | 2023<br>£     | 2022<br>£     |
|----------------------------|---------------|---------------|
| Within one year            | 38,240        | 33,480        |
| Between one and five years | -             | -             |
|                            | <u>38,240</u> | <u>33,480</u> |

#### 15. Related party disclosure

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

#### 16. Ultimate controlling party

The charitable company is considered to have no ultimate controlling party.

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

|                                       | 2023<br>£      | 2022<br>£     |
|---------------------------------------|----------------|---------------|
| Net income/(expenditure) for year     | (8,069)        | 60,322        |
| Interest receivable                   | (1,490)        | (21)          |
| Depreciation of tangible fixed assets | 2,132          | 1,769         |
| (Increase) / decrease in debtors      | 171,354        | (72,963)      |
| Increase / (decrease) in creditors    | 118,992        | 75,505        |
|                                       | <u>282,919</u> | <u>64,612</u> |