

Charity Registration No. 1011220

Company Registration No. 02707596 (England and Wales)

NAM PUBLICATIONS
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

NAM PUBLICATIONS

LEGAL AND ADMINISTRATIVE INFORMATION

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Robert Currie
Duncan Jarvies
Julianne Lwanga
David Noble
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Charity number

1011220

Company number

02707596

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NAM PUBLICATIONS

MISSION STATEMENT AND MESSAGES FROM THE CHAIR AND EXECUTIVE DIRECTOR

Our Mission:

NAM exists to support the fight against AIDS with independent, accurate, accessible and comprehensive information.

We aim to create and disseminate information resources rooted in the experience of those most affected, enabling individuals and communities to take action and control in responding to HIV and AIDS.

Our values:

We believe that, wherever you are in the world, having independent, clear and accurate information is vital in the fight against HIV and AIDS. It enables individuals and communities affected by HIV to protect themselves, care for others, advocate for better services and challenge stigma and discrimination.

Message from NAM's Chair of the Board of Trustees

There were no changes to the membership of the Board of Trustees during 2018. However, the Treasurer, Nigel Ware, indicated that he wished to step down as he has taken on another appointment but would continue as Treasurer until a replacement was found and we now welcome Julia Reidy as a trustee who will shortly be taking over as treasurer. Nigel has been Treasurer for over six years and has played a pivotal role in developing and maintaining a viable financial position for NAM. His wisdom and experience will be greatly missed. In addition, three Trustees resigned in early 2019. Basil Skeete has been a Trustee since 2001 and resigned due to increasing work and family responsibilities. His experience in HR and governance issues has been invaluable. Two relatively new Trustees, Alastair Duncan and Erica Crittendon also resigned, Alastair because of increased academic responsibilities and Erica to return to the US to study medicine. They have both contributed to NAM bringing different experience to the Board and we wish them and Basil success in the future.

2018 has been another challenging year for fundraising and NAM has appointed a Fundraising Manager to work closely with the Executive Director and increase the diversity of sources of funding. NAM has had a very productive year and the dedication of all the staff under Matthew Hodson's leadership is very much appreciated.

NAM continues to play an important role nationally in the areas of HIV and sexual health. The organisation also makes a significant contribution internationally through its participation and leadership in meetings and conferences.

The Trustees would like to thank all NAM's supporters but particularly the staff for their loyalty and hard work. We wish everyone success in the year ahead.

Dr Margaret Swain

NAM PUBLICATIONS

MISSION STATEMENT AND MESSAGES FROM THE CHAIR AND EXECUTIVE DIRECTOR (CONTINUED)

Message from NAM's Executive Director:

We have in our archive a copy of the original National AIDS Manual, now 30 years old, that gives our organisation our name.

It's a large ring-binder filled with yellow pages, providing details of the HIV support services that existed at the time and the most up to date information on how HIV is passed on. The options for HIV treatment and care were then extremely limited. HIV was still considered a death sentence.

The manual contains instructions for updating pages, to ensure that the information remained current. It was developed for operators of helplines, initially by and for volunteers at Gay Switchboard, so that they had reliable information to share with callers, including many who would have been frightened and isolated.

The manual is dedicated to the memory of Martin. The dedication reminds me of a time when almost everyone in the UK's gay communities and migrant African communities suffered personal loss from AIDS. Through our work at NAM we continue to honour all those who went before, the fallen, the wounded and the survivors.

Over 30 years NAM has evolved as the HIV epidemic has changed. We're proud now to serve communities internationally. We're thankful that increasingly HIV does not lead to AIDS. Our aidsmap website now provides people everywhere around the world with reliable HIV information.

Our mission remains vital. As our reach is extended, it is even more important to ensure that all people have access to accurate and accessible, independent information. Our expertise and resources are used internationally to support healthcare providers and people living with the virus. Through the provision of information, we support efforts to ensure that all people, no matter where they live, have access to effective treatment and effective tools for prevention.

In the year that this report covers I was approached by three individuals, on separate occasions, who told me that they did not believe that they would be alive today if it were not for the calm assurance and clarity of NAM's resources.

We continue to change and rise to meet the challenges ahead of us. We celebrate the progress that has been made in our ability to prevent AIDS, while we note that more than a third of people living with HIV globally still do not have access to this lifesaving treatment. We welcome the knowledge that treatment prevents transmission, while noting that HIV stigma remains a heavy burden for those of us who live openly with the virus.

Many of the HIV support services in the original manual have now closed, due to lack of funding. The knowledge that HIV is most prevalent amongst many groups that are already marginalised by society, migrants, gay and bisexual men, trans and non-binary people, sex workers, injecting drug-users and those who live in poverty, spurs us onwards.

We are proud of our achievements in 2018 but this is no time for complacency. Our work is not done yet.

Matthew Hodson

NAM PUBLICATIONS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The trustees present their Report and Accounts for the year ended 31 December 2018 which are also prepared to meet the requirements for a Directors' Report and Accounts for Companies Act purposes.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing documents, the Charities Act 2011, the Companies Act 2006 and 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).

In this report and elsewhere NAM Publications may sometimes be referred to by the abbreviated form, NAM, or with reference to one of its principle resources, NAM aidsmap.

Objectives and activities

The charity's objective, and its principal activity, continues to be the relief of sickness, hardship and distress among people with AIDS, HIV and related diseases and conditions, including but not limited to hepatitis. NAM also aims to advance the education of the public, including people working with those suffering from, or at risk of being affected by, such diseases and conditions.

There are no significant restrictions in the way the charity can operate and there have been no updates to the articles of the charity. Internal policies have been updated to reflect changes in relevant legislation.

The charity's mission is to support the fight against AIDS with independent, accurate, accessible and comprehensive information. The charity aims to create and disseminate information resources rooted in the experience of those most affected, enabling individuals and communities to take action and control in responding to HIV and AIDS.

The trustees believe that the Charity's mission, as set out on page 1, delivers public benefit. The trustees have had due regard to the Charity Commission's guidance on public benefit and have complied with the duty in section 4 of the Charities Act 2011.

The main area of activity is the production and dissemination of regularly updated on-line, electronic and printed information resources.

The charity publishes information in five broad areas:

1. Information on the clinical aspects of HIV and related conditions; and, in particular, their treatment.
2. Information on viral hepatitis, in particular the treatment of, and policy surrounding, hepatitis B & C.
3. Information on the testing, transmission and prevention of HIV.
4. Information on the social or non-clinical aspects of HIV and related conditions, including the history of the diseases, their impact on particular communities, and practical information about aspects of life with the diseases, e.g. the law, employment and mental health.
5. Information about organisations providing services to people at risk of or affected by, or working in the field of, HIV or that are concerned with related diseases or conditions, health programme co-ordination, policy, research, grant-making or community mobilisation.

NAM's main beneficiaries are people living with and affected by HIV and related conditions (for example, hepatitis or tuberculosis), healthcare institutions, and other professionals and volunteers providing prevention, testing, treatment & care, support & advice services or funders, advocates or policy makers.

The benefit to the public of NAM's information is that people with HIV are better able to participate in decisions relating to their treatment and care; and that the professionals who provide services are informed by up to date evidence and best practice. The intended outcome of this information is a reduction in the levels of disease and people with HIV and related conditions living longer, healthier and more fulfilled lives.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

NAM's strategy for 2017-2020

When NAM was founded in 1987, there was no effective treatment for HIV and a diagnosis was still considered a death sentence. There was a lack of credible information and so myths, misunderstanding and misinformation were widespread.

The application of combination treatment for HIV, first reported at the Vancouver Conference in 1996, transformed the epidemic. In most of the West, AIDS cases and HIV related deaths plummeted. In other regions, the efforts to ensure that all people had access to treatment became all the more urgent.

As the epidemic has changed, so has the way that NAM supports people living with HIV and their healthcare providers. The original ring-bound folders have been supplanted by a wide range of printed resources, including factsheets and booklets, distributed to clinics and we now have almost 18,000 pages of information on our website, including a range of apps and tools to support and empower people living with HIV.

In 2017 NAM adopted a new strategy to reflect our goals within a rapidly evolving environment:

Broadening our audience / Increasing our impact

Reach greater and more diverse audiences.

We will do this by:

- Exploring and utilising new platforms for delivering information.
- Increasing NAM's public profile.
- Seeking opportunities to be pro-active in providing information.
- Reflecting the diversity of our service users and potential service users.

Increasing our impact.

We will do this by:

- Pro-actively seeking new partnerships and collaborations, both within and outside of the HIV sector
- Working collaboratively with agencies involved in conditions related to co-morbidities.
- Building partnerships with agencies involved in HIV & hepatitis policy and services.
- Supporting individual activists and advocates with provision of practical and reliable information.

Monitoring and evaluating our impact.

We will do this by:

- Gathering feedback from our service users.
- Setting outcome measures.

Progress on our strategy

Since adopting the above strategy towards the end of 2017, NAM has increased its engagement with both mainstream and specialised media.

NAM staff members appeared on Sky News, on Victoria Derbyshire and in the BBC documentary 'The People vs. the NHS', discussing issues including PrEP access, progress in treating HIV and the impact of treatment on prevention (commonly referred to as Undetectable = Untransmittable, or U=U).

NAM contributed to HIV related articles in papers and on news sites including, The Independent, BuzzFeed and Huffington Post, and made multiple appearances on radio and on podcasts, including radio stations targeting African communities.

Reflecting NAM's global reach, we contributed to articles published in print and digital media worldwide, including the US, India, Russia, China, Germany, the Republic of Ireland, Turkey and Malta. We delivered a successful pilot HIV discussion programme, 'aidsmapLIVE', which was broadcast live on Facebook and archived there, and on YouTube, for catch-up viewing.

The new role of Patient Information Manager enabled us to deliver a series of face to face meetings with community and clinic patient groups, exploring topics including A Long Life with HIV.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

The diversity within our organisation grew to better reflect the diversity of people living with HIV. At the end of the year 38% of our trustees were from BAME communities and 30% were women. Half of the staff team were women and we recruited Susan Cole, an openly HIV-positive black woman to the post of Patient Information Manager. LGBT people and people living with HIV are prominent within both the Board and the staff team. NAM's Executive Director, Matthew Hodson, is a gay man living openly with HIV.

NAM worked collaboratively with a number of agencies across Europe to facilitate PrEP access across the region as well as participating in the Advisory Board for England's PrEP Impact Study.

We joined with our partners supporting the Prevention Access Campaign's Consensus Statement on the impact of treatment on prevention, speaking at a U = U summit at the AIDS 2018 Conference in Amsterdam and took part in a HIV Justice summit, opposing criminalisation of HIV.

In addition to the evaluations of our bulletins and clinic scheme, carried out in 2017, we did a further evaluation of our website and of the new Eurobulletin.

The most commonly expressed HIV needs were for HIV treatment advice (61% of participants), information about living with HIV, including websites (47%) and adherence support (40%). Almost everyone who expressed these needs had received help with them (93, 87 and 93% respectively).

Positive Voices, survey of people living with diagnosed HIV in the UK.

Achievements and performance in 2018:

Aidsmap

As a leading health department, it's important for us to stay abreast of the most recent evidence-based developments in the field of HIV. Aidsmap has been a tremendous resource for us. Its articles are timely, clear, and well-written and help us to ensure that our initiatives are informed by the latest science.

- *Oni J. Blackstock, MD, MHS, Assistant Commissioner, New York City Department of Health and Mental Hygiene, Bureau of HIV*

NAM's primary platform is our website, aidsmap, providing a wide range of comprehensive information resources about HIV and rolling coverage of the biggest local and international stories about HIV and AIDS.

In 2018 NAM published 307 original news stories written by NAM's editors. Aidsmap linked to an additional 1,432 aggregated HIV and associated conditions news stories, selected by NAM's editors

Visitors to the aidsmap site came from all over the world and from every continent.

More than 46,000 people around the world receive NAM's fortnightly email bulletin aidsmap news and more than 35,000 people receive our HIV update. Our conference bulletins, translated into a variety of languages, are sent to over 70,000 people.

Bulletins

HIV Update - provides clear, accessible information particularly targeted and appropriate for people living with HIV.

- 21 HIV Update email bulletins during the year
- Up to 35,927 subscribers
- Subscribers to the HIV Update bulletins increased by 6.6%

aidsmap news - provides treatment news particularly targeted and appropriate for healthcare providers and others professionally involved with HIV. Bulletins signpost in depth content on the site, helping healthcare providers deliver a better experience of care for people living with HIV.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

- 20 aidsmap news bulletins
- Up to 46,845 subscribers
- Subscribers to the aidsmap news bulletins increased by 3.6%

The Eurobulletin

The Sexual Health and HIV Policy EURObulletin, provides information about policies, programmes, standards, guidance, evidence and research, and emerging issues in sexual and reproductive healthcare, HIV treatment and care, prevention and sexual health promotion. The bulletin highlights to healthcare professionals and other stakeholders evidence-based HIV and sexual and reproductive health policy developments across the European region.

- 744 subscribers to the bulletin, in addition to those who access content from direct visits to the EURObulletin content on aidsmap.
- 4 editions of the Eurobulletin in 2018.
- More than 75% of survey respondents said they had shared some the bulletin content with other people.
- More than 36% said they had read about something (e.g. research or a report) that influenced or strengthened how they approach something at work.
- More than 20% said they had read about something (e.g. a change in guidelines) which they then put into practice.

"Excellent information & resource. Would be unlikely to get the information from anywhere else with ease."

"This resource is invaluable to busy professionals who do not have time to read through all the literature, and get insights into the new developments in HIV."

"Excellent summary of news and documents around HIV, STIs and sexual health in general in the different fields (health, policies, reports, etc.)"

"I value it as the most relevant newsletter I receive."

- Responses to the Eurobulletin evaluation

Aidsmap LIVE

In November 2018 we launched the pilot of aidsmapLIVE, where experts and community and patient representatives took part in a lively professionally filmed studio discussion on the most interesting findings from the AIDS 2018 International Conference, with a focus on issues affecting underserved groups, such as trans people, young people and BME women. The event was broadcast live on Facebook to encourage viewers to interact through questions and comments, and an edited recording was posted on Facebook and on You Tube after the event. This has so far been seen by more than 7,000 people.

Just watched! What a fab inspiring optimistic great group of people! If the last time you read anything about HIV was in 1987 YOU need to watch this NOW! #HIV

- G P King MA,BSc,NMP,RN via twitter

Conference reporting

Once again, NAM was the official scientific media partner for the International AIDS Society's bi-annual conference, AIDS 2018 – the biggest HIV Conference in the world, which this year was held in Amsterdam

It was the U=U (undetectable equals untransmittable) and PrEP (pre-exposure prophylaxis) conference – not just in terms of scientific results, but more importantly in the political imagination of people, in our sense of what's possible, and in the iconography of HIV.

- Gus Cairns, NAM editor, on the dominant theme of AIDS 2018.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

Over the course of the conference, and the weeks that followed, NAM delivered exceptional coverage and gained great engagement.

- 45 AIDS 2018 news stories published on aidsmap (to 28 August)
- 38 AIDS 2018 editors' picks published on aidsmap (to 28 August)
- 563,497 views of all aidsmap.com pages over AIDS 2018 and the month following
- 5 news summary bulletins in 5 languages (English, French, Spanish, Portuguese, Russian) to 69,680 subscribers.
- 77 AIDS 2018 Facebook posts
- 2791 engagements with AIDS 2018 Facebook posts (reactions, comments, shares, post clicks).
- 121 #AIDS2018 tweets
- 2,318 engagements with aidsmap's AIDS 2018 tweets (clicks on tweets, retweets, replies, follows, likes).

Highlights of AIDS 2018 included the results of the PARTNER2 study, which confirmed that the risk of sexual HIV transmission when an HIV-positive person was virally suppressed on treatment was zero.

Other major stories from AIDS 2018 included disappointing news in the quest for a cure, as the first ever randomised HIV cure study failed to eliminate infected cells. The conference also looked at PrEP use around the world, including new implementation work in resource-poor territories, as well as efforts to reach marginalised communities and controversial advice on the provision of Dolutegravir to women of childbearing age.

Thank you for continuing to be such an excellent resource for people to understand the complex science on these issues, in a reliable, accurate, and accessible manner. I'm grateful for your work!

- Cheleas Polis, PhD (epidemiologist working on global public health, HIV, sexual & reproductive health).

From the annual Conference on Retroviruses and Opportunistic Infections (CROI), in Boston, NAM published 45 original news stories and signposted another 18 editors picks from other sources. Major stories from CROI included insight into the likelihood of exposure to PrEP resistant HIV, self-testing, microbicides, the search for a cure and increased vulnerability to HIV during pregnancy. We produced four email bulletins, translated into French, Spanish, Portuguese, Russian and Italian.

In 2018 NAM also reported from the 4th joint BHIVA / BASHH conference, HIV Research for Prevention (Madrid) and HIV Glasgow.

Our conference bulletins get translated for international audiences and are sent to over 70,000 subscribers.

- English: 61,152
- French: 3,840
- Spanish: 3,021
- Portuguese: 1,948
- Russian: 1,100
- Italian: 115

PrEP in Europe Initiative

The PrEP in Europe Initiative (PEI) is a partnership of European organisations dedicated to increasing access to pre-exposure prophylaxis (PrEP) throughout the entire World Health Organisation Europe region. NAM's partners in the initiative are EATG, AIDES, the European Civil Society Forum, AVAC and National AIDS Trust. NAM acts as the host and secretariat of PrEP in Europe.

PrEP in Europe's objectives are to raise awareness, knowledge of and support for PrEP among key stakeholders, including those most at risk of acquiring HIV, healthcare providers, public health professionals and funders; help national policymakers remove regulatory, financial and legal barriers to PrEP access in Europe and design economic, equitable and effective PrEP programmes; catalyse and support national-level PrEP campaigns to increase advocacy for PrEP in Europe, and to build capacity of activists by sharing evidence-based information, research (e.g. effectiveness, cost effectiveness etc.) and best practice (e.g. recruitment, campaigning etc.).

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

In 2018 we held the first PrEP in Europe Summit, in Amsterdam (9-10 February).

- 116 PrEP activists, doctors and policymakers from 33 countries in Europe and central Asia, plus guests from the USA and Australia.
- 47 were 'scholars', with travel and accommodation fully supported. Another 24 attendees were sponsored
- 24 attendees were women, including 3 trans women
- 92 attendees were men, including 2 trans men
- 28 attendees were from central and eastern Europe.

Sessions, on such themes as progress towards PrEP, making PrEP more widely available to women, trans people and migrants, pathways to PrEP provision in western and eastern Europe and supporting self-sourcing of PrEP, were livestreamed and subsequently made available to view on NAM's YouTube channel. Individual sessions were viewed by up to 2,800 Facebook users during live broadcast.

Just coming down to earth after remarkable #prepineurope summit Many thanks to everyone involved Especially appreciated the wide range of (new and old) faces and experiences. I'm off to update the info document on steps to prep regulatory approval in different country situations.

Rosalind Coleman @rosalindcole17

UNAIDS consultant on Combination Prevention.

The PrEP in Europe website, which was launched in 2017, provides information on the effectiveness and availability of PrEP and news and advice to help strengthen advocacy for PrEP throughout Europe. The site is available in English, Spanish, Russian, Portuguese, French and German versions. Visitor numbers to the site are growing month on month, with up to 1,835 visitors per month in 2018. The PEI Facebook page grew to over 700 members. The page provides a forum for activists, advocates and health organisations to share information and inspiration. Increasingly PrEP users, and those who are considering starting PrEP, are using it to access information or ask questions.

PEI is supported by grants from Merck and Co. and ViiV Healthcare. Additional funds to support the PrEP in Europe Summit were received from Aidsfonds, AIDES and UNAIDS.

Infohep

Infohep provides news, conference reporting and bulletins relating to hepatitis, primarily through the InfoHep.org website. These news stories and bulletins provide accessible and reliable information advancing awareness of viral hepatitis, and increase knowledge of the condition enabling people to make more informed choices about treatment and care.

- 88 original news stories published on infohep.
- 38 reports from the International Liver Congress and American Liver Meeting
- Bulletins from the International Liver Congress and American Liver Meeting translated into French, Spanish, Portuguese and Russian.
- 12 Infohep bulletins to our subscriber list of over 2,150 individuals as well as news stories to the 62,000 regular subscribers to NAM's aidsmap bulletin service.

NAM Patient Information Resources:

'We ♥ NAM resources'

- John Hunter and Kobler clinics

In addition to our online resources, NAM continues to provide printed Patient Information resources to clinics that subscribe to our scheme. Our 2017 evaluation found that 97% of the clinic scheme members found our service 'useful', including 18% who described it as very useful and 27% who described it as essential.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

In 2018 we produced a new booklet, 'A Long Life with HIV', which reflects how treatment has changed life-expectancy for people living with the virus and provides information on how to prevent or manage co-morbidities.

'Thanks @aidsmap for this brilliant new resource for people living with #HIV. Our THT #UnchartedTerritory report highlighted that adequate information & resources can help individuals to play a greater role in managing their own health & wellbeing. This resource will help!'

- Clive Blowes, Support Services for the over-50s at THT.

'More people living with HIV are now in their fifties and beyond. 'A long life with HIV' is an excellent resource for both patients and clinicians available online and can be ordered for clinics.'

- BHIVA

We also revised and updated our crucial and popular 'Antiretroviral Drugs chart' and the 'Anti-HIV drugs' booklet, to reflect the range of new drugs now offered in HIV treatment, and the booklet 'HIV stigma and discrimination.'

Plans for 2019 and beyond

NAM will continue to evolve to meet emerging needs for HIV information.

In 2019 we will relaunch our chief product, the aidsmap website, with a refreshed look, allowing for faster, easier navigation to essential news and HIV information.

NAM will continue to report from the major international social and scientific HIV conferences, including:

- European AIDS Clinical Society (EACS) Standard of Care for HIV & Coinfections in Europe, Bucharest
- Conference on Retroviruses and Opportunistic Infections (CROI), Seattle
- British HIV Association (BHIVA), Bournemouth
- International Liver Congress, Vienna
- International AIDS Society Conference on HIV Science, Mexico City
- AIDS Impact, London
- The Liver Meeting, Boston
- European AIDS Clinical Society (EACS) Conference, Basel

We will support new scientific writing by nurturing journalists, particularly those from marginalised communities who are under-represented in this field.

We will provide detailed and accessible information on HIV prevalence and incidence across the UK, via our new website, HIV Lens.

We will continue to support PrEP access across Europe and will hold the 2nd PrEP in Europe summit.

Financial review

The Statement of Financial Activities shows a reduction in unrestricted funds of £15,673.

Total income for 2018 has reduced by £94,360. Although this is a significant figure and represents a 19% percentage reduction from 2017 this is in comparison with a 30% reduction in total income from 2016 to 2017.

Grants from pharmaceutical companies have reduced by £37,192 of which the largest part was a reduction in grants for our social and non-clinical information activity. Grants for our other activities from such funders were relatively stable.

The other main component of the reduction in NAM's 2018 income relates to a fall in our consultancy income. NAM sells its specialist expertise in HIV as well as viral hepatitis knowledge management to a number of clients. By its nature and the small size of the overall market, consultancy income varies significantly from year to year.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

NAM recognises the pressure on its current main income stream and that to continue operating at its current level it will need to explore and obtain new funding opportunities. Consequently, in the final quarter of 2018 NAM recruited a Fundraising Manager. The first priority for the new post is to seek grant funding from trusts and foundations both in the UK and internationally to supplement our existing grant funding.

Expenditure showed a total reduction of £22,582 in 2018. The main components of this were a reduction in our expenditure on sub-contractors of £45,667 and expenditure of £19,367 relating to our summit in Amsterdam on the provision of PrEP in Europe.

Our restricted funds stood at £101,075 at the end of the financial year and will support projects in 2019. As unrestricted funds stood at £525,982 the total funds of the charity were £627,057 at 31 December 2018.

Identifying and then obtaining new sources of income to enable NAM to continue to fulfil its mission at a similar level is a task that may take several years. During this period NAM will, if necessary, be able to draw on its unrestricted funds to support this transition in our income sources.

NAM holds its surplus funds in deposit accounts of UK clearing banks.

Reserves policy and going concern

The charity continues to operate in an uncertain funding climate in which it is difficult to estimate when and whether grants and consultancy income will be received and it is not uncommon for grants to be unexpectedly delayed. Because of these uncertainties it is necessary for the charity to hold reserves to cover expenditure in the event of a shortfall of income. In a worst case scenario of charitable income suffering a disastrous decline it would be necessary to cease operations and the trustees hold reserves to enable an orderly winding up to take place.

To allow for the eventualities described above, it is the trustees' present policy to hold free unrestricted reserves (i.e. excluding designated and restricted reserves) of not less than six months' running costs. At 31 December 2018 free reserves stood at £525,982 which was equivalent to just under eight months' worth of projected expenditure for 2019. Although this is above the minimum level of the policy, the trustees consider it prudent to hold reserves at this level in view of the continued unstable charity funding climate. It should be noted that NAM's income has decreased by 43% since 2016 and the holding of significant levels of free reserves has enabled the charity to continue to serve its beneficiaries.

The trustees have considered the charity's cash flow forecast for the period ahead. Notwithstanding the difficult funding environment, the trustees believe that with careful management the charity has a reasonable expectation of having sufficient resources to continue in operation for the foreseeable future. Accordingly, the trustees have continued to adopt the going concern basis in the preparation of the accounts.

Structure, governance and management:

Governing Document

NAM Publications is a company limited by guarantee. Throughout the year under review the company was ruled by, and complied with, its revised Articles of Association dated 7 February 2011.

NAM Publications is also registered as a charity with the Charity Commission.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees

The trustees, who are also the directors for the purpose of company law, and who served during the year and since the year end were as follows:

| | |
|-------------------|--|
| Dr Margaret Swain | Chair from 5 Dec 2017 |
| Robert Currie | Deputy Chair from 5 Dec 2017 |
| Nigel Ware | Treasurer |
| Basil Skeete | Resigned 5 February 2019 |
| Dr Sanjay Bhagani | |
| Brian Cooper | |
| Duncan Jarvies | |
| Jason Schroen | |
| Alastair Duncan | Resigned 5 February 2019 |
| David Noble | |
| Kalpana Sabapathy | |
| Julianne Lwanga | |
| Erica Crittendon | Appointed 12 Feb 2018 and resigned 4 June 2019 |
| Julia Reidy | Appointed 6 June 2019 |

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Recruitment and appointment

NAM's Chair, Deputy Chair and Treasurer are elected by the trustees. NAM's current Chair and Deputy Chair were elected at the end of 2017.

Trustees are recruited whenever a gap or deficit occurs in any of the following areas that are essential to NAM's successful operation: employment, finance, information provision, income generation, governance & management, asset management, external relations, quality standards and strategic implementation. Trustee recruitment may also occur whenever an opportunity arises to appoint an individual with a special combination of applicable experience, knowledge or skills; or when there is a sudden fall in Board membership.

Induction and training

New trustees are first interviewed by representatives of the Board and staff management team and invited to attend a Trustees' meeting prior to appointment. Trustees are advised to engage with guidance for trustees provided by the Charity Commission. Should further training needs or appropriate opportunities arise these may be met from the organisation's dedicated training budget. NAM has currently updated its Induction process for new trustees.

Organisation

The Board of Trustees governs the charity. The full Board normally meets every two months.

The charity's most senior member of staff is the Executive Director, who is also the Company Secretary. The trustees are responsible for setting the remuneration of the Executive Director, who is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Executive Director has delegated authority for operational matters including finance, employment and the provision of information services. The Treasurer and senior staff review the charity's management accounts and financial position on a bi-monthly basis.

Matthew Hodson was appointed Executive Director 1 September 2016.

Matthew Hodson was appointed Company Secretary 1 January 2017

Related parties

The charity is not connected to any other organisations.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

Risk management

The charity has a risk management strategy which comprises:

- a bi-monthly review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks that are identified by the review; and
- the implementation of measures designed to minimise any potential impact on the charity should those risks materialise.

The trustees believe that the principal risks and uncertainties facing the charity relate to concerns over the ability to build sufficient levels of income to cover all of the charitable expenditure.

Continuing efforts to diversify funding sources have had limited success and so the Board has maintained high levels of free reserves to ensure continuation of delivery.

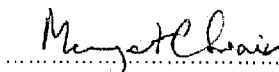
Reference and administrative details:

Registered office: Palladium House, 1-4 Argyll Street, London, W1F 7LD

Company limited by guarantee, registered in England & Wales, company number: 2707596

Registered charity number: 1011220

The trustees' report was approved by the Board of Trustees.



Dr Margaret Swain
Trustee

Dated: 6 August 2019

NAM PUBLICATIONS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NAM PUBLICATIONS

I report to the trustees on my examination of the financial statements of NAM Publications (the charity) for the year ended 31 December 2018.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

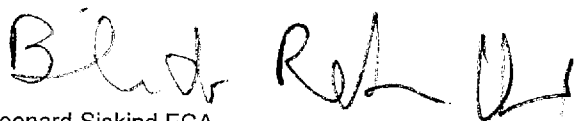
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Leonard Siskind FCA

Blick Rothenberg Limited
Palladium House
1-4 Argyll Street
London
W1F 7LD

Dated: 19/08/19

NAM PUBLICATIONS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2018

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|--|-------|----------------------------|--------------------------|--------------------|--------------------|
| <u>Income</u> | | | | | |
| Donations | 2 | 15,603 | - | 15,603 | 23,747 |
| <u>Income from charitable activities</u> | 3 | | | | |
| Provision of HIV treatment information | | 100,434 | 170,540 | 270,974 | 281,649 |
| Provision of information on viral hepatitis | | 14,950 | 19,903 | 34,853 | 55,811 |
| Provision of information on HIV testing, transmission and prevention of HIV | | 7,481 | 52,794 | 60,275 | 104,210 |
| Provision of social and non-clinical information | | 29,743 | - | 29,743 | 40,540 |
| | | 152,608 | 243,237 | 395,845 | 482,210 |
| Investments - interest income | 4 | 575 | - | 575 | 279 |
| Other income | 5 | - | - | - | 147 |
| Total income | | 168,786 | 243,237 | 412,023 | 506,383 |
| <u>Expenditure</u> | | | | | |
| Raising funds | 6 | 1,487 | - | 1,487 | 1,607 |
| <u>Charitable activities</u> | 8 | | | | |
| Provision of HIV treatment information | | 96,383 | 205,315 | 301,698 | 356,295 |
| Provision of information on viral hepatitis | | 50,627 | 19,903 | 70,530 | 70,554 |
| Provision of information on HIV testing, transmission and prevention of HIV | | 22,429 | 90,565 | 112,994 | 92,001 |
| Provision of social and non-clinical information | | 13,533 | 29,370 | 42,903 | 31,737 |
| Total charitable expenditure | | 182,972 | 345,153 | 528,125 | 550,587 |
| Total expenditure | | 184,459 | 345,153 | 529,612 | 552,194 |
| Net (expenditure)/income for the year/ Net movement in funds | | (15,673) | (101,916) | (117,589) | (45,811) |
| Reconciliation of funds | | | | | |
| Fund balances at 1 January 2018 | | 541,655 | 202,991 | 744,646 | 790,457 |
| Fund balances at 31 December 2018 | | 525,982 | 101,075 | 627,057 | 744,646 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NAM PUBLICATIONS

BALANCE SHEET

AS AT 31 DECEMBER 2018


| | Notes | 2018 £ | £ | 2017 £ | £ |
|---|-------|-----------|---------|-----------|---------|
| Fixed assets | | | | | |
| Tangible assets | 13 | | 4,518 | | 6,336 |
| Current assets | | | | | |
| Debtors | 15 | 78,510 | | 94,386 | |
| Cash at bank and in hand | | 641,038 | | 728,724 | |
| | | 719,548 | | 823,110 | |
| Creditors: amounts falling due within one year | 16 | (97,009) | | (84,800) | |
| Net current assets | | | 622,539 | | 738,310 |
| Total assets less current liabilities | | | 627,057 | | 744,646 |
| Income funds | 19 | | | | |
| Restricted funds | | | 101,075 | | 202,991 |
| Unrestricted funds | | | 525,982 | | 541,655 |
| | | | 627,057 | | 744,646 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6 August 2019.



Nigel Ware (Treasurer)
Trustee

Company Registration No. 02707596

NAM PUBLICATIONS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2018

| | Notes | 2018 £ | £ | 2017 £ | £ |
|---|-------|-----------|----------|-----------|---------|
| Cash flows from operating activities | | | | | |
| Cash (absorbed by)/generated from operations | 23 | | (88,261) | | 70,294 |
| Investing activities | | | | | |
| Interest received | | 575 | | 279 | |
| Net cash generated from investing activities | | | 575 | | 279 |
| Net (decrease)/increase in cash and cash equivalents | | | (87,686) | | 70,573 |
| Cash and cash equivalents at beginning of year | | | 728,724 | | 658,151 |
| Cash and cash equivalents at end of year | | | 641,038 | | 728,724 |

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1 Accounting policies

Charity information

NAM Publications is a charitable company limited by guarantee incorporated in England and Wales. The registered office is Palladium House, 1-4 Argyll Street, London, W1F 7LD.

1.1 Accounting convention

The accounts have been prepared in accordance with the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes, name or funder of the restricted funds are set out in the notes to the accounts.

1.4 Income

Incoming resources are recognised in the period in which the charity is entitled to their receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be used in a future accounting period.

Subscription income from publications is recognised evenly over the period to which the subscription relates.

Interest income is recognised when receivable and the amount can be measured reliably.

1.5 Expenditure and support costs

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds
- Expenditure on charitable activities
- Other costs not dealt with in the preceding headings.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include staff costs, information technology costs, establishment costs and governance costs. These costs have been allocated between costs of raising funds and expenditure on charitable activities on a basis consistent with the use of resources, e.g. staff costs by time spent and other costs by estimated usage.

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|-----------------------|----------------------------|
| Short leasehold | Over the term of the lease |
| Plant and machinery | 25% reducing balance |
| Fixtures and fittings | 15% on cost |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Any bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1.10 Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

1.11 Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Retirement benefits

The charity contributes to the individual personal pensions of certain employees. The pension costs charged in the accounts represent the contributions payable by the charity during the year to such personal pension arrangements.

1.14 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

1.15 Company status

The company does not have a share capital and the liability of its members is limited by guarantee to a maximum of £1 each.

The company satisfies the requirements of Section 60(1) of the Companies Act 2006 and having made a statutory declaration to this effect is exempt from using the word 'Limited' in its name.

2 Donations

| | 2018 | 2017 |
|---------------------|--------|--------|
| | £ | £ |
| Donations and gifts | 15,603 | 23,747 |

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

3 Income from charitable activities

| | 2018 | 2017 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| Contracts and grants receivable | <u>395,545</u> | <u>482,210</u> |

Contracts and grants receivable were from the following sources:

| | Unrestricted £ | Restricted £ | 2018 £ | 2017 £ |
|--|-------------------|-----------------|----------------|----------------|
| Provision of HIV treatment information | | | | |
| Income from contracts with UK statutory authorities | - | 12,000 | 12,000 | 12,000 |
| Grants from pharmaceutical companies | - | 152,028 | 152,028 | 151,356 |
| Other grants | - | 6,512 | 6,512 | 6,375 |
| Subscriptions and miscellaneous sales | 76,154 | - | 76,154 | 85,894 |
| Consultancy services | <u>24,280</u> | <u>-</u> | <u>24,280</u> | <u>26,024</u> |
| | <u>100,434</u> | <u>170,540</u> | <u>270,974</u> | <u>281,649</u> |
| Provision of information on viral hepatitis | | | | |
| Grants from pharmaceutical companies | - | 19,903 | 19,903 | 19,126 |
| Consultancy services | <u>14,950</u> | <u>-</u> | <u>14,950</u> | <u>36,685</u> |
| | <u>14,950</u> | <u>19,903</u> | <u>34,853</u> | <u>55,811</u> |
| Provision of information on HIV testing, transmission and prevention of HIV | | | | |
| Grants from pharmaceutical companies | - | 48,547 | 48,547 | 57,818 |
| Other grants | - | 4,247 | 4,247 | 23,353 |
| Other income | 6,081 | - | 6,081 | - |
| Consultancy services | <u>1,400</u> | <u>-</u> | <u>1,400</u> | <u>23,039</u> |
| | <u>7,481</u> | <u>52,794</u> | <u>60,275</u> | <u>104,210</u> |
| Provision of social and non-clinical information | | | | |
| Grants from pharmaceutical companies | - | - | - | 29,370 |
| Consultancy services | <u>29,743</u> | <u>-</u> | <u>29,743</u> | <u>11,170</u> |
| | <u>29,743</u> | <u>-</u> | <u>29,743</u> | <u>40,540</u> |
| | <u>152,608</u> | <u>243,237</u> | <u>395,845</u> | <u>482,210</u> |

4 Investments

| | 2018 | 2017 |
|---------------------|------------|------------|
| | £ | £ |
| Interest receivable | <u>575</u> | <u>279</u> |

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

5 Other income

| | 2018 £ | 2017 £ |
|--------------|-----------|-----------|
| Other income | - | 147 |

6 Raising funds

| | 2018 £ | 2017 £ |
|-------------------------------------|-----------|-----------|
| Cost of generating voluntary income | | |
| Direct costs | 1,487 | 1,607 |

7 Expenditure

| | 2018 £ | 2017 £ |
|---|-----------|-----------|
| Net income/(expenditure) for the year is stated after charging: | | |
| Depreciation of tangible fixed assets | 1,818 | 2,601 |
| Independent examiner's fee | 4,500 | 4,500 |
| Operating lease rentals | 10,953 | 16,430 |

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

8 Expenditure on Charitable activities

| | Provision of HIV treatment information £ | Provision of information on viral hepatitis £ | Provision of information on HIV prevention £ | Provision of social and non-clinical information £ | Total 2018 £ | Total 2017 £ |
|---|---|---|---|--|--------------------|--------------------|
| Staff | 172,807 | 25,593 | 62,969 | 20,015 | 281,384 | 277,925 |
| Subcontractors and consultant writers | 30,172 | 34,289 | 8,770 | 15,720 | 88,951 | 134,618 |
| Printing, distribution and storage of resources | 17,066 | - | - | - | 17,066 | 10,687 |
| Translators | 7,134 | 1,714 | - | - | 8,848 | 19,977 |
| Establishment and depreciation | 11,444 | 1,693 | 4,165 | 1,311 | 18,613 | 18,678 |
| Recruitment and training | 3,781 | 555 | 1,365 | 430 | 6,131 | 737 |
| IT webhosting and support | 6,224 | 920 | 2,216 | 712 | 10,072 | 10,057 |
| Administration | 11,703 | 1,727 | 4,212 | 1,585 | 19,227 | 14,934 |
| Other | 1,963 | - | - | - | 1,963 | 4,227 |
| Travel and subsistence | 12,111 | - | - | - | 12,111 | 16,160 |
| Marketing | - | - | - | - | - | 307 |
| Conference on PrEP | - | - | 19,367 | - | 19,367 | - |
| Support costs (see note 9) | 27,293 | 4,039 | 9,930 | 3,130 | 44,392 | 42,280 |
| | 301,698 | 70,350 | 112,994 | 42,903 | 528,125 | 550,587 |

Expenditure on charitable activities was £528,125 (2017: £550,587) of which £182,972 was unrestricted (2017: £226,255) and £345,153 was restricted (2017: £324,332).

9 Support costs

| | Provision of HIV treatment information £ | Provision of information on viral hepatitis £ | Provision of information on HIV prevention £ | Provision of social and non-clinical information £ | Total 2018 £ | Total 2017 £ |
|---------------|---|---|--|--|--------------------|--------------------|
| Staff Costs | 23,487 | 3,476 | 8,546 | 2,693 | 38,202 | 35,409 |
| IT | 844 | 125 | 307 | 97 | 1,373 | 1,281 |
| Establishment | 1,554 | 230 | 565 | 178 | 2,527 | 2,379 |
| Miscellaneous | 1,408 | 208 | 512 | 162 | 2,290 | 3,211 |
| | 27,293 | 4,039 | 9,930 | 3,130 | 44,392 | 42,280 |

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration, benefits or reimbursed expenses from the charity during the year or previous year.

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

11 Employees

Number of employees

The average monthly number employees during the year was:

| | 2018 Number | 2017 Number |
|---------------------------------|----------------|----------------|
| Office and administration staff | 2 | 2 |
| Production staff | 5 | 7 |
| | <u>7</u> | <u>9</u> |

Employment costs

| | 2018 £ | 2017 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 277,311 | 277,444 |
| Social security costs | 26,859 | 18,790 |
| Other pension costs | 15,415 | 17,180 |
| | <u>319,585</u> | <u>313,414</u> |

The number of employees whose annual remuneration was £60,000 or more were:

| | 2018 Number | 2017 Number |
|-----------------------------|----------------|----------------|
| Between £60,000 and £69,999 | <u>1</u> | <u>1</u> |

Contributions totalling £3,753 (2017: £3,654) were made to defined contribution pension schemes on behalf of employees whose emoluments exceed £60,000.

The total remuneration including the value of all monetary employee benefits for key management personnel was £116,586 (2017: £107, 033)

12 Taxation

NAM Publications is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

13 Tangible fixed assets

| | Short leasehold £ | Plant and machinery £ | Fixtures and fittings £ | Total £ |
|------------------------------------|-------------------------|-----------------------------|-------------------------------|------------|
| Cost | | | | |
| At 1 January 2018 | 3,032 | 21,142 | 2,312 | 26,486 |
| At 31 December 2018 | 3,032 | 21,142 | 2,312 | 26,486 |
| Depreciation and impairment | | | | |
| At 1 January 2018 | 3,032 | 15,374 | 1,744 | 20,150 |
| Depreciation charged in the year | - | 1,544 | 274 | 1,818 |
| At 31 December 2018 | 3,032 | 16,918 | 2,018 | 21,968 |
| Carrying amount | | | | |
| At 31 December 2018 | - | 4,224 | 294 | 4,518 |
| At 31 December 2017 | - | 5,768 | 568 | 6,336 |

Tangible fixed assets comprise improvements to leasehold property, computers and other office equipment. These items are used for charitable activities and administrative purposes, therefore it is not appropriate to quantify charitable assets separately.

14 Financial instruments

| | 2018 £ | 2017 £ |
|---|-----------|-----------|
| Carrying amount of financial assets | | |
| Debt instruments measured at amortised cost | 68,631 | 59,105 |
| Carrying amount of financial liabilities | | |
| Measured at amortised cost | 36,959 | 28,165 |

15 Debtors

| Amounts falling due within one year: | 2018 £ | 2017 £ |
|--------------------------------------|-----------|-----------|
| Trade debtors | 68,631 | 59,105 |
| Prepayments and accrued income | 9,879 | 35,281 |
| | 78,510 | 94,386 |

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

16 Creditors: amounts falling due within one year

| | Notes | 2018 £ | 2017 £ |
|------------------------------------|-------|---------------|---------------|
| Trade creditors | | 24,457 | 10,329 |
| Other taxation and social security | | 13,290 | 11,275 |
| Deferred income | 18 | 46,760 | 45,360 |
| Accruals | | 11,836 | 15,055 |
| Other creditors | | 666 | 2,781 |
| | | <u>97,009</u> | <u>84,800</u> |

17 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees and contributes to the personal pension plans of certain employees. The assets of the schemes are held separately from those of the charity in independently administered funds.

Included in other creditors is an unpaid amount in respect of pension contributions of £666 (2017: £2,781).

The charge to profit or loss in respect of defined contribution schemes was £15,414 (2017: £17,180).

18 Deferred income

Deferred income comprises advanced payments for annual subscriptions for information and consultancy services

| | 2018 £ | 2017 £ |
|--|---------------|---------------|
| Balance at 1 January 2018 | 45,360 | 38,330 |
| Amounts received in the year | 397,547 | 379,805 |
| Amounts credited to SOFA | (412,023) | (506,383) |
| Movement in debtors and accrued income | 15,876 | 133,608 |
| | <u>46,760</u> | <u>45,360</u> |
| Balance at 31 December 2018 | | |

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

19 Movement in income funds – current year

| | Balance at 1 January 2018 £ | Incoming resources £ | Outgoing resources £ | Balance at 31 December 2018 £ |
|---------------------------------------|---|----------------------------|----------------------------|---|
| Unrestricted funds | | | | |
| General fund | 541,655 | 168,786 | (184,459) | 525,982 |
| Total unrestricted funds | <u>541,655</u> | <u>168,786</u> | <u>(184,459)</u> | <u>525,982</u> |
| Restricted funds | | | | |
| 1) Gilead Sciences Europe | 26,134 | - | (14,726) | 11,408 |
| 2) Gilead Sciences Europe | - | 50,000 | (50,000) | - |
| 3) Gilead Sciences Europe | - | 20,000 | (20,000) | - |
| 4) Janssen UK | 44,606 | - | (25,138) | 19,468 |
| 5) Merck & Co | - | 22,319 | (22,319) | - |
| 6) Merck & Co | - | 23,575 | - | 23,575 |
| 7) ViiV Healthcare | 20,908 | - | (11,784) | 9,124 |
| 8) ViiV Healthcare | 36,795 | 2,703 | (39,498) | - |
| 9) ViiV Healthcare | 29,370 | - | (29,370) | - |
| 10) ViiV Healthcare | - | 30,000 | (20,000) | 10,000 |
| 11) ViiV Healthcare | - | 25,000 | (12,500) | 12,500 |
| Others below £20,000 | <u>45,178</u> | <u>69,640</u> | <u>(99,818)</u> | <u>15,000</u> |
| Total restricted funds | <u>202,991</u> | <u>243,237</u> | <u>(345,153)</u> | <u>101,075</u> |
| Total movement on income funds | <u>744,646</u> | <u>412,023</u> | <u>(529,612)</u> | <u>627,057</u> |

Unrestricted funds are funds that the Trustees are free to spend on any charitable activities.

Restricted funds relate to voluntary income received towards the charity's activities where the use is restricted by the conditions imposed by the grant providers. The majority of restricted income is spent in the same year that it is received. A description of our material restricted funds is given below.

- 1) **Gilead Sciences Europe:** Grant towards patient information resources to support people living with HIV into the long term
- 2) **Gilead Sciences Europe:** Grant towards daily HIV prevention and treatment news stories, e-bulletins and creation of social media content
- 3) **Gilead Sciences Europe:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients
- 4) **Janssen UK:** Grant towards patient information resources to support people living with HIV into the long term
- 5) **Merck & Co:** Grant towards NAM aidsmap's PrEP in Europe initiative in YE18
- 6) **Merck & Co:** Grant towards NAM aidsmap's PrEP in Europe initiative in YE19
- 7) **ViiV Healthcare:** Grant towards patient information resources to support people living with HIV into the long term
- 8) **ViiV Healthcare:** Grant towards NAM aidsmap's PrEP in Europe initiative
- 9) **ViiV Healthcare:** Grant towards the continuation of the Sexual Health and HIV Policy EUROBulletin

NAM PUBLICATIONS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

- 10) **ViiV Healthcare:** Grant towards community engagement and treatment literacy for people living with HIV
- 11) **ViiV Healthcare:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients

Movement in income funds- prior year

| | Balance at 1 January 2017 £ | Incoming resources £ | Outgoing resources £ | Balance at 31 December 2017 £ |
|---------------------------------------|---|----------------------------|----------------------------|---|
| Unrestricted funds | | | | |
| General fund | 562,532 | 206,985 | (227,862) | 541,655 |
| Total unrestricted funds | <u>562,532</u> | <u>206,985</u> | <u>(227,862)</u> | <u>541,655</u> |
| Restricted funds | | | | |
| 1) Gilead Sciences Europe | 45,833 | - | (19,699) | 26,134 |
| 2) Gilead Sciences Europe | - | 20,000 | (19,997) | 3 |
| 3) Janssen UK | 27,500 | 30,000 | (12,894) | 44,606 |
| 4) Merck Sharpe & Dohme, Corp | 26,596 | - | (11,431) | 15,165 |
| 5) Merck & Co | - | 26,851 | (26,847) | 4 |
| 6) Merck & Co | - | 22,778 | (17,295) | 5,483 |
| 7) ViiV Healthcare | 36,667 | - | (15,759) | 20,908 |
| 8) ViiV Healthcare | 37,468 | 35,040 | (35,713) | 36,795 |
| 9) ViiV Healthcare | 28,797 | 29,370 | (28,797) | 29,370 |
| 10) ViiV Healthcare | - | 50,000 | (49,992) | 8 |
| Others below £20,000 | <u>25,064</u> | <u>85,359</u> | <u>(85,908)</u> | <u>24,515</u> |
| Total restricted funds | <u>227,925</u> | <u>299,398</u> | <u>(324,332)</u> | <u>202,991</u> |
| Total movement on income funds | <u>790,457</u> | <u>506,383</u> | <u>(552,194)</u> | <u>744,646</u> |

- 1) **Gilead Sciences Europe:** Grant towards patient information resources to support people living with HIV into the long term
- 2) **Gilead Sciences Europe:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients
- 3) **Janssen UK:** Grant towards patient information resources to support people living with HIV into the long term
- 4) **Merck Sharp & Dohme, Corp:** Grant towards patient information resources to support people living with HIV into the long term
- 5) **Merck & Co:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients
- 6) **Merck & Co:** Grant towards NAM aidsmap's PrEP in Europe initiative
- 7) **ViiV Healthcare:** Grant towards patient information resources to support people living with HIV into the long term
- 8) **ViiV Healthcare:** Grant towards NAM aidsmap's PrEP in Europe initiative
- 9) **ViiV Healthcare:** Grant towards the continuation of the Sexual Health and HIV Policy EUROBulletin

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

- 10) **ViiV Healthcare:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients

20 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|-----------------------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
| | 2018 £ | 2018 £ | 2018 £ | 2017 £ | 2017 £ | 2017 £ |
| Fund balances are represented by: | | | | | | |
| Tangible assets | 4,518 | - | 4,518 | 6,336 | - | 6,336 |
| Cash at bank and in hand | 539,963 | 101,075 | 641,038 | 614,704 | 114,020 | 728,724 |
| Current assets/(liabilities) | (18,499) | - | (18,499) | (79,385) | 88,971 | 9,586 |
| | <u>525,982</u> | <u>101,075</u> | <u>627,057</u> | <u>541,655</u> | <u>202,991</u> | <u>744,646</u> |

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2018 £ | 2017 £ |
|----------------------------|---------------|---------------|
| Within one year | 10,953 | - |
| Between two and five years | - | 16,430 |
| | <u>10,953</u> | <u>16,430</u> |

22 Related party transactions

There were no disclosable related party transactions during the year (2017 - none).

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

| 23 | Cash generated from operations | 2018 £ | 2017 £ |
|----|---|-----------------|---------------|
| | Deficit for the year | (117,589) | (45,811) |
| | Adjustments for: | | |
| | Investment income recognised in statement of financial activities | (575) | (279) |
| | Depreciation and impairment of tangible fixed assets | 1,818 | 2,601 |
| | Movements in working capital: | | |
| | Decrease in debtors | 15,876 | 134,224 |
| | Increase/(decrease) in creditors | 10,809 | (27,471) |
| | Increase in deferred income | 1,400 | 7,030 |
| | Cash (absorbed by)/generated from operations | (88,261) | 70,294 |