

HIV I-Base
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Charity No: 1081905
Company No: 03962064



HIV I-Base

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HIV I-Base

Report of the trustees

Year ended 31 March 2021

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 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

The objectives of the charity are the protection and preservation of public health and for the relief of sickness by disseminating to general practitioners and other health care professionals, the results of research and other information concerned with the causes, the transmission and the treatment of Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency Syndrome (AIDS) and related conditions so as to improve the treatment of patients and prevent the spread of HIV and AIDS and related conditions; by providing information, advice and other assistance to those with HIV or AIDS or related conditions and to their families and carers and to benefit individuals, both nationally and internationally; through dissemination of up-to-date medical and social information related to the treatment of HIV/AIDS and other related health issues.

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

HIV positive people who understand HIV treatment and prevention are more likely to be adherent to and benefit from these strategies.

HIV positive people on successful treatment can lead working lives and contribute to society in many ways.

HIV positive people with well managed HIV on treatment have an almost zero risk of transmitting HIV their partners or infants (in the cases of HIV positive mothers) – giving enormous benefit to individuals and public health.

HIV negative people at high-risk of HIV can also use antiretrovirals to reduce their risk of acquiring the virus – also conferring benefits to individuals and public health.

The charity activities to achieve these objectives include the following projects.

- HIV Treatment Bulletin (HTB), a technical review of the latest medical research aimed at doctors and other healthcare professionals and distributed through our electronic mailing list and our website.
- 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 Africa – treatment and research information for activists from LMICs – including printed materials, app, website and training
- A range of six non-technical treatment guides, with easy to understand information for HIV positive people and people at risk of HIV. Distribution is as HTB supplement, and to individuals, HIV clinics and community organisations.
- UK CAB community network to provide education training for HIV positive people and their advocates.
- An open-access free treatment information service by email, post and telephone and online.
- A website broadening access to our publications and archives and publicising our activities. All publications are available online as html pages and PDF downloads.
- Training courses to encourage a network of community advocates across the UK.
- Supporting AfroCAB to develop a similar community network to UKCAB across several African countries.
- Training courses for African treatment activists – with a particular focus on South Africa – and occasional training for health workers.

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

HIV i-Base

Report of the trustees

Year ended 31 March 2021

OBJECTIVES AND ACTIVITIES – continued

- National and international advocacy work including, policy and technical input to treatment and prevention guidelines, clinical trials and drug development. We serve on community advisory boards, guideline writing groups and trial steering committees to ensure that the needs of HIV positive people are represented.
- Engaging with numerous national and international research groups and guidelines panels.

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

ACHIEVEMENT AND PERFORMANCE

Review of activities

HIV i-Base is a treatment activist group, HIV positive led and committed to providing timely HIV treatment information both to healthcare professionals and to HIV positive people and their advocates. HIV i-Base was formed in March 2000 and has continued to report the most innovative and important medical advances in HIV/AIDS.

2021 is our twenty second year as a charity.

HIV i-Base Projects

Publications

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

We now produce HTB at least 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 HIV positive people, their families and advocates.

Since the emergence of the coronavirus (SARS CoV-2) we launched a new publication "HIV and COVID-19" as a supplement to HTB. This covers the global health crisis related to SARS CoV-2 and COVID-19 and the effect it will have for people living with HIV. The first edition was published on March 27 2020 and 12 issues have been published in the period up to April 2021, with at least 200 reports and resources about the rapidly changing pandemic.

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.

An electronic edition of Fit for Purpose, including adult and paediatric ART optimisation review, is underway and scheduled for distribution September/October 2021 to support World Health Organization (WHO) meetings on adult and paediatric treatment optimisation. We delayed this edition from March 2021 as developments since March 2020 were scarce and we need to include data from CROI 2021 and IAS 2021 as well as information from upcoming Unitaid consultations and updated WHO guidelines.

A number of organisations working on optimised treatment for LMICs use Fit for Purpose as a resource – including WHO, Unitaid and Clinton Health Access Initiative (CHAI).

Our treatment guides, along with our adherence resources and publicity materials are sent out in response to orders received from clinics, community organisations and individuals via post, email and the website. During 2020 and the first quarter of 2021 orders for publications reduced by about 60% due to COVID-19 restrictions.

HIV i-Base

Report of the trustees

Year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE – continued

i-Base continues to produce resources to highlight the increased awareness of the U=U campaign. This is based on a new understanding that HIV positive people with an undetectable viral load on treatment are not a risk to sexual partners, even without using condoms. i-Base was involved in the eight-year PARTNER studies that produced the scientific evidence for U=U (published in the Lancet in May 2019). Demand for these resources continue and an additional 12000 U=U leaflets were printed in August 2020 with around 3500 being distributed in the year 2020/21.

These resources are produced in partnership with the Chelsea and Westminster Hospital.

All publications are provided free to UK clinics and organisations and individuals can order them online. Distribution included approximately 14,000 A5 booklets and 9,000 A7 leaflets.

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

All the guides are produced by or with the involvement of HIV positive people and are reviewed by a medical advisory group. The guides have been either commended or highly commended by the British Medical Association (BMA) Patient Information Awards.

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

Advocacy support to clinical research

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

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

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

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

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 all the UK-CAB meetings were held virtually and consequently were more frequent.

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.

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Report of the trustees

Year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE - continued

HIV i-Base Projects

The UK-CAB

Meetings

The meetings covered a broad range of subjects including:

30 April 2020 - COVID-19 and CD4/immune system; CROI feedback; London patient Q&A
1 May 2020 - COVID-19 research update
5 June 2020 - COVID-19 research update 2
17 July 2020 - Company meeting with Janssen
24 July 2020 - IAS feedback
16 October 2020 – Company meeting with MSD
25 November 2020 - Company meeting with Gilead Sciences
12 February 2021 - Company meeting with ViiV Healthcare

Due to the pandemic, we were able to reach more people with virtual meetings. Two hundred and thirty nine attended the meetings with 18 invited speakers. UK-CAB celebrated its 18th anniversary with a social virtual get together. UK-CAB advocates led and presented some sessions at the meetings. We have been fortunate enough, as in all our meetings, to have support from world class British and international experts who provide their time and expertise for some of these training workshops.

We have maintained the membership at 850. An average of about three new members joins monthly. This remains a confidential closed group.

We continue to hold virtual meetings until it is safe to have face to face meetings.

Members' discussion forum

The members' confidential discussion forum enables members to discuss clinical trials, treatment guidelines and conference programmes. The forum also provides a link with advocates to discuss personal treatment issues and keep up to date with reports on the latest research. As the majority of the members cannot attend meetings, the online forum consults and updates the wider membership, which generates on-going online forum discussions.

The forum discussions have recently been dominated by COVID-19 information and updates during the pandemic. The Groups.io forums have had 940 topics posted since April 2020 and 896 posts to March 2021. Key themes and topics included:

- Q&A on COVID-19
- BHIVA Guidelines on vaccinations
- NICE stopping appraisals for ibalizumab [ID2720] and fostemsavir [ID2726] for MDR HIV
- Impact of COVID-19 on people with HIV in the UK
- U.S. FDA declines to approve GSK drugs division's long-acting HIV injection
- Community involvement research- BHIVA workshop

UK-CAB activities

The CAB was involved in high level activities in conferences and consultations including:

- UK-CAB community survey on COVID-19 with over 300 replies. Results from the survey were presented at the Glasgow HIV Drug therapy congress in this [session](#).
- Community involvement in Glasgow and BHIVA programmes continues. We had virtual booths at both conferences.

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Report of the trustees

Year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE - continued

- Community session at the virtual BHIVA conference - involved a number of members speaking or interviewed in different sessions. This raised various aspects of community involvement in research.
- Our community reps were involved on major COVID research studies including ISARIC and OpenSAFELY studies.
- One of our early activities was a COVID Q&A zoom with Laura Waters (BHIVA Chair). This led to the development with i-Base of online Q&A resource with more than 75 questions.
- We had three follow up COVID research sessions including one joint with the European AIDS Treatment Group.
- Three CAB members joined the weekly fortnightly NGO zoom calls on COVID-19 through the year. We also provided input into the UK NGO response.
- The UK-CAB was the first community group to meet with The London Patient in April 2020.
- Throughout the year, i-Base provided treatment feedback sessions to the UK-CAB on conference reports and COVID-19 updates (<https://i-base.info/slide-sets/>).

International training

We continued our programme of treatment optimisation training for AfroCAB and TAC supported by Unitaids. We held two meetings in July 2020 and December 2020 at the 23rd International AIDS conference (AIDS 2020) and the 14th International Workshop on HIV Treatment, Pathogenesis, and Prevention Research in Resource-Limited Settings (INTEREST), respectively. Both conferences and meetings were held virtually.

Participants included 10 activists from AfroCAB and six 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.

We also were also involved in eight international training and workshops including introductions to science, U=U, cure research and updates on COVID-19 research including with the European AIDS Treatment Group (EATG), Positive Action Foundation Philippines (PAPFI).

Participants also attended the conferences. The INTEREST organisers waived registration fees and several participants were included in the programme. These meetings provide key information that participants – all national community leaders – were then able to then disseminate through in-country treatment optimisation advocacy and strategy meetings and their networks.

i-Base also continued the programme of training with the TAC at meetings held virtually.

We produced community materials in the Modern ART for Africa series to support both the research programme and the introduction of optimised antiretroviral treatment in LMICs. We also began developing resources giving information about COVID-19, particularly in the context of HIV.

The app and website were launched to coincide with virtual AIDS 2020. We also made a 30-minute film for our Virtual AIDS 2020 satellite. These were received very well and the film is now on our YouTube channel.

In addition to the work in Africa we also were also involved in eight international training and workshops including introductions to science, U=U, cure research and updates on COVID-19 research including with the European AIDS Treatment Group (EATG), Positive Action Foundation Philippines (PAPFI).

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Year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE - continued

Publicity campaign in South Africa

We began a publicity/media campaign in South Africa to publicise our app, website and printed materials. This has included working with a graffiti artist on a mural campaign for sites in townships around Johannesburg. 20 murals have been completed and more are planned for 2021 on both HIV treatment and COVID-19. Feedback has been positive. We plan similar campaigns across other provinces in the coming year.

We are developing a talking book version of Starting ART in English and four local languages for communities with low literacy and/or poor internet access. This will be piloted in Eastern Cape later on in 2021.

We are continuing to work with AfroCAB and CHAI on two projects, one for the development of advanced HIV disease (AHD) treatment literacy materials for communities (adapting those developed in SA for Malawi, Nigeria and Uganda with local community groups) and one for the FASTER initiative (child and adolescent ART in Uganda, Tanzania, Nigeria and Zambia).

Information services

During the last year the Q&A services have continued to produce a similar level of demand, with many questions and calls including information about COVID-19. These services have continued to develop and respond to growing demand. We remain an expert referral service allowing people to get an informed second opinion on any treatment question.

We respond to around 200 enquiries every week. This service provides individualised answers to any question about HIV treatment and care. Although based in the UK, at least 70% of questions come from outside the UK. The phonenumber service continues to be predominantly for the UK.

An online database of 3,500 anonymised questions are already answered online (with permission). These are organised into more than 20 categories, including frequently asked questions. Redesigning the online portal for these services includes new pages to focus on 15 key questions.

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

Community involvement in clinical research

Several staff are involved in the wider network of clinical research, including community representation on guidelines panels, trial steering committees and advisory boards. This commonly includes being contributing authors on more than 20 peer-reviewed papers or conference presentations each year.

This involvement bridges the gap between researchers and the communities that their research is hoping to benefit. We help ensure greater awareness of the issues that affect each group and active involvement of other community advocates in these networks.

This area has increased in recent years and includes involvement in a number of important international studies.

This included new studies looking at the link between HIV and COVID-19 including the BHIVA COVID-19 vaccine guidelines and guidelines from the European Clinical AIDS Society.

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.

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Report of the trustees

Year ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE - continued

The website is designed to have fast access even with dial-up or unreliable access to the Internet, and works well on mobile phones and tablet computers etc. We continue to post all our publications to the website simultaneously to print distribution. The website was also redesigned to be match guidelines for access on handheld devices.

As well as developing the HIV i-Base website, we manage the UKCAB website including the email discussion lists and all notifications of meetings and reports are posted to it.

FINANCIAL REVIEW

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level, which equates to approximately three-months total expenditure. At the year end the free reserves exceeded this at £396,006.

The Trustees are pleased to report that during the year to 31 March 2021 i-Base continued its work as sub-grantees of joint projects with the University of Witwatersrand (Wits) funded by Unitaid. These grants continued to support work in South Africa and across the region, to support training, technical and community publications. The funds received over this period were £241,790. Grants from CHAI for treatment literacy materials totalled £53,286 for this reporting period.

The direct information services (excluding publications) and the educational meetings for the UK-CAB were supported by several grants from pharmaceutical companies totaling £112,319. This support is always independent of editorial content and programing which remains separate from these awards.

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

Grants such as that from Wits/Unitaid and CHAI/Unitaid represent a greater proportion of restricted funding and considerable administrative time and we will continue to consolidate our activities accordingly.

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

Other challenges continue from further cuts to service provision in the UK. i-Base has not received any statutory funding for many years and is unlikely to do so in the near future. But cuts in NHS and Public Health England funding means less support for HIV positive people and related infections from social services. This is reflected in an increase demand for our information services and publications. These challenges will become even greater following the COVID-19 pandemic.

Support from pharmaceutical companies is dependent on the priorities and governance of the individual companies. This has always been the case and over the last 20 years there has been sufficient flexibility for some level of support to contribute towards our work. Most notably, the number of companies in the field and their community budgets have both decreased. But we are also actively seeking to increase our funding from the pharmaceutical industry, where this is in line with the objects of the charity.

Total income for the year was £405,000 compared to total income in the previous year of £825,053. 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 £434,478 compared to net resource expended of £567,591 in the previous year. Year end results show a deficit of £29,478.

HIV i-Base

Report of the trustees

Year ended 31 March 2021

FUTURE PLANS

SARS CoV-2 (COVID-19)

Since the emergence of COVID-19 in 2020 and the subsequent lockdowns in the UK, South Africa and other partner countries HIV i-Base adapted different ways of working.

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

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

We finalised a grant request in 2020 to Unitaids with Wits and partners to continue the South African and related work up until the end of July 2022. This grant is for approximately \$800,000 subject to changes and restrictions associated with COVID-19 globally.

The UK-CAB similarly adapted to restrictions on travel and meetings by moving the education and training programme to virtual meetings using the zoom platform. This both expanded the number of events we were able to hold and include wider participation from members who are not usually able to travel to meetings. The UK-CAB were successful in obtaining funding for a virtual HIV treatment activism training programme which is currently being designed and will launch later in 2021.

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

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

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

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

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

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

We are continuing to develop partnerships with institutions and organisations such as WITS and CHAI as well as community groups – particularly for our work on treatment optimisation in LMICs. We are further developing programmes in South Africa and other African countries with AfroCAB and TAC among others.

HIV i-Base

Report of the trustees

Year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Status

HIV i-Base is a charitable company limited by guarantee, incorporated on 28 March 2000 and registered as a charity on 8 August 2000.

The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Trustees

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

Trustees have a personal connection and interest in i-Base's work as well as some experience of charity governance. An induction pack is provided for new Trustees and they are invited to come to the office to meet staff and receive briefings in relation to their particular area of work. Trustees are also invited to meetings and events organised by the organisation develop closer involvement.

Management

i-Base has a policy that reviews salaries on an annual basis following annual staff reviews. The organisation has linked salaries to NJC salary scales for some years. A review of salaries was conducted in 2020 and the trustees agreed the increase set by the NJC for 2019/2020.

Risk Management

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

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

- Principal fundraising and income risks relating to the cessation in funding from the Monument Trust. The Monument Trust has been a major funder for over 10 years giving unrestricted funding and providing core costs. Mitigation includes a focus on developing new income streams and relationships and close monitoring of income and expenditure. Remaining risks in this category are assessed as medium. The effects that COVID-19 will have on the economy will be significant and in turn are likely to reduce funding opportunities.
- The office lease has been renewed for 3 years 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 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03962064

Registered Charity number
1081905

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

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

Auditors
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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 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of HIV i-Base for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standard have been followed, subject to any material departures disclosed and explain in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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

Auditors

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

A resolution for the re-appointment of Azets Audit Services Limited as auditors will be submitted to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 27 Oct 2021 and signed on its behalf by:



W F M Stokes

HIV I-Base

Independent auditor's report to the members

Year ended 31 March 2021

Opinion

We have audited the financial statements of HIV I-Base (the 'charitable company') for the year ended 31 March 2021 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 2021 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 2021

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

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

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

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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 *01 November 2021*

HIV I-Base

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

Year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income:					
Donations and legacies	2	152,493	252,424	404,917	824,645
Investment income	3	83	-	83	408
Total income		152,576	252,424	405,000	825,053
Expenditure:					
Raising funds	4	7,936	-	7,936	8,384
Charitable activities	5	148,611	277,931	426,542	559,207
Total resources expended	6	156,547	277,931	434,478	567,591
Net income/(expenditure) before transfers		(3,971)	(25,507)	(29,478)	257,462
Transfers between funds		3,460	(3,460)	-	-
Net movement in funds		(511)	(28,967)	(29,478)	257,462
Fund balances brought forward		396,517	98,644	495,161	237,699
Fund balances carried forward at 31 March 2021	12	396,006	69,677	465,683	495,161

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

HIV I-Base**Balance Sheet****As at 31 March 2021**

		2021		2020	
	Notes	£	£	£	£
Fixed assets					
Tangible fixed assets	9		1,993		3,338
Current assets					
Debtors	10	106,893		125,937	
Cash at bank and in hand		419,923		408,384	
		526,816		534,321	
Creditors: Amounts falling due within one year	11	(63,126)		(42,498)	
Net current assets			463,690		491,823
Net assets			465,683		495,161
Funds					
Restricted funds			69,677		98,644
Unrestricted funds			396,006		396,517
	13		465,683		495,161

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 27 October 2021 and signed on their behalf by:

W F M Stokes


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

HIV I-Base**Statement of Cash Flows****As at 31 March 2021**

	Note	2021 £	2020 £
Cash flow from operating activities	17	11,501	154,860
Net cash flow from operating activities		<u>11,501</u>	<u>154,860</u>
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(45)	(4,144)
Interest received		83	408
Net cash flow from investing activities		<u>38</u>	<u>(3,736)</u>
Net increase / (decrease) in cash and cash equivalents		11,539	151,124
Cash and cash equivalents at the beginning of the reporting period		408,384	257,260
Cash and cash equivalents at the end of the reporting period		<u>419,923</u>	<u>408,384</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		419,923	408,384
Cash and cash equivalents at end date 2021		<u>419,923</u>	<u>408,384</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 2021

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 2021

1. Accounting policies - continued

d) Income

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

Donation income including grants; are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Such income is only deferred when the donor specifies that the grant must only be used in future accounting periods. Grants received for specific purposes are treated as restricted funds.

Investment income is included when receivable.

e) Resources expended

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

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

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

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

f) Support costs allocation

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

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

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

g) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation

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

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

h) Debtors

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

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2021

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 2021

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 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Individual, charitable, corporate and international donations.	152,493	252,424	404,917	824,645
	<u>152,493</u>	<u>252,424</u>	<u>404,917</u>	<u>824,645</u>

In 2021, £252,424 (2020: £630,221) of the donations and legacies income was attributable to the restricted funds, and the remaining £152,493 (2020: £194,424) was attributable to the unrestricted funds.

3. Investment income	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Bank interest	83	-	83	408
	<u>83</u>	<u>-</u>	<u>83</u>	<u>408</u>

In 2021, all £83 (2020: £408) of the investment income was attributable to the unrestricted funds.

4. Raising funds	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Cost of generating voluntary income	7,936	-	7,936	8,384
	<u>7,936</u>	<u>-</u>	<u>7,936</u>	<u>8,384</u>

In 2021, all £7,936 (2020: £8,384) 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 2021

5. Charitable activities	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Information services	111,455	43,917	155,372	168,114
UKCAB	-	21,846	21,846	30,910
Research and community development	37,156	171,420	208,576	302,669
AFROCAB		40,748	40,748	57,514
	<u>148,611</u>	<u>277,931</u>	<u>426,542</u>	<u>559,207</u>

In 2020, £539,892 of the expenditure in relation to charitable activities was attributable to the restricted fund, with the remaining £19,315 being attributable to the unrestricted fund.

6. Analysis of expenditure	Direct Costs £	Support Costs (note 6.1) £	Total 2021 £	Total 2020 £
Costs of generating voluntary income	6,173	1,763	7,936	8,384
Information services	110,420	44,952	155,372	168,114
UKCAB	11,269	10,577	21,846	30,910
Research and community development	177,727	30,849	208,576	302,669
AFROCAB	40,748	-	40,748	57,514
	<u>346,337</u>	<u>88,141</u>	<u>434,478</u>	<u>567,591</u>

In 2020, £473,368 of expenditure was attributable to direct costs, with the remaining £94,223 being attributable to support costs.

6.1 Support costs	Total 2021 £	Total 2020 £
Bank charges	937	835
Communications	886	2,398
Computer costs	4,122	4,912
Depreciation	1,390	2,183
Postage, stationery and sundries	6,050	9,148
Rent, rates and insurance	46,501	46,992
Staff costs	17,266	19,819
Subscriptions	461	40
Travel, subsistence & conference attendance	-	161
Governance costs:	-	-
Accountancy costs	3,428	1,135
Auditors remuneration (note 6.2)	7,100	6,600
	<u>88,141</u>	<u>94,223</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2021

6.2 Governance costs

The auditor's remuneration amounts to audit fee of £7,100 (2020: £6,600). Variance is mostly due to under-accruals in previous year.

7. Staff costs and remuneration

	2021 £	2020 £
Gross wages and salaries	187,331	183,814
Employer's national insurance costs	14,813	15,157
Pension Contributions	3,627	3,508
	<u>205,771</u>	<u>202,479</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>

No employee received remuneration amounting to more than £60,583 in the year (2020: £60,000).

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 £167,070 (2020: £159,697)

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

	2021 £	2020 £
This is stated after charging:		
Depreciation	1,390	2,183
Auditors remuneration – audit services	7,100	6,600
Auditors remuneration – non audit services	2,040	1,135
Operating lease rentals – property	<u>37,296</u>	<u>37,296</u>

HIV I-Base

Notes to the financial statements

For the year ended 31 March 2021

9. Tangible fixed assets		
Cost		Office equipment
At 1 April 2020		£
Additions		27,840
		45
At 31 March 2021		27,885
Depreciation		
At 1 April 2020		24,502
Charge for the year		1,390
At 31 March 2021		25,892
Net book value		
At 31 March 2021		1,993
At 31 March 2020		3,338
10. Debtors		
	2021	2020
	£	£
Grants repayable	45,376	114,643
Prepayments and accrued income	60,825	10,125
Other debtors	692	1,169
	106,893	125,937
11. Creditors: amounts falling due within one year		
	2021	2020
	£	£
Amounts payable	3,833	8,960
Taxation and social security	5,297	4,937
Other creditors	1,065	1,061
Accruals and deferred income (note 11.1)	52,931	27,540
	63,126	42,498
11.1 Deferred Income		
	2021	2020
	£	£
Balance at 1 April 2020	27,540	222,268
Amount deferred during the year	44,291	20,000
Amount released to income during the year	(27,540)	(214,728)
Balance at 31 March 2021	44,291	27,540

Deferred income includes income received in the 2020/2021 financial year but pertains to the 2021/2022 year.

HIV i-Base

Notes to the financial statements

For the year ended 31 March 2021

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	1,993	-	1,993
Current assets	457,139	69,677	526,816
Current liabilities	(63,126)	-	(63,126)
	396,006	69,677	465,683

13. Statement of funds

	1 April 2020 £	Incoming resources £	Resources expended £	Transfer £	31 March 2021 £
Restricted funds					
AFROCAB	44,970	-	(40,748)	(3,460)	762
UKCAB	30,033	37,087	(21,846)	-	45,274
Information services	23,641	43,917	(43,917)	-	23,641
Research & community development	-	171,420	(171,420)	-	-
Unrestricted funds					
General	396,517	152,576	(156,547)	3,460	396,006
Total Funds	495,161	405,000	(434,478)	-	465,683

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 2021

13.1 Statement of funds – Prior year

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

14. Operating lease commitments

	2021 £	2020 £
The minimum annual rentals under operating leases are as follows:		
Within one year	33,480	37,296
Between one and five years	33,480	-
	<u>66,960</u>	<u>37,296</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

	2021 £	2020 £
Net income/(expenditure) for year	(29,478)	257,462
Interest receivable	(83)	(408)
Depreciation of tangible fixed assets	1,390	2,183
(Increase) / decrease in debtors	19,044	99,366
Increase / (decrease) in creditors	20,628	(203,743)
	<u>11,501</u>	<u>154,860</u>