

Charity Registration No. 1011220

Company Registration No. 2707596 (England and Wales)

**NAM PUBLICATIONS**  
**LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2012**

**Hazlems Fenton LLP**  
**Chartered Accountants**  
Palladium House  
1-4 Argyll Street  
London  
W1F 7LD

# NAM PUBLICATIONS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr Theodora Bloom Tim Cohen Brian Cooper Robbie Currie Martin Pendergast Basil Skeete Tina Sloane Dr Margaret Swain Nigel Ware
<b>Secretary</b>	Caspar Thomson
<b>Charity number</b>	1011220
<b>Company number</b>	2707596
<b>Registered office</b>	77a Tradescant Road London SW8 1XJ
<b>Auditors</b>	Hazlems Fenton LLP Chartered Accountants Palladium House 1-4 Argyll Street London W1F 7LD
<b>Bankers</b>	National Westminster Bank plc 504 Brixton Road London SW9 8EB

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# NAM PUBLICATIONS

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# **NAM PUBLICATIONS**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2012**

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The trustees present their report and accounts for the year ended 31 December 2012.

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 Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

### **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.

#### **Appointment of Trustees**

NAM's chair is elected by his or her fellow trustees.

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 shortfall in Board membership.

The Board has approved three methods of recruitment of trustees: an open, advertised recruitment drive, head hunting and the proactive identification of, and approach to, key individuals.

During the year the Board undertook an open, advertised recruitment drive which resulted in the appointment of four new members.

#### **Trustee induction and training**

New trustees currently undergo an induction process, which is devised on an individual basis, to introduce them to the charity's work and their role as a trustee. Whenever further training needs or opportunities arise these are met from the organisation's dedicated training budget.

#### **Organisation**

The Board of Trustees administers the charity. The full Board meets every two months. There are three sub-committees covering personnel, governance & Board review, and fundraising. The charity's most senior member of staff is the Executive Director, who is also the company secretary. The Executive Director 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 meet bimonthly to review the charity's management accounts and financial position.

#### **Related parties**

The charity is not connected to any other organisations.

# NAM PUBLICATIONS

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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### Risk management

The charity has a risk management strategy which comprises:

- a six-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 risks that NAM faced in 2012 remained broadly the same as in previous years. The greatest risk, by far, continued to be the absence of committed, especially statutory, longer-term funding. Indeed the Government's substantial overhaul of the NHS, and especially its commissioning structures for HIV services, threatens to deepen this risk.

The trustees are mindful that the impact of the loss of statutory income, and in particular the Pan-London HIV Prevention Programme contract, could pose significant challenges for the charity, necessitating structural change and/or possible service withdrawal. They therefore decided to allow free reserves to remain at a level higher than originally envisaged in NAM's finance and fundraising strategy to mitigate this risk as far as possible.

As a result of the risk management strategy the Board is satisfied that adequate systems are in place to monitor, manage and mitigate NAM's exposure to major risks.

# **NAM PUBLICATIONS**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012**

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### **OBJECTIVES AND ACTIVITIES**

The charity's objectives, and its principal activity, continue to be the relief of sickness, hardship and distress among people with AIDS, HIV and apparently related diseases and conditions. 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 changes of policy since the date of the last report.

The charity's mission, throughout the year, continued to be 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 have taken into consideration the Charity Commission's guidance on reporting the public benefit of the charity's work.

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 main areas of activity are the production and dissemination of regularly updated on-line, electronic and printed information resources.

Three broad areas of information are produced:

- information on the clinical aspects of HIV and related conditions; and, in particular, their treatment;
- information on the social or non-clinical aspects of HIV and related conditions, including the history of the diseases, their impact on particular communities, transmission and prevention, and practical information about aspects of life with the diseases, e.g. the law, employment and mental health.
- 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.

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 lives.

# NAM PUBLICATIONS

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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### ACHIEVEMENTS AND PERFORMANCE

For 30 years HIV has presented a global health crisis. For nearly all of that time NAM has provided calm, authoritative information to people affected by the disease, or working in the HIV field; information that is reliable, useful and responsive to need.

The speed and scale of research into HIV and the extent of scientific breakthrough has been unprecedented. We now know a great deal about how HIV is transmitted, how transmission can be prevented and how the virus can be successfully treated. The range of interventions, including antiretroviral drugs, that we possess today to fight HIV has transformed from the early, dark days of the epidemic. The possibility of a 'functional cure' is now on scientists' agenda, something that would have been unimaginable just a few years ago.

NAM has always published the latest research findings and sought to support those communities most directly affected by HIV to respond effectively to the emerging science. In 2011 NAM reported the significant advances in HIV prevention presented at the International AIDS Society's Rome conference, in particular the role that antiretroviral drugs can play in preventing HIV and their potential for stemming the tide of new infections. In 2012 NAM embarked on two new initiatives, intended to scale up communities' ability to embrace this breakthrough.

In England NAM joined a partnership, led by the Terrence Higgins Trust, which won a three-year contract to deliver a national HIV prevention programme for gay men, and African communities. NAM will be responsible for assisting the programme to be informed by the latest evidence base and for increasing the extent to which clinics engage with the programme. HIV Prevention News: England, a new email bulletin launched during the year, will be a key element within the programme.

Thanks to a grant from the pharmaceutical company Gilead, NAM also launched a Pan-European New Prevention Technologies Network. This will aim, over a thirty-month period, to increase the dissemination of evidence about HIV prevention across the continent in order to enhance the capacity of community organisations delivering HIV prevention services to respond to the latest scientific breakthroughs. The charity's new HIV Prevention News: Europe, a second monthly email bulletin is published in five languages.

Whilst NAM's work around HIV prevention has significantly increased, the majority of the charity's activity remains wider treatment education, though the dividing lines between these two areas are set to disappear over the next few years as treatment and prevention converge.

The way in which people access information has also transformed unimaginably over the last thirty years and, like many publishers, NAM has witnessed a seismic shift away from print to on-line and electronic publication. [www.aidsmap.com](http://www.aidsmap.com), NAM's website, saw a 54% increase in the number of unique visitors over the course of the year, hosting 1,972,007 visits and 3,671,922 page views.

The charity continues to publish a limited number of printed materials for use in clinical settings and within community organisations across the UK. In 2012, over 66,930 resources were distributed via the charity's Patient Information Promotion Scheme. Three popular booklets were updated during the year and a new booklet, HIV, GPs & Other Primary Care, developed collaboratively with the British HIV Association (BHIVA), was launched in time for the Royal College of General Practitioners' annual conference in October.

A priority, given the increased use of the Internet and mobile phone technology (nearly a quarter of users of [www.aidsmap.com](http://www.aidsmap.com) now view the site on a mobile phone) has been to enhance users' experience. A mobile-phone version of [www.aidsmap.com](http://www.aidsmap.com) was launched during the year. Work also progressed on five interactive tools to support decision making and, in time for the first ever National HIV Testing Week, NAM launched an HIV Test Finder, both as a mobile phone application and on-line resource.

## NAM PUBLICATIONS

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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NAM continued its role as the International AIDS Society's official on-line scientific news reporter for its conferences. From the International AIDS Conference NAM published daily five email bulletins in six languages (including, for the first time, Italian thanks to a new partnership with the Italian HIV organisation LILA Onlus). These reached a total of 56,101 individuals across the globe.

During the year NAM hosted the HIV Justice Network, led by a former staff member Edwin J Bernard. The network is a global information and advocacy hub for individuals and organisations working to end the inappropriate use of the criminal law to regulate and punish people living with HIV. NAM designed a website for the network in 2012, which can be viewed at [www.hivjustice.net](http://www.hivjustice.net).

Liver disease is the second leading cause of death, after AIDS, among people with HIV. With exciting new treatments in the pipeline, NAM scaled up its hepatitis coverage and increased its engagement with key organisations working in this allied field. Development work commenced on four new patient information resources on hepatitis C coinfection in collaboration with the Hepatitis C Trust and Coinfection Alliance. An infographic on HIV and hepatitis was developed with the European Association for the Study of the Liver (EASL). At the International Liver Congress in Barcelona in April, a relationship began with the European Liver Patients Association, the outcome of which being a new on-line information resource: [www.infohep.org](http://www.infohep.org).

Finally, in order to reduce the charity's overhead costs, NAM relocated its office to new premises in Stockwell, South London in February 2012.

#### DIRECTORS/TRUSTEES

All directors of the company were also trustees of the charity and there were no other trustees. The directors/trustees during the year were as follows:

Dr Theodora Bloom	
Tim Cohen	
Brian Cooper	
Robbie Currie	(Appointed 11 December 2012)
Martin Pendergast	
Kevin Ryan	(Resigned 11 December 2012)
Peter Scott	(Resigned 21 January 2012)
Basil Skeete	
Tina Sloane	(Appointed 20 November 2012)
Dr Margaret Swain	(Appointed 11 December 2012)

Nigel Ware was appointed a trustee on 19 February 2013 and Treasurer on 21 May 2013.

Of the trustees listed Tim Cohen is the Chair, Brian Cooper is the Deputy Chair and Basil Skeete was the Acting Treasurer until 21 May 2013.

None of the directors/trustees has any beneficial interest in the company. All of the trustees are members of the company and each has agreed to guarantee to contribute £1 in the event of the charity winding up.



# NAM PUBLICATIONS

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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### FINANCIAL REVIEW

#### Financial position and performance

The Statement of Financial Activities (SOFA) shows a significant increase in income of £198,322, 20% more than the total sum raised in 2011. However a majority of this increase is made up of grants for work planned in 2013 and, as such, is shown in the notes to the accounts as restricted funds.

Total expenditure increased by £100,241, a 9% rise over 2011. Due to the repayment of the rent deposit on NAM's former premises, which was shown as a designated fund, and other movements in funds, an increase in free reserves was achieved (i.e. excluding restricted and designated). Free reserves stood at £689,045 at 31 December 2012.

The trustees wish to express their thanks to all those individuals who made donations. In particular the trustees very much appreciate the generosity of NAM's individual donors, a great many of whom are also subscribers to the charity's quarterly newsletter HIV treatment update.

#### Investment powers and policy

Under its Articles of Association, the charity has the power to invest any money in any investments, securities or properties; and to accumulate and set aside funds for special purposes or as reserves.

The trustees aim to achieve a rate of deposit interest that matches or exceeds inflation, as measured by the Retail Prices Index. However, throughout 2012, interest rates remained at an historically low level and so, like many other institutions, NAM has not been able to maintain the return on its investments that it had achieved prior to the financial crash of 2008. The invested funds held on deposit earned an average interest of 0.4% against the Retail Prices' measure of inflation of 3.2% averaged across the year.

Although this was less than the measure of inflation, trustees continue to believe that holding the charity's surplus funds in the deposit accounts of UK clearing banks offers the best balance of security and accessibility.

#### Reserves policy

Note 13 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet NAM's obligations on a fund-by-fund basis.

The trustees' reserves policy is to hold free unrestricted reserves (i.e. excluding designated and restricted reserves) equal to between three and six months' running costs. This is to ensure that services can be maintained in case of unexpected loss of income, and in the event of a need to cease trading, to provide sufficient funds for an orderly winding-up.

Trustees have previously decided to allow reserves, while the uncertain funding climate persists, to be held in excess of the stated maximum to help ensure the stability of the charity in the medium to long-term. This continued to be the case in 2012 as the reorganisation of NHS commissioning structures threatened further uncertainty. During the year the trustees' financial strategy was to draw on free reserves as little as possible. At 31 December 2012, free reserves stood at £689,045, which was equivalent to 60% (7 months) of projected expenditure for 2013. In view of the deepening uncertainty about funding, particularly UK statutory funding, trustees felt this was a prudent level at which to maintain free reserves.

The trustees have considered the charity's forecast cash flow in the period ahead. Notwithstanding the uncertain 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.

# **NAM PUBLICATIONS**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012**

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### **Post balance sheet events**

No significant events have taken place since the year end that would result in the adjustment of the financial statements or inclusion of a note thereto.

### **PLANS FOR THE FUTURE**

A priority and challenge in the immediate future is to secure guarantees of continued funding from statutory sources in the UK. The case for support is simple and evidence-based: patients who are able to participate in decisions relating to their treatment and care adhere to their medicines better, have improved health outcomes and cost the National Health Service less (often as a result of fewer in-patient admissions). The British HIV Association's treatment guidelines and newly-launched standards and, even, the Government's own NHS White Papers state the case for patient information. However, none of the proposed commissioning structures within the new NHS, which came into existence on 1 April 2013, has a remit to commission this work. Securing replacement funding, or dealing with the implications of a loss of such significant funding, are likely to consume considerable energy and resources during 2013.

During 2013 NAM will launch four further interactive tools which are designed to support the decision-making process and enhance the doctor/patient dialogue. Two will be targeted at women with HIV who are either considering pregnancy or requiring contraception. Get Set for HIV Treatment will help individuals decide if they are ready to start anti-HIV treatment. Finally, My Drug Chart will allow its users to generate a personalised information fact sheet about all the drugs within their treatment regimen.

Across Europe 30% of people living with HIV are also infected with hepatitis C. As mentioned earlier the charity began, in 2012, a collaboration with the European Liver Patients Association to develop a new website delivering treatment news and educational materials for advocates and people working in hepatitis. The site, [www.infohep.org](http://www.infohep.org), was launched at the International Liver Congress in Amsterdam in April 2013. In the UK, as a result of collaboration with the Hepatitis C Trust and the Coinfection Alliance, four new illustrated factsheets covering hepatitis C for people living with HIV will join the award-winning series: The Basics.

NAM's news coverage of important scientific meetings continues to be well received. In 2013 the charity will expand its news coverage to include the International AIDS Society's Conference on HIV Pathogenesis, Treatment and Prevention in Kuala Lumpur (where NAM will, once again, act as official provider of online scientific news), the International Liver Congress in Amsterdam, the American Liver Meeting in Washington DC and the European AIDS Conference in Brussels.

### **STAFF AND VOLUNTEERS**

The trustees acknowledge with gratitude the work of NAM's staff team and its 30 volunteers, who play a role in reviewing publications and supporting editorial activity. The major achievements during the year were due to the dedication and hard work of the staff team and its committed volunteers, who help ensure the continued quality and delivery of NAM's publications.

### **Disclosure of information to auditors**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

# NAM PUBLICATIONS

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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### AUDITORS

The auditors, Hazlems Fenton LLP, are deemed to be reappointed under section 487(2) of the Companies Act 2006.



Tim Cohen

**Chair**

Dated: 30 July 2013

# NAM PUBLICATIONS

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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The trustees, who are also the directors of NAM Publications for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts 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.

# NAM PUBLICATIONS

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NAM PUBLICATIONS

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We have audited the accounts of NAM Publications for the year ended 31 December 2012 set out on pages 12 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 auditors' 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of NAM Publications for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2012 and of its incoming resources and application of resources, including its income and expenditure, 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.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

# NAM PUBLICATIONS

## INDEPENDENT AUDITORS' REPORT (CONTINUED)

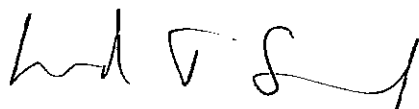
### TO THE MEMBERS OF NAM PUBLICATIONS

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#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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 accounts 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.



**Leonard Siskind FCA (Senior Statutory Auditor)**  
for and on behalf of Hazlems Fenton LLP

**Chartered Accountants**  
**Statutory Auditor**

Palladium House  
1-4 Argyll Street  
London  
W1F 7LD

Dated: 30 July 2013

# NAM PUBLICATIONS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b>Incoming resources</b>						
Voluntary income	2	70,367	-	-	70,367	42,933
Incoming resources from charitable activities	3	152,408	-	982,879	1,135,287	960,417
Investment income		2,205	-	-	2,205	2,565
Other incoming resources		366	-	-	366	3,988
<b>Total incoming resources</b>		<b>225,346</b>	<b>-</b>	<b>982,879</b>	<b>1,208,225</b>	<b>1,009,903</b>
<b>Resources expended</b>						
<b>Costs of generating funds</b>						
Cost of generating voluntary income		4,551	-	-	4,551	4,946
<b>Charitable expenditure</b>						
- Provision of treatment information		198,914	-	815,500	1,014,414	983,910
- Provision of organisational listings		20,781	-	16,819	37,600	39,566
- Provision of prevention, social and legal information		13,699	-	87,750	101,449	17,101
<b>Governance costs</b>		<b>3,405</b>	<b>-</b>	<b>9,577</b>	<b>12,982</b>	<b>25,232</b>
<b>Total resources expended</b>	4	<b>241,350</b>	<b>-</b>	<b>929,646</b>	<b>1,170,996</b>	<b>1,070,755</b>
<b>Net income/(expenditure) for the year</b>		<b>(16,004)</b>	<b>-</b>	<b>53,233</b>	<b>37,229</b>	<b>(60,852)</b>
Transfers between funds		32,531	(32,531)	-	-	-
<b>Net movement in funds</b>		<b>16,527</b>	<b>(32,531)</b>	<b>53,233</b>	<b>37,229</b>	<b>(60,852)</b>
Fund balances at 1 January 2012		672,518	62,894	142,035	877,447	938,299
<b>Fund balances at 31 December 2012</b>		<b>689,045</b>	<b>30,363</b>	<b>195,268</b>	<b>914,676</b>	<b>877,447</b>

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 2012

	Notes	2012		2011	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		30,363		32,053
<b>Current assets</b>					
Debtors	10	370,480		130,366	
Cash at bank and in hand		701,423		837,302	
		<u>1,071,903</u>		<u>967,668</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(187,590)</u>		<u>(122,274)</u>	
<b>Net current assets</b>			<u>884,313</u>		<u>845,394</u>
<b>Total assets less current liabilities</b>			<u>914,676</u>		<u>877,447</u>
<b>Income funds</b>					
Restricted funds	13		195,268		142,035
Unrestricted funds:					
Designated funds	14		30,363		62,894
Other charitable funds			689,045		672,518
			<u>914,676</u>		<u>877,447</u>

The accounts were approved by the Board on 30 July 2013



Nigel Ware  
Treasurer

Company Registration No. 2707596



# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charitable company.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 2006.

#### 1.2 Incoming resources

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.

#### 1.3 Resources expended

Cost of generating voluntary income comprises project management, printing and distribution costs of the charity's individual donor scheme in addition to 2% of the support costs that have not been allocated to restricted funds.

Provision of treatment information comprises writing, production and distribution costs as well as 79% of general overheads excluding support costs and 75% of support costs.

Provision of organisational listings comprises writing, production and distribution costs as well as 10% of support costs.

Provision of social and non-clinical and legal information comprises writing, production and distribution costs as well as 11% of general overheads and 10% of support costs.

Governance costs relate to audit fees and other expenses incurred in the governance arrangements of the charity as well as 3% of support costs.

Support costs include staff involved in office and administration and then 10% of general overheads.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property	Over the term of the lease
Plant and machinery	25% reducing balance
Fixtures and fittings	15% on cost

#### 1.5 Leasing commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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### 1 Accounting Policies

(continued)

#### 1.6 Pensions

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.

#### 1.7 Accumulated funds

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.

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable objectives of NAM Publications.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

#### 1.8 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 Voluntary income

	Unrestricted funds £	Total 2012 £	Total 2011 £
Donations	70,367	70,367	42,933

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

### 3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Contracts, grants & donations receivable for charitable activities	152,408	982,879	1,135,287	960,417

Contracts, grants and donations receivable were from the following sources:

	2012 £	2011 £
Contracts from UK statutory authorities	281,726	227,812
Grants from pharmaceutical companies	462,944	342,171
Grants from trusts	184,603	150,393
Other grants	53,606	86,713
Publications	3,848	13,241
Consultancy services	148,560	140,087
	<u>1,135,287</u>	<u>960,417</u>

### 4 Total resources expended

	Activities undertaken directly £	Support costs £	Total 2012 £	Total 2011 £
Costs of generating voluntary income	3,976	575	4,551	4,946
Provision of treatment information	924,729	89,685	1,014,414	983,910
Provision of organisational listings	25,652	11,948	37,600	39,566
Provision of social and non-clinical information	88,317	13,132	101,449	17,101
Governance costs	9,398	3,584	12,982	25,232
	<u>1,052,072</u>	<u>118,924</u>	<u>1,170,996</u>	<u>1,070,755</u>

Governance costs include payments to the auditors of £6,600 (2011 - £6,500) for audit fees.

Net income/(expenditure) is stated after charging:

	2012 £	2011 £
Depreciation of tangible assets	17,561	14,266
Auditors' remuneration	6,600	6,500
Operating lease rentals	56,425	60,294

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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### 5 Support costs

	Costs of Generating Voluntary income	Provision of treatment information	Provision of organisational listings	Provision of social and non-clinical information	Governance costs	Total 2012	Total 2011
	£	£	£	£	£	£	£
Staff Costs	281	54,334	7,188	7,907	2,157	71,867	101,231
IT	163	19,402	2,630	2,892	788	25,876	26,370
Establishment	110	10,902	1,449	1,594	435	14,489	13,141
Miscellaneous	21	5,047	681	739	204	6,692	6,162
	<u>575</u>	<u>89,685</u>	<u>11,948</u>	<u>13,132</u>	<u>3,584</u>	<u>118,924</u>	<u>146,904</u>

### 6 Trustees

None of the trustees, or any persons connected with them, received any remuneration from the charity during the year.

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

### 7 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2012 Number	2011 Number
Office and administration	2	3
Production staff	12	10
	<u>14</u>	<u>13</u>

	£	£
Wages and salaries	534,745	529,244
Social security costs	50,986	52,066
Other pension costs	31,945	32,268
	<u>617,676</u>	<u>613,578</u>

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

	2012 Number	2011 Number
Between £60,000 and £69,999	1	1
Between £70,000 and £79,999	1	-
	<u>1</u>	<u>-</u>

The number of staff for whom benefits are accruing under defined contribution pension schemes is 13.

### 8 Taxation

NAM Publications is not liable for Corporation Tax as all income and gains are applied to charitable purposes only.

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

### 9 Tangible fixed assets

	Short leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
<b>Cost</b>				
At 1 January 2012	73,190	153,444	16,176	242,810
Additions	23,447	1,243	-	24,690
Disposals	(73,190)	-	(809)	(73,999)
<b>At 31 December 2012</b>	<b>23,447</b>	<b>154,687</b>	<b>15,367</b>	<b>193,501</b>
<b>Depreciation</b>				
At 1 January 2012	61,462	135,173	14,122	210,757
On disposals	(64,695)	-	(485)	(65,180)
Charge for the year	12,026	4,879	656	17,561
<b>At 31 December 2012</b>	<b>8,793</b>	<b>140,052</b>	<b>14,293</b>	<b>163,138</b>
<b>Net book value</b>				
<b>At 31 December 2012</b>	<b>14,654</b>	<b>14,635</b>	<b>1,074</b>	<b>30,363</b>
At 31 December 2011	11,728	18,271	2,054	32,053

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.

### 10 Debtors

	2012 £	2011 £
Trade debtors	208,249	29,400
Other debtors	3,553	34,877
Prepayments and accrued income	158,678	66,089
	<b>370,480</b>	<b>130,366</b>

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

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<b>11 Creditors: amounts falling due within one year</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade creditors	17,580	4,158
Taxes and social security costs	50,342	23,411
Other creditors	9,313	7,594
Accruals	48,019	34,153
Deferred income	62,336	52,958
	<hr/>	<hr/>
	<b>187,590</b>	<b>122,274</b>
	<hr/>	<hr/>

<b>12 Deferred income</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Total deferred income at 1 January 2012	52,958	77,405
Amounts received in the year	1,217,603	985,456
Amounts credited to statement of financial activities	(1,208,225)	(1,009,903)
	<hr/>	<hr/>
<b>Total deferred income at 31 December 2012</b>	<b>62,336</b>	<b>52,958</b>
	<hr/>	<hr/>

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the funder has specified that the income is to be used in a future accounting period.

# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 December 2012
	Balance at 1 January 2012	Incoming resources	Expenditure & transfers	
	£	£	£	£
Treatments education 2011	618	-	(618)	-
Treatments education 2012	69,267	547,266	(616,533)	-
Treatments education 2013	-	82,707	-	82,707
Dept. of Health treatments education 2012	14,142	-	(14,142)	-
Hepatitis project	-	27,500	(1,500)	26,000
HIV & AIDS Treatment in Practice 2012	-	23,645	(23,645)	-
HIV, Health and Your Community project	-	55,501	(55,501)	-
Big Lottery Fund grant	-	86,660	(86,660)	-
Big Lottery Fund Awards for All	-	9,975	(5,475)	4,500
UK African Communities Engagement Project 2012	10,000	10,000	(20,000)	-
UK African Communities Engagement Project 2013	-	10,000	-	10,000
MACAIDS project	26,000	-	(26,000)	-
HIV & criminal law advocacy project	22,008	33,194	(55,202)	-
European HIV prevention project	-	91,462	(19,401)	72,061
HIV, Stigma & Discrimination booklet	-	4,969	(4,969)	-
	<b>142,035</b>	<b>982,879</b>	<b>(929,646)</b>	<b>195,268</b>



# NAM PUBLICATIONS

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Balance at 31 December 2012
	Balance at 1 January 2012	Incoming resources	Expenditure & transfers	
	£	£	£	£
Tangible assets	32,053	-	(1,690)	30,363
Rent deposit	30,841	-	(30,841)	-
	<u>62,894</u>	<u>-</u>	<u>(32,531)</u>	<u>30,363</u>

In 2012, the rent deposit was repaid to the charity following the termination of the relevant lease.

### 15 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 December 2012 are represented by:				
Tangible fixed assets	-	30,363	-	30,363
Current assets	876,635	-	195,268	1,071,903
Creditors: amounts falling due within one year	(187,590)	-	-	(187,590)
	<u>689,045</u>	<u>30,363</u>	<u>195,268</u>	<u>914,676</u>

### 16 Commitments under operating leases

At 31 December 2012 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2012	2011	2012	2011
	£	£	£	£
Expiry date:				
Between two and five years	24,156	24,156	1,315	1,315
	<u>24,156</u>	<u>24,156</u>	<u>1,315</u>	<u>1,315</u>