

HIV I-Base
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Charity No: 1081905
Company No: 03962064

HIV I-Base

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HIV I-Base

Report of the trustees

Year ended 31 March 2024

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 2024. 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 their partners and almost 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.

HIV i-Base

Report of the trustees

Year ended 31 March 2024

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.

2024 is our twenty-fifth 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. However, the format of HTB changed from January 2024 into an ongoing news stream, without compiling each monthly issue into a PDF format. This has been a more manageable workload and led to a focus on unique reports that are less likely to be covered by other organisations.

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 continued to increase in 2023. All the key guides have been updated online.

In April 2023 we updated "HIV and quality of life: side effects and long-term health". This A5 booklet was redesigned from a 96-page booklet to a 16-page fold-out guide, using QR codes to signpost to detailed information online.

In November 2023 we updated the guide "HIV and pregnancy" from the previous edition.

i-Base continues to produce resources to highlight the increased awareness of the U=U campaign. We also cover the importance of PrEP in a separate guide, printed in a run of 20,000 booklets.

All publications are provided free to UK clinics and organisations and individuals can order them online. Distribution included approximately 59,000 A5 booklets and 29,000 A7 leaflets

All the guides are produced by or with the involvement of HIV positive people and are reviewed by a medical advisory group.

Advocacy support to clinical research and community outreach

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, DoIPHIN 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, 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.

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Report of the trustees

Year ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE – continued

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.

We also continue to work with other community groups to provide treatment training workshops.

We provide ongoing support for workshop participants and encourage people to join the UK-CAB to maintain their knowledge and participation.

The UK-CAB

Meetings

UK-CAB 2023-24 training meetings:

- 27 April 2023 – UK-CAB meeting after the BHIVA Spring Conference (Gateshead)
- 4 August 2023 – IAS feedback, meeting with ViiV Healthcare (London)
- 17 November 2023 – EACS conference feedback, HTLV-1 study (London)
- 1 March 2024 - Doravirine/Islatravir studies; meeting with MSD and Breastfeeding guidelines (London)

Overall, 121 participants attended four CAB meetings in 2023-24. This included nine invited speakers and 19 UK-CAB members facilitated the meetings. We met with two pharmaceutical companies: ViiV Healthcare and MSD.

Online training programme:

The UK-CAB online training programme was an introduction to HIV treatment, research and treatment advocacy for people living with HIV, affected by HIV, or working in the HIV sector.

Presented by people from the HIV community, leading clinicians and experts, it was free for all UK-CAB members.

All presentations and Q&A discussions are here: <https://ukcab.net/training/>

The UK-CAB forum:

In 2023-4, the members discussion forum had 756 posts on 345 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.
- Monkeypox virus, updates and Q&A
- Training opportunity announcements.

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 appointed the new BHIVA Executive Community representative who will also become a member of the steering group. They took 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 2024

ACHIEVEMENT AND PERFORMANCE - continued

Membership

A diverse community with around 800 members with 40% of members from migrant populations. 48 new members joined the UK-CAB during 2023-24.

Collaboration

UK-CAB works with professional bodies. These include:

- British HIV Association (BHIVA).
- National HIV Nurses Association (NHVNA).
- 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.

UK-CAB activities

Activities and participation during 2023/24 included:

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

- Civil Society Scorecard and HIV Action Plan Scorecard working group.
- UK-CAB chair: appointed as HIV Outcomes UK.
- Co-chaired Conference Speaker and session chair at Nurses & Pharmacists HIV Clinical Forum 2023 Conference Steering Group.
- STOPAIDS Conference Organising Committee (a half-day conference themed on UK leadership and the path to end AIDS by 2030).
- UK-CAB Vaccinology Study Proposal review with UCL.
- NICE Scoping Consultation for Lenacapavir.
- STOPAIDS member meeting: The HIV response.
- 50 over 50 community representation.
- Representation at EACS Conference.
- Initial stages of responding to the NICE review of long-acting cabotegravir as PrEP.
- Initial stages of responding to NICE review of Lenacapavir for people with multidrug resistant HIV (ultimately the approval was sent to NHS England Specialised Commissioning).

BHIVA activities:

- Community session at the BHIVA spring session in Newcastle.
- BHIVA implied/assumed consent working group for opt-out testing.
- BHIVA treatment guidelines community engagement.
- Evaluating and awarding BHIVA research awards.

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 continue writing the guidelines non-technical summaries (NTS).
- Proposed and agreed introduction of "Support for Patients" section in all guidelines with the subcommittee.

International training

We continued to update and produce community materials in the Modern ART for Africa series to support the introduction of optimised antiretroviral treatment in LMICs.

During 2023 the Modern ART for South Africa app transitioned to a Progressive Web App (PWA) format, which significantly improved its performance. The website has been continuously developed and updated during this period with new resources, videos and news articles being added on a weekly basis. <https://modernartforsouthafrica.co.z>

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Report of the trustees

Year ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE - continued

Publicity campaign in South Africa

The Modern ART for South Africa publicity media campaign continued in 2023. We worked with Anova Health Institute on one of their campaigns involving a pop-up activation event in Soweto and helped them with the acquisition of 5000 talking books.

Transition of Modern ART to South Africa

We began talks at the end of 2023 with Ezintsha Research Centre about incorporating Modern ART for South Africa into some of their studies and, in turn transitioning the project to Ezintsha's stewardship.

We were pleased to agree on and begin our transition plan in early 2024. Ezintsha will take over Modern ART, in partnership with the Treatment Action Campaign

Website and Q&A services

The i-Base website continued to generate high levels of use with approximately 300,000 web visits each month, roughly individual 3.6 million hits over the year. The site is used by people from around 100 countries and territories globally.

During 2023/24, the Q&A service responded to over 5000 email requests. with approximately 10% from the UK. The primary topics include:

- Testing and transmission: (25%)
- Pregnancy, breast feeding and infant prophylaxis: (7%)
- Treatment inc. access and starting: (6%)
- Adherence and resistance: (6%)
- PEP and PrEP: (10%)
- Drug interactions: (4%)
- Side effects: (4%)
- CD4 count, viral load and U=U: (7%)
- Disclosure and serodifferent couples: (4%)
- New diagnosis, symptoms and healthy lifestyle: (3.5%)

This service is supported by grants from Gilead and ViiV.

Community involvement in clinical research

Several staff continued to be 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.

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Report of the trustees

Year ended 31 March 2024

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.

The website was accessed by around 3.6 million people (from 8 million hits). The site has been accessed by people from 230 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.

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 £337,468.

The Trustees are pleased to report that during the year to 31 March 2024 i-Base continued its work on the Modern ART for South Africa project. Anova Health Institute contributed £86,959 towards this work.

The direct information services (excluding publications) and the educational meetings for the UK-CAB were supported by several grants from pharmaceutical companies totaling £204,165. This was made up of grants from Gilead International of £68,898, Gilead UK £12,500, ViiV International £60,000 and ViiV UK £45,542. 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 has been one of the main risks to the charity in recent years.

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 £315,715 compared to total income in the previous year of £663,174.

Net resources expended for the year amounted to £496,183 compared to net resource expended of £671,243 in the previous year. Year end results show a surplus of £337,468.

HIV I-Base

Report of the trustees

Year ended 31 March 2024

FUTURE PLANS

i-Base was founded in 2000 to fill a gap that wasn't being met by existing HIV services and organisation in the UK.

This was to provide services focussed on the rapidly evolving science being HIV treatment from an activist and peer-led perspective.

At that time, most HIV organisations had limited formal engagement with either independent researchers or commercial pharmaceutical companies. Very few people living with HIV were either employed by national HIV organisations or were openly out about their HIV status.

Organisations that were supported by HIV industry rarely commented on controversial issues related to the companies they received financial support from, including when this included drug pricing or side effects.

i-Base was formed by a small group of activist friends who brought a different perspective. Although most people in this group were openly living with HIV, our individual HIV status did not matter – many of the most effective activists are committed to help for other reasons.

We were not interested in duplicating anything that was currently being produced. Instead, our model was to find a way to help first and to focus on funding after we showed the urgency of these issues. That is not an easy or practical model because even running a lean organisation on a tight budget depends on some level of financial support.

Although based in the UK, i-Base has always actively linked with similar HIV organisations in other countries and regions. We were lucky to be involved in an international focus on understanding the science and medicine of HIV from a community perspective before ART became widely available. Everything i-Base produced was copyright-free with active encouragement to translate and adapt - resulting in information being used in more than 35 languages. We have been actively involved in PrEP research, the PARTNER studies and U=U campaign and the INSIGHT START study that produced data on the clinical benefit from ART at any CD4 count.

i-Base was founded before the IAS conferences had been held in the global South (in July 2000 IAS was held in Durban, South Africa). It was before Cipla formulation the first single-tablet regimen using generic versions of three HIV drugs made by different companies for \$1 a day. It was before the WHO 3x5 Campaign. Before PEPFAR. Before UNITAID. We collaborated with activist friends on World-CAB meetings focussed on treatment access for all and connecting activists to both research-based and generic manufacturers.

We were also lucky to be able to work with Treatment Action Campaign in South Africa for many years - from before there was access to treatment to a time when both ART and PrEP are widely available. This work was largely supported by UNITAID with the final grant ending in 2022, and future projects led by Ezintsha in South Africa, as detailed above.

In the last quarter of 2023, the end of a grant for international work and the long-term individual plans included discussions about the future of i-Base.

Over the first months of 2024 this led to the decision to restructure i-Base to reduce overheads and to focus on the ongoing projects that were clearly driven by existing demand for our services.

This will include moving to a virtual-based office, fewer staff, maintaining the website as a primary source for information and continue to run the interactive Q&A services.

HIV I-Base

Report of the trustees

Year ended 31 March 2024

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

A new Trustee, Mr Christian Declé, was recruited in May 2024. The board of Trustees are 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 April 2023 and the trustees agreed the increase set by the NJC for 2023/2024.

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 was renewed in March 2024; however, 4 months' notice to terminate the lease was given on 30 April 2024. I-Base will be moving to a virtual office space from 1 September 2024.

HIV I-Base

Report of the trustees

Year ended 31 March 2024

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
C Decle

Auditors

Azets Audit Services Limited
2nd Floor, Regis House
45 King William Street
London
EC4R 9AN

Bankers

National Westminster Bank plc
PO Box 83
Tavistock House
Tavistock Square
London
WC1H 9JA

Key management personnel

Polly Clayden – Co-founder
Simon Collins – Co-founder
Suzanne Thompson – General manager

HIV I-Base

Report of the trustees

Year ended 31 March 2024

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 and signed on its behalf by:

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W F M Stokes

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2024

Opinion

We have audited the financial statements of HIV I-Base (the 'charitable company') for the year ended 31 March 2024 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 2024

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.

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2024

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 2024

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.

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

HIV I-Base

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

Year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income:					
Donations and legacies	2	154,887	155,832	310,719	661,684
Investment income	3	4,996	-	4,996	1,490
Total income		159,883	155,832	315,715	663,174
Expenditure:					
Raising funds	4	28,306	-	28,306	8,367
Charitable activities	5	301,575	166,302	467,877	662,876
Total resources expended	6	329,881	166,302	496,183	671,243
Net income/(expenditure) before transfers		(169,998)	(10,470)	(180,468)	(8,069)
Transfers between funds		-	-	-	-
Net movement in funds		(169,998)	(10,470)	(180,468)	(8,069)
Fund balances brought forward		476,695	41,241	517,936	526,005
Fund balances carried forward at 31 March 2024	12	306,697	30,771	337,468	517,936

The notes on pages 18 to 26 form part of these financial statements.

HIV I-Base

Balance Sheet

As at 31 March 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible fixed assets	9		4,089		3,199
Current assets					
Debtors	10	26,970		8,502	
Cash at bank and in hand		358,426		525,874	
		385,396		534,376	
Creditors: Amounts falling due within one year	11	(52,017)		(19,639)	
Net current assets			333,379		514,737
Net assets			337,468		517,936
Funds					
Restricted funds			30,771		41,241
Unrestricted funds			306,697		476,695
	13		337,468		517,936

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 and signed on their behalf by:

W F M Stokes

The notes on pages 18 to 26 form part of these financial statements

HIV I-Base

Statement of Cash Flows

As at 31 March 2024

	Note	2024 £	2023 £
Cash flow from operating activities	17	(168,776)	44,935
Net cash flow from operating activities		<u>(168,776)</u>	<u>44,935</u>
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(3,668)	(2,676)
Interest received		4,996	1,490
Net cash flow from investing activities		<u>1,328</u>	<u>(1,186)</u>
Net increase / (decrease) in cash and cash equivalents		(167,448)	43,749
Cash and cash equivalents at the beginning of the reporting period		525,874	482,125
Cash and cash equivalents at the end of the reporting period		<u>358,426</u>	<u>525,874</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		358,426	525,874
Cash and cash equivalents at end date 2024		<u>358,426</u>	<u>525,874</u>

The notes on pages 18 to 26 form part of these financial statements

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 2024

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.

Notes to the financial statements

For the year ended 31 March 2024

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 2024

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 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Individual, charitable, corporate and international donations.	154,887	155,832	310,719	661,684
	<u>154,887</u>	<u>155,832</u>	<u>310,719</u>	<u>661,684</u>

In 2023, £378,246 of the donations and legacies income was attributable to the restricted funds, and the remaining £283,438 was attributable to the unrestricted funds.

3. Investment income	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Bank interest	4,996	-	4,996	1,490
	<u>4,996</u>	<u>-</u>	<u>4,996</u>	<u>1,490</u>

In 2023, all £1,490 of the investment income was attributable to the unrestricted funds.

4. Raising funds	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Cost of generating voluntary income	28,306	-	28,306	8,367
	<u>28,306</u>	<u>-</u>	<u>28,306</u>	<u>8,367</u>

In 2023, all £8,367 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 2024

5. Charitable activities	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Information services	140,382	44,535	184,917	182,356
UKCAB	-	35,688	35,688	51,687
Research and community development	161,028	86,079	247,107	406,489
AFROCAB	165	-	165	(24)
Rainwater	-	-	-	22,368
	<u>301,575</u>	<u>166,302</u>	<u>467,877</u>	<u>662,876</u>

In 2023, £438,366 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £224,510 being attributable to the unrestricted fund.

6. Analysis of expenditure	Direct Costs £	Support Costs (note 6.1) £	Total 2024 £	Total 2023 £
Costs of generating voluntary income	26,991	1,315	28,306	8,367
Information services	151,392	33,525	184,917	182,356
UKCAB	27,800	7,888	35,688	51,687
Research and community development	224,100	23,007	247,107	406,489
AFROCAB	165	-	165	(24)
Rainwater	-	-	-	22,368
	<u>430,448</u>	<u>65,735</u>	<u>496,183</u>	<u>671,243</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 2024 £	Total 2023 £
Bank charges	497	480
Communications	1,925	1,367
Computer costs	2,808	1,436
Consultancy	210	-
Depreciation	2,727	2,132
Postage, stationery and sundries	2,953	4,601
Rent, rates and insurance	37,854	37,760
Staff costs	1,652	1,001
Subscriptions	96	-
Travel, subsistence & conference attendance	250	307
Governance costs:		
Accountancy costs	7,203	3,734
Auditors remuneration	7,560	6,912
	<u>65,735</u>	<u>59,730</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2024

7. Staff costs and remuneration

	2024	2023
	£	£
Gross wages and salaries	218,896	212,759
Employer's national insurance costs	17,676	17,819
Pension Contributions	8,799	8,505
	<u>245,371</u>	<u>239,083</u>
	Number	Number
The average number of employees during the year Calculated on a full time equivalent basis, was:	<u>6</u>	<u>6</u>

Two employees received remuneration amounting to more than £60,000 in the year (2023: two).

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 £202,469 (2023: £196,074).

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

	2024	2023
	£	£
This is stated after charging:		
Depreciation	2,727	2,132
Auditors' remuneration – audit services	7,560	6,912
Auditors' remuneration – non audit services	1,926	3,360
Operating lease rentals – property	<u>23,500</u>	<u>28,200</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2024

9. Tangible fixed assets		
Cost		Office equipment
At 1 April 2023		£
Additions		32,992
Disposal		3,668
		(51)
At 31 March 2024		<u>36,609</u>
Depreciation		
At 1 April 2023		29,793
Charge for the year		2,727
Disposal		-
At 31 March 2024		<u>32,520</u>
Net book value		
At 31 March 2024		<u>4,089</u>
At 31 March 2023		<u><u>3,199</u></u>
10. Debtors		
	2024	2023
	£	£
Grants repayable	15,818	-
Prepayments and accrued income	10,420	7,770
Other debtors	732	732
	<u>26,970</u>	<u>8,502</u>
11. Creditors: amounts falling due within one year		
	2024	2023
	£	£
Amounts payable	9,163	2,527
Taxation and social security	6,204	5,766
Other creditors	3,177	2,226
Accruals and deferred income (note 11.1)	33,473	9,120
	<u>52,017</u>	<u>19,639</u>
11.1 Deferred Income		
	2024	2023
	£	£
Balance at 1 April 2023	-	111,344
Amount deferred during the year	22,307	-
Amount released to income during the year	-	(111,344)
Balance at 31 March 2024	<u>22,307</u>	<u>-</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2024

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,089	-	4,089
Current assets	354,625	30,771	385,396
Current liabilities	(52,017)	-	(52,017)
	<u>306,697</u>	<u>30,771</u>	<u>337,468</u>

13. Statement of funds

	1 April 2023 £	Incoming resources £	Resources expended £	Transfer £	31 March 2024 £
Restricted funds					
AFROCAB	33	-	-	-	33
UKCAB	40,741	25,218	(35,688)	-	30,271
Information services	467	44,535	(44,535)	-	467
Research & community development	-	86,079	(86,079)	-	-
Unrestricted funds					
General	476,695	159,883	(329,881)	-	306,697
Total Funds	<u>517,936</u>	<u>315,715</u>	<u>(496,183)</u>	<u>-</u>	<u>337,468</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 2024

13.1 Statement of funds – Prior year

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

14. Operating lease commitments

	2024 £	2023 £
The minimum annual rentals under operating leases are as follows:		
Within one year	13,583	38,240
Between one and five years	-	-
	<u>13,583</u>	<u>38,240</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

	2024 £	2023 £
Net income/(expenditure) for year	(180,468)	(8,069)
Interest receivable	(4,996)	(1,490)
Depreciation of tangible fixed assets	2,727	2,132
Disposal of tangible fixed assets	51	-
(Increase) / decrease in debtors	(18,468)	171,354
Increase / (decrease) in creditors	32,378	(118,992)
	<u>(168,776)</u>	<u>44,935</u>