

NAM PUBLICATIONS
(A Company Limited by Guarantee)
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2019

Trustees	Dr Margaret Swain, Chair Tom Abell, Deputy Chair (appointed 3 December 2019) Julia Reidy, Treasurer (appointed 8 June 2019) Dr Sanjay Bhagani Brian Cooper Duncan Jarvies Julianne Lwanga Jason Schroen Erica Crittendon (resigned 7 June 2019) Robbie Currie (resigned 6 October 2020) Alastair Duncan (resigned 14 February 2019) David Noble (resigned 4 February 2020) Kalpana Sabapathy (resigned 8 June 2020) Basil Skeete (resigned 14 February 2019) Nigel Ware (resigned 1 October 2019)
Company registered number	02707596
Charity registered number	1011220
Registered office	Palladium House 1-4 Argyll Street London W1F 7LD
Principal operating office	Unit 19 St Mark's Studios 14 Chillingworth Road London N7 8SH
Company secretary	Matthew Hodson
Accountants	Blick Rothenberg Limited Chartered Accountants Palladium House 1 - 4 Argyll Street London W1F 7LD
Bankers	National Westminster Bank Plc 504 Brixton Road London SW9 8EB

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MISSION STATEMENT AND INTRODUCTION FROM NAM'S CHAIR AND EXECUTIVE DIRECTOR FOR THE YEAR ENDED 31 DECEMBER 2019

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

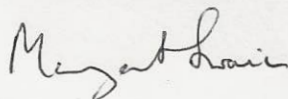
Two new trustees were welcomed to the board in 2019. Julia Reidy was appointed treasurer in October following the resignation of Nigel Ware after over six years valuable service as mentioned in last year's report. Julia brings a wealth of experience in accounting and financial services generally.

Tom Abell was appointed to the board in December and has substantial experience in strategic, financial and organisational management within the NHS. Both appointments will strengthen the skills available to the board and make valuable input to the organisation.

The appointment of a Fundraising Manager to the staff team is bearing fruit and has enabled the Executive Director to spend more time on strategic developments. Although 2019 has been yet another challenging year, it has seen a number of new and innovative projects. The staff team under Matthew Hodson's leadership have had a very productive year and the trustees pay tribute to their hard work and dedication.

NAM is not immune from the effects of the COVID-19 pandemic and this is causing challenges to staff members personally and to the organisation as a whole. However, NAM continues to play an important role nationally in the areas of HIV and sexual health and is adapting its methods of working to ensure this. It will also continue to make a significant contribution internationally through its participation and leadership in meetings and conferences, most of which are likely to be mediated virtually for the foreseeable future.

The trustees would like to thank all NAM's supporters but particularly the staff for their loyalty and hard work. We know the year ahead will be challenging both operationally and personally and we wish everyone success and good health in the year ahead.



Dr Margaret Swain
Chair, NAM Publications

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MISSION STATEMENT AND INTRODUCTION FROM NAM'S CHAIR AND EXECUTIVE DIRECTOR (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Message from NAM's Executive Director

Writing this message in the opening months of 2020, it is hard to not to view 2019 as a very different and distant era. Millions have been infected with a virus, which has strained health care systems beyond their limits. It is likely that the death toll from COVID-19 will be matched or exceeded by excess mortality from other, unrelated conditions, not least HIV, as treatment access is hindered and vital support and medical services buckle under the strain.

There are doubtless parallels between coronavirus and HIV, and these have been well rehearsed, as well as many key distinctions. I believe that it is vital that the lessons we have learned from dealing with HIV inform the response to COVID.

From our experience of HIV, we learned that an effective public health response is also a human rights-based response. HIV demonstrated the importance of having communities lead, a principle enshrined as 'nothing about us without us.' We know that our response must be grounded in human rights and gender sensitivity if it is to be effective. Community led organisations and community leaders need to be central to governance, planning and decision making, helping to deliver direct services to those who need them most, monitoring and holding providers and governments accountable to deliver on their promises.

For over 30 years now NAM has been a part of that community response. Founded by volunteers at the London Gay Switchboard, it has grown into an organisation that is known, valued and respected around the world. I am proud that NAM has helped to empower people worldwide with information and tools to protect their health.

I am proud that NAM's 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.

I am committed to ensuring that NAM's response continues to recognise the importance of ensuring all people, irrespective of race, gender, sexuality, religion, employment status or wealth, are equipped with information to help them to maintain their health and wellbeing. I am honoured, as someone who is living with HIV, to play a leading role in an organisation that fights for the health and for the rights of people living with HIV the world over.

As the world changes, NAM must continue to evolve and rise to meet the new challenges we face. We celebrate the progress that has been made in our ability to prevent AIDS, while noting 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. These lessons must also inform any challenge presented by new epidemics.



Matthew Hodson
Executive Director, NAM Publications

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees present their annual report together with the financial statements of the charity for the year 1 January 2019 to 31 December 2019. The Annual Report serves the purposes of both a trustees' report and a directors' report under company law. The trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) as amended by Update Bulletin 2 (effective January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

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 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, AIDS 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.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Objectives and activities (continued)

The benefit to the public of NAM's information is that people with HIV are informed and empowered so that they are better able to participate in decisions relating to their treatment and care; and that the professionals who provide services and healthcare 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.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

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 current 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:

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

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

NAM's strategy for 2017-2020 (continued)

Delivering on our strategy

Since adopting this strategy NAM has:

- Created a post for a Patient Information Manager, who delivers face to face HIV health and treatment information sessions.
- Developed new digital formats, including the award winning aidsmapLIVE.
- Created a series of short information films, available on a range of digital and social platforms, dealing with key information needs for people living with HIV.
- Increased our media profile through development of media relations, resulting in greater exposure for the charity and its work.
- Contributed to policy work and advocacy on issues such as PrEP access and sharing the U=U (undetectable means untransmittable) message.
- Increased the diversity of our board, within our staff team and among our consulting editors, including through the introduction of a mentoring scheme for writers from groups that are underrepresented in scientific journalism.
- Played a leading role in collaborative work with other providers, including chairing the Advisory Group for the HIV Commission and being active within the National and Local HIV Providers Forum.
- Developed joint projects with other providers, including Positively UK, Africa Advocacy Foundation, Watipa and the Sophia Forum.

NAM is committed to ensuring the information we produce is:

- Accurate
- Accessible
- Clearly communicated
- Evidence-based
- Independent
- Up to date
- Relevant
- Rooted in the experiences of those most affected by HIV.

"I totally believe in the work of NAM and have routinely used their materials as a doctor working in HIV to support my consultations with patients. They have undoubtedly contributed to the excellent treatment outcomes for HIV in the UK." Mark Pakianathan, Consultant Physician at Guy's and St Thomas' NHS Foundation Trust.

Achievements and performance in 2019

aidsmap

In 2019 we completely revamped our website, aidsmap, our primary platform for provision of HIV information. The new look site organises the majority of NAM's information into 'News', for the latest reports on studies, trials and research, or 'About HIV', which provides information about HIV, including on support, drug treatment and transmission.

In 2019 NAM published 298 original, detailed news stories written by NAM's skilled editors, with a further 1,352 additional aggregated HIV and associated conditions news stories, selected by NAM's editors, presented on the aidsmap site. Over 2019 we had 6.23 million page views with visitors coming to the site from all over the world.

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**TRUSTEES' REPORT (CONTINUED)
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Achievements and performance in 2019 (continued)

Bulletins

Subscribers to the fortnightly aidsmap bulletin exceeded 50,000 and subscribers to the alternating HIV Update rose to almost 40,000. Our conference bulletins, translated into a variety of languages, are now sent to over 76,000 people.

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

In 2019:

- 23 HIV Update email bulletins during the year
- 39,745 subscribers
- Subscribers to the HIV Update bulletins increased by 10%

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.

In 2019:

- 22 aidsmap news bulletins
- Up to 50,193 subscribers
- Subscribers to the aidsmap news bulletins increased by 7%

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.

- 833 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 2019.

aidsmapLIVE

As part of our strategic commitment to reach broader audiences and following the success of the pilot edition in November 2018, NAM delivered two more aidsmapLIVE events – a broadcast delivered live on Twitter and Facebook, exploring HIV topics and providing information in an accessible and entertaining manner. Utilising these platforms helps NAM to reach new, larger and diverse audiences.

August 2019 – HIV & Mental Health

This event looked at why people with HIV are more likely to experience mental health problems and what they can do about it; examining how to live well with HIV and the impact of HIV on the mental health of black women.

November 2019 – World Aids Day Special, HIV: Past, Present and Future

Topics covered included: being diagnosed with HIV before treatment was available, messages around the reality of HIV today to tackle stigma, HIV and faith, U = U, HIV and trans issues, and hopes for the future around HIV.

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TRUSTEES' REPORT (CONTINUED)
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Achievements and performance in 2019 (continued)

aidsmapLIVE (continued)

All broadcasts are retained on NAM's Facebook and You Tube pages and are linked to from the aidsmap site. Clips from the broadcast were also circulated via social media, particularly Twitter.

aidsmapLIVE won in two categories (Innovation, and Media) at the nOscars awards, an annual celebration of sexual health work for black, Asian, Latino and other ethnic minorities. We are extremely proud of these awards which confirm the quality and accessibility of aidsmapLIVE and that they are reaching a key audience for the project.

"Thank you, great discussion and great panel, when is the next one?" – Online viewer

Conference reporting

Once again, NAM was the official scientific media partner for the International AIDS Society's bi-annual conference, IAS 2019, which this year was held in Mexico City, for the EACS Standard of Care conference (Bucharest) and the EACS European AIDS Conference (Basel).

NAM also reported from the Conference on Retroviruses and Opportunistic Infections (CROI), the British HIV Association conference, the International Liver Congress (Vienna), ID Week (Washington), the PrEP in Europe Summit (Warsaw), the European Chemsex Forum (Paris), the Liver Meeting (Boston) and the International Conference on AIDS and STIs in Africa, ICASA (Kigali).

PrEP in Europe Initiative

The PrEP in Europe Initiative is a collaboration between NAM and our partners the European Civil Society Forum, National AIDS Trust, European AIDS Treatment Group, AIDES and AVAC as well as activists, healthcare professionals and other stakeholders. It has the overall aim of informing, educating, supporting and empowering PrEP advocates in accelerating progress towards the implementation and rollout of free or subsidised PrEP across Europe, and progress towards its equitable provision to all individuals and populations in need of it.

PrEP in Europe provides information on the effectiveness and availability of PrEP. It provides news and advice to help strengthen advocacy for PrEP throughout Europe. It aims to help organisations develop guidelines, recommendations and consistent policy demands for PrEP, and to provide networking opportunities for people working for PrEP access in different capacities throughout the continent to develop practicable PrEP programmes and ways of advocating for them.

In 2019, we have delivered:

- **Information:** We provided information and news on the science, provision and usage of PrEP throughout Europe, including summaries of the most important studies – our PrEP and sexually transmitted infections briefing is a thorough evidence review examining the role of PrEP in reported rises in STIs. This is in addition to numerous news articles we have written and published on the aidsmap website, bringing the latest developments in PrEP to a broad audience.
- **Advocacy resources:** We provided materials to support activists – our PrEP & drug resistance is intended to support our allies in dealing with concerns raised about PrEP, as a scientifically accurate and easy to use resource.
- **Policy support:** We continued facilitating the efforts to establish PrEP programmes in countries such as Ukraine and Hungary, replicating our catalytic role in Spain, Portugal, Georgia and Poland.

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TRUSTEES' REPORT (CONTINUED)
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Achievements and performance in 2019 (continued)

PrEP in Europe Initiative (continued)

- **Meetings:** PrEP in Europe's second summit meeting took place in Warsaw, Poland on 10-12 October 2019, with a smaller pre meeting the day before and a Steering Committee meeting the day after. The first summit meeting had been in Amsterdam in February 2018.

The meeting had 170 attendees from 38 countries, 40% of whom were scholars with accommodation and travel fully paid for, meaning that the meeting was accessible to grassroots activists and people new to HIV meetings, including representatives from the trans community and from black and ethnic minorities. It also included physicians and other healthcare providers, researchers and epidemiologists, NGO managers and programmers, independent patient experts, social media experts, and policymakers, including the national AIDS co ordinators of two countries.

"LOVED meeting people from different projects/places that I had never thought about - what a wonderful opportunity to bring together so many cultures and ideas!" - Delegate

infohep

infohep provides news, conference reporting and bulletins relating to hepatitis, primarily through the infohep 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.

- 76 original news stories published on infohep.
- Bulletins from the International Liver Congress and American Liver Meeting were translated into French, Spanish, Portuguese and Russian.

NAM Patient Information Resources

'We love 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'.

In 2019 we produced a new booklet, 'HIV, mental health & emotional wellbeing', which explores the considerations and support options for people living with HIV who are experiencing mental health challenges.

The new booklet is still in the handy, pocket size format of previous editions, but has been redesigned to fit in with the style of our newly redeveloped aidsmap website.

Community Engagement

This project supports people across the UK to live well with HIV, by developing new and innovative ways of engaging people living with, or at high risk of acquiring, HIV with information relating to treatment, support and prevention.

Our Community Engagement programme works directly with people living with HIV all across the UK, with particular success in reaching people from BAME communities, and women.

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**TRUSTEES' REPORT (CONTINUED)
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Achievements and performance in 2019 (continued)

Community Engagement (continued)

In 2019 we ran workshops for approximately 280 people, in clinic and community settings (such as Blue Sky Trust, The Food Chain, Bloomsbury Network at Mortimer Market Clinic, Metro, THT Long Term Survivors Group, Positive East, Positively UK and Homerton Patient Forum) helping to:

- Increase the knowledge of people regarding issues relating to HIV prevention and treatment.
- Improve the health of people living with HIV throughout the UK.
- Engage more people from the diverse communities most affected by HIV such as women, trans people and BME people in HIV prevention and treatment.

'Your message of empowerment, reassuring people that they have a right to be participatory in their own health management, was so valuable and such an important message for our service user group, some of the most vulnerable and marginalised people living with HIV in London.' - The Food Chain.

Emerging Voices

As part of our strategic commitment to ensuring that we reflect the diversity of our service users NAM created a mentoring programme to support new writers, particularly from communities that are underrepresented in scientific reporting. Emerging Voices, gives new writers the opportunity to gain experience and develop their skills in a professional and supportive environment.

The programme has brought new talent into the editorial team, including new writers from India and Istanbul, providing them with paid opportunities to develop their skills and support people living with HIV.

HIV Lens

NAM, working with Watipa, developed HIV Lens, an interactive online mapping tool that visualises the impact of HIV epidemic on communities across England.

This website presents information about HIV services and statistical data on HIV prevalence, incidence, testing and key populations. Data are accessible at different geographic levels which users of the site may use to plan effectively, compare how they are doing in relation to other areas and improve their services or policies.

The site draws on existing data from Public Health of England (PHE), making it more user friendly and accessible to allow users to explore HIV data at national, centre, region and local authority levels. The map function visualises HIV related data and graphics display data by age, exposure and ethnicity, where available. HIV Lens provides users with the flexibility in how they look at data and straightforward snapshots are available for download.

Information on a range of services which support people affected by HIV, including HIV specific services and more general services commonly used by people affected by HIV, can be found on the services page. Users can search for these services by location.

Future plans

Since adopting our 'Broadening our audience / Increasing our impact' strategy in 2017, NAM has utilised new platforms to reach larger and more diverse audiences.

In 2020 we will continue to explore new ways of working to ensure that all audiences, both in the UK and around the world, have access to accurate HIV information in ways that are accessible and appropriate to them.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and performance in 2019 (continued)

Future plans (continued)

We will develop new video assets, including new formats for live and pre-recorded broadcasts.

We will provide information through podcasts, a new platform for NAM's information.

We will report from the major HIV and Liver conferences, including AIDS 2020, EACS and CROI.

We will work with partner agencies across Europe to ensure PrEP access.

We will support new and emerging writers.

We will provide HIV data in new, visually appealing and accessible formats.

We will continue to deliver top quality, reliable, independent information and news about HIV, AIDS and associated conditions to audiences internationally.

Financial review

Going concern

The trustees have considered the charity's cash flow forecast for the period ahead. The trustees have also considered the negative impact of Coronavirus on post year funding. However the trustees are confident given the cash flow forecast and the charity's unrestricted funds that any losses can be sustained for at least 12 months. Accordingly, the trustees have continued to adopt the going concern basis in the preparation of the accounts.

Reserves policy

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 2019 free reserves stood at £445,070 which was equivalent to 56 % of projected expenditure for 2020. 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 the holding of significant levels of free reserves has enabled the charity to continue to serve its beneficiaries.

Financial performance review

The Statement of Financial Activities shows a reduction in unrestricted funds of £80,912.

Total income for 2019 has increased by £265,831 a 65% percentage increase from 2018, in comparison with a 19% reduction in total income from 2018 to 2017. However, total expenditure has increased by £196,365 an increase of 37%. Income has grown in part due to grants from pharmaceutical companies and trust funds to support our work in the fast developing critical field of HIV prevention. The other major driver for the increase in income is our project HIV Lens, a new standalone site detailing information about HIV prevalence and incidence across England.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Financial review

Financial performance review (continued)

NAM recognises that much of our long running core work by which it fulfils its mission through regular reporting of HIV treatment news and in particular coverage of the news from the key international HIV conferences is proving harder to fund from external sources. As such NAM is prepared to continue to help support these activities from our reserves to meet the operating shortfall.

In late 2018 NAM appointed a new fundraising manager and the increase in our fundraising capacity in particular around grant applications was a major factor in our success in raising additional income from our existing pharmaceutical funders and from new funding streams in particular UK and international trusts.

Our restricted funds stood at £133,864 at the end of the financial year and will support projects in 2020. As unrestricted funds stood at £445,070 the total funds of the charity were £578,934 at 31 December 2019.

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

NAM would like to thank all of our supporters over the year including:

Aides
AFEW
Anlaids
AVAC
Compare the Cloud
Gilead Sciences
Gilead Sciences Europe
Janssen Cilag
The Make A Difference Trust
Merck & Co
The National Lottery Community Fund.
The Open Society Foundation
UNAIDS
ViiV Healthcare UK
Wandsworth Oasis

In addition to the donors above we would also like to thank all our individual donors.

Structure, governance and management

Constitution

NAM Publications is registered as a charitable 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.

Methods of appointment or election of trustees

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. NAM's Treasurer was elected at the August board meeting to take up the post following the departure of the previous incumbent, Nigel Ware.

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**TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management

Methods of appointment or election of trustees (continued)

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.

Policies adopted for the induction and training of trustees

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 recently updated its induction process for new trustees.

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.

Members' liability

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

Reference and administrative details:

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

Principal office: Unit 19, St Mark's Studio's, 14 Chillingworth Road, London, N7 8SH

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

Registered charity number: 1011220

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Structure, governance and management (continued)

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 since 5 Dec 2017
Tom Abell	Appointed 3 December 2019
	Appointed Deputy Chair 6 October 2020
Julia Reidy	Appointed 8 June 2019;
	Appointed Treasurer 1 October 2019
Dr Sanjay Bhagani	
Brian Cooper	
Duncan Jarvies	
Julianne Lwanga	
Jason Schroen	
Erica Crittendon	Appointment terminated 7 June 2019
Robbie Currie	Deputy Chair
	Appointment terminated 6 October 2020
Alastair Duncan	Appointment terminated 14 February 2019
David Noble	Appointment terminated 4 February 2020
Kalpana Sabapathy	Appointment terminated 8 June 2020
Basil Skeete	Appointment terminated 14 Feb 2019
Nigel Ware	Treasurer
	Appointment terminated 1 October 2019

Events after the reporting period

In March 2020, the World Health Organisation declared the spread of Coronavirus a pandemic. This has had a negative impact on the Charity's income subsequent to the year end. Note 2.2 provides more detail with respect to the going concern status of the charity.

NAM PUBLICATIONS

(A Company Limited by Guarantee)

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

Statement of Trustees' responsibilities

The trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

Approved by order of the members of the board of trustees and signed on their behalf by:



Dr Margaret Swain
Trustee and Chair

Date: 9 October 2020

NAM PUBLICATIONS

(A Company Limited by Guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019**

Independent Examiner's Report to the Trustees of NAM Publications ('the charity')

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019.

Responsibilities and Basis of Report

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

Having satisfied myself that the accounts 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 accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Signed:

Dated: 13/10/20

Leonard Siskind FCA

Blick Rothenberg Limited

Chartered Accountants
Palladium House
1 - 4 Argyll Street
London
W1F 7LD

NAM PUBLICATIONS**(A Company Limited by Guarantee)****STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from:					
Donations	3	23,276	-	23,276	15,603
Charitable activities:	4				
Provision of HIV treatment information		103,442	214,652	318,094	270,974
Provision of information on viral hepatitis		3,250	19,903	23,153	34,853
Provision of information on HIV testing, transmission and prevention of HIV		8,908	161,535	170,443	60,275
Provision of social and non-clinical information on HIV		113,091	28,628	141,719	29,743
Investments	5	1,169	-	1,169	575
Total income		253,136	424,718	677,854	412,023
Expenditure on:					
Raising funds	6	1,483	-	1,483	1,487
Charitable activities:	7				
Provision of HIV treatment information		232,956	174,556	407,512	301,698
Provision of information on viral hepatitis		19,486	3,320	22,806	70,530
Provision of information on HIV testing, transmission and prevention of HIV		8,313	185,405	193,718	112,994
Provision of social and non-clinical information on HIV		71,810	28,648	100,458	42,903
Total expenditure		334,048	391,929	725,977	529,612
Net (expenditure)/income / Net movement in funds		(80,912)	32,789	(48,123)	(117,589)
Reconciliation of funds:					
Total funds brought forward		525,982	101,075	627,057	744,646
Net movement in funds		(80,912)	32,789	(48,123)	(117,589)
Total funds carried forward		445,070	133,864	578,934	627,057

The Statement of Financial Activities includes all gains and losses recognised in the year.
The notes on pages 20 to 37 form part of these financial statements.

NAM PUBLICATIONS
(A Company Limited by Guarantee)

BALANCE SHEET
FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	12	7,772	4,518
		<u>7,772</u>	<u>4,518</u>
Current assets			
Debtors	14	140,890	78,510
Cash at bank and in hand		565,515	641,038
		<u>706,405</u>	<u>719,548</u>
Creditors: amounts falling due within one year	15	(135,243)	(97,009)
Net current assets		<u>571,162</u>	<u>622,539</u>
Total net assets		<u><u>578,934</u></u>	<u><u>627,057</u></u>
Charity funds			
Restricted funds	19	133,864	101,075
Unrestricted funds	19	445,070	525,982
Total funds		<u><u>578,934</u></u>	<u><u>627,057</u></u>

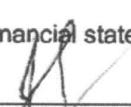
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the trustees and signed on their behalf by:



Julia Reidy
(Trustee and treasurer)

Date: 09/10/2020

The notes on pages 20 to 37 form part of these financial statements.

NAM PUBLICATIONS
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash used in operating activities	22	(68,090)	(88,261)
Cash flows from investing activities			
Interest received		1,169	575
Purchase of tangible fixed assets		(8,602)	-
Net cash (used in)/provided by investing activities		(7,433)	575
Cash flows from financing activities			
Net cash provided by financing activities		-	-
Change in cash and cash equivalents in the year		(75,523)	(87,686)
Cash and cash equivalents at the beginning of the year		641,038	728,724
Cash and cash equivalents at the end of the year	23	565,515	641,038

The notes on pages 20 to 37 form part of these financial statements

NAM PUBLICATIONS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. General 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.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) and the Companies Act 2006.

NAM Publications meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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 £.

2.2 Going concern

At the time of reporting, the United Kingdom is in the midst of the Coronavirus Pandemic and is emerging from a period of lockdown which has seen unprecedented restrictions placed on businesses as well as charities. The trustees have considered whether the charity has been affected by the economic impact and restrictions that have ensued following the Coronavirus pandemic that has emerged since the end of the financial year. The lockdown period began in late March 2020 and the restrictions during this period have had an impact upon some of its operations and some expected sources of income. The charity continues its activities with staff working either from home or in its offices under the government's social distancing regulations. The trustees have also considered the charity's cash flow forecast for the period ahead. Notwithstanding the 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, this being 12 months from the date of approval of these financial statements. Accordingly, the trustees have continued to adopt the going concern basis in the preparation of the accounts.

2.3 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.

2.4 Expenditure

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:

NAM PUBLICATIONS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

2.4 Expenditure (continued)

- 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.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

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

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Financial Activities.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Financial instruments

The charity has elected to apply Sections 11 and 12 of FRS 102 in respect of financial instruments.

Financial assets and financial liabilities are recognised when the charity becomes party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

The charity's policies for its major classes of financial assets and financial liabilities are set out below.

NAM PUBLICATIONS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

Financial instruments (continued)

Financial assets

Basic financial assets, including trade and other debtors and cash and bank balances are initially recognised at transaction price, 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 for a similar debt instrument. Financing transactions are those in which payment is deferred beyond normal business terms or is financed at a rate of interest that is not a market rate.

Such assets are subsequently carried at amortised cost using the effective interest method, less any impairment.

Financial liabilities

Basic financial liabilities, including trade and other creditors 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 for a similar debt instrument. Financing transactions are those in which payment is deferred beyond normal business terms or is financed at a rate of interest that is not a market rate.

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

Impairment of financial assets

Financial assets measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the profit and loss account.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between the asset's carrying amount and the best estimate of the amount the company would receive for the asset if it were to be sold at the reporting date.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between the asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If the financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been had the impairment not previously been recognised. The impairment reversal is recognised in profit or loss.

Derecognition of financial assets and financial liabilities

Financial assets are derecognised when (a) the contractual rights to the cash flows from the asset expire or are settled, or (b) substantially all the risks and rewards of the ownership of the asset are transferred to another party or (c) despite having retained some significant risks and rewards of ownership, control of the asset has been transferred to another party who has the practical ability to unilaterally sell the asset to an unrelated third party without imposing additional restrictions.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

NAM PUBLICATIONS

(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

Financial instruments (continued)

Offsetting of financial assets and financial liabilities

Financial assets and liabilities are offset and the net amount reported in the balance sheet when there is an 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.

2.8 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

2.9 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.

2.10 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.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not 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.

Investment income, gains and losses are allocated to the appropriate fund.

2.12 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.

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****3. Income from donations**

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations and gifts	23,276	23,276	15,603

4. Income from charitable activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Provision of HIV treatment information	103,442	214,652	318,094	270,974
Provision of information on viral hepatitis	3,250	19,903	23,153	34,853
Provision of information on HIV testing, transmission and prevention of HIV	8,908	161,535	170,443	60,275
Provision of social and non-clinical information on HIV	113,091	28,628	141,719	29,743
Total 2019	228,691	424,718	653,409	395,845
Total 2018	152,608	243,237	395,845	

5. Investment income

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Interest receivable	1,169	1,169	575

NAM PUBLICATIONS
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

6. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Direct costs	1,483	1,483	1,487

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Provision of HIV treatment information	232,956	174,556	407,512	301,698
Provision of information on viral hepatitis	19,486	3,320	22,806	70,530
Provision of information on HIV testing, transmission and prevention of HIV	8,313	185,405	193,718	112,994
Provision of social and non-clinical information on HIV	71,810	28,648	100,458	42,903
Total 2019	332,565	391,929	724,494	528,125
Total 2018	183,730	344,395	528,125	

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****8. Analysis of expenditure by activities**

	Activities undertaken directly 2019 £	Support costs 2019 £	Total funds 2019 £	Total funds 2018 £
Provision of HIV treatment information	377,913	29,599	407,512	301,698
Provision of information on viral hepatitis	22,668	138	22,806	70,530
Provision of information on HIV testing, transmission and prevention of HIV	176,609	17,109	193,718	112,994
Provision of social and non-clinical information on HIV	96,323	4,135	100,458	42,903
Total 2019	<u>673,513</u>	<u>50,981</u>	<u>724,494</u>	<u>528,125</u>
Total 2018	<u>483,733</u>	<u>44,392</u>	<u>528,125</u>	

NAM PUBLICATIONS

(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

8. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Provision of HIV treatment information 2019 £	Provision of information on viral hepatitis 2019 £	Provision of information on HIV prevention 2019 £	Provision of social and non-clinical information 2019 £	Total funds 2019 £	Total funds 2018 £
Staff	207,645	850	79,046	25,388	312,929	281,384
Subcontractors and consultant writers	69,593	19,471	12,000	66,008	167,072	88,951
Printing, distribution and storage of resources	9,676	-	-	-	9,676	17,066
Translators	11,059	2,185	-	-	13,244	8,848
Establishment and depreciation	8,145	26	2,386	765	11,322	18,613
Recruitment and training	-	-	-	-	-	6,131
IT webhosting and support	7,848	31	2,989	958	11,826	10,072
Administration	27,062	105	9,977	3,204	40,348	19,227
Other	24,000	-	-	-	24,000	1,963
Travel and subsistence	12,875	-	-	-	12,875	12,111
Marketing	10	-	-	-	10	-
Conference on PrEP	-	-	70,211	-	70,211	19,367
Total 2019	377,913	22,668	176,609	96,323	673,513	483,733
Total 2018	274,405	66,491	103,064	39,773	483,733	

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****8. Analysis of expenditure by activities (continued)****Analysis of support costs**

	Provision of HIV treatment information 2019 £	Provision of information on viral hepatitis 2019 £	Provision of information on HIV prevention 2019 £	Provision of social and non-clinical information 2019 £	Total funds 2019 £	Total funds 2018 £
Staff	25,226	118	14,580	3,727	43,651	38,202
Establishment	753	3	435	70	1,261	2,527
IT	917	4	530	85	1,536	1,373
Miscellaneous	2,703	13	1,564	253	4,533	2,290
Total 2019	29,599	138	17,109	4,135	50,981	44,392
Total 2018	27,293	4,039	9,930	3,130	44,392	

9. Trustees' remuneration and expenses

During the year, no trustees received any remuneration or other benefits (2018 - £NIL).

During the year ended 31 December 2019, no trustee expenses have been incurred or reimbursed (2018 - £NIL).

10. Staff costs

	2019 £	2018 £
Employment costs		
Wages and salaries	307,796	277,311
Social security costs	30,007	26,859
Other pension costs	18,260	15,415
	356,063	319,585

NAM PUBLICATIONS
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

10. Staff costs (continued)

The average number of persons employed by the charity during the year was as follows:

	2019	2018
	No.	No.
Office and administration staff	3	2
Production staff	5	5
	<u>8</u>	<u>7</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2019	2018
	No.	No.
In the band £60,001 - £70,000	1	1

Contributions totalling £3,835 (2018: £3,753) 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 £126,248 (2018: £116,586).

11. 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
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

12. Tangible fixed assets

	Short-term leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 January 2019	3,032	21,142	2,312	26,486
Additions	-	7,836	766	8,602
Disposals	-	(12,827)	(1,828)	(14,655)
At 31 December 2019	<u>3,032</u>	<u>16,151</u>	<u>1,250</u>	<u>20,433</u>
Depreciation				
At 1 January 2019	3,032	16,918	2,018	21,968
Charge for the year	-	2,473	115	2,588
On disposals	-	(10,361)	(1,534)	(11,895)
At 31 December 2019	<u>3,032</u>	<u>9,030</u>	<u>599</u>	<u>12,661</u>
Net book value				
At 31 December 2019	<u>-</u>	<u>7,121</u>	<u>651</u>	<u>7,772</u>
At 31 December 2018	<u>-</u>	<u>4,224</u>	<u>294</u>	<u>4,518</u>

Tangible fixed assets comprise 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

13. Financial instruments

	2019	2018
	£	£
Financial assets		
Debt instruments measured at amortised cost	<u>124,769</u>	<u>68,631</u>
	2019	2018
	£	£
Financial liabilities		
Measured at amortised cost	<u>35,498</u>	<u>36,959</u>

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****14. Debtors**

	2019	2018
	£	£
Due within one year		
Trade debtors	124,769	68,631
Other debtors	4,900	-
Prepayments and accrued income	11,221	9,879
	140,890	78,510

15. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	9,015	24,457
Other taxation and social security	18,439	13,290
Other creditors	1,957	666
Accruals and deferred income	105,832	58,596
	135,243	97,009

16. 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 £911 (2018: £666).

The charge to the statement of financial activities in respect of defined contribution schemes was £18,260 (2018: £15,414).

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

17. Deferred income

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

	2019	2018
	£	£
Deferred income at 1 January 2019	46,760	45,360
Amounts received in the year	655,612	397,547
Amounts credited to SOFA	(677,854)	(412,023)
Movement in debtors and accrued income	56,788	15,876
Deferred income at 31 December 2019	81,306	46,760

18. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £4,575 (2018 - £4,500).

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****19. Statement of funds****Statement of funds - current year**

	Balance at 1 January 2019	Income	Expenditure	Balance at 31 December 2019
	£	£	£	£
Unrestricted funds				
General Funds - all funds	525,982	253,136	(334,048)	445,070
Restricted funds				
1. Gilead Sciences Europe	-	46,556	(46,556)	-
2. Gilead Sciences Europe	-	41,176	(6,864)	34,312
3. Gilead Sciences Europe	-	40,000	(40,000)	-
4. Merck	23,575	-	(23,575)	-
5. Open Society Foundation	-	40,359	(40,359)	-
6. ViiV Healthcare	-	60,000	(60,000)	-
7. ViiV Healthcare	-	28,628	(28,628)	-
8. ViiV Healthcare	-	25,721	(17,147)	8,574
9. ViiV Healthcare	-	25,000	(18,754)	6,246
Others below £20,000	77,500	117,278	(110,046)	84,732
	101,075	424,718	(391,929)	133,864
Total of funds	627,057	677,854	(725,977)	578,934

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.

- Gilead Sciences Europe:** Grant towards patient information resources to support people living with HIV into the long term
- Gilead Sciences Europe:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients
- Gilead Sciences Europe:** Grant towards European Community Summit on HIV Prevention
- Merck & Co:** Grant towards NAM aidsmap's PrEP in Europe initiative in YE19
- Open Society Foundation:** Grant towards European Community Summit on HIV Prevention
- ViiV Healthcare:** Grant towards NAM aidsmap's PrEP in Europe initiative in YE19
- ViiV Healthcare:** Grant towards NAM' aidsmap's Sexual Health and HIV Policy EUROBulletin
- ViiV Healthcare:** Grant towards community engagement and treatment literacy for people living with HIV
- ViiV Healthcare:** Grant towards multi-lingual HIV conference news and e-bulletins for clinicians, healthcare staff, community-based organisations and patients

NAM PUBLICATIONS**(A Company Limited by Guarantee)****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019****19. Statement of funds (continued)****Statement of funds - prior year**

	Balance at 1 January 2018 £	Income £	Expenditure £	Balance at 31 December 2018 £
Unrestricted funds				
General Funds - all funds	541,655	168,786	(184,459)	525,982
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	45,178	69,640	(99,818)	15,000
	<u>202,991</u>	<u>243,237</u>	<u>(345,153)</u>	<u>101,075</u>
Total of funds	<u>744,646</u>	<u>412,023</u>	<u>(529,612)</u>	<u>627,057</u>

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FOR THE YEAR ENDED 31 DECEMBER 2019**

Statement of Funds - prior year (continued)

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
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

20. Summary of funds**Summary of funds - current year**

	Balance at 1 January 2019	Income	Expenditure	Balance at 31 December 2019
	£	£	£	£
General funds	525,982	253,136	(334,048)	445,070
Restricted funds	101,075	424,718	(391,929)	133,864
	627,057	677,854	(725,977)	578,934

Summary of funds - prior year

	Balance at 1 January 2018	Income	Expenditure	Balance at 31 December 2018
	£	£	£	£
General funds	541,655	168,786	(184,459)	525,982
Restricted funds	202,991	243,237	(345,153)	101,075
	744,646	412,023	(529,612)	627,057

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

21. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	7,772	-	7,772
Current assets	572,541	133,864	706,405
Creditors due within one year	(135,243)	-	(135,243)
Total	<u>445,070</u>	<u>133,864</u>	<u>578,934</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	4,518	-	4,518
Current assets	618,473	101,075	719,548
Creditors due within one year	(97,009)	-	(97,009)
Total	<u>525,982</u>	<u>101,075</u>	<u>627,057</u>

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2019 £	2018 £
Net expenditure	<u>(48,123)</u>	<u>(117,589)</u>
Adjustments for:		
Depreciation charges	2,588	1,818
Investment income	(1,169)	(575)
Loss on the sale of fixed assets	2,760	-
Decrease/(increase) in debtors	(62,380)	15,876
Increase in creditors	3,688	10,809
Increase in deferred income	34,546	1,400
Net cash used in operating activities	<u>(68,090)</u>	<u>(88,261)</u>

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FOR THE YEAR ENDED 31 DECEMBER 2019****23. Analysis of cash and cash equivalents**

	2019	2018
	£	£
Cash in hand	565,739	641,262
Overdraft facility repayable on demand	(224)	(224)
Total cash and cash equivalents	565,515	641,038

24. Analysis of Net Debt

	At 1 January 2019	Cash flows	At 31 December 2019
	£	£	£
Cash at bank and in hand	641,038	(75,523)	565,515
	641,038	(75,523)	565,515

25. Operating lease commitments

The charity had no commitments under non-cancellable operating leases at 31 December 2019.

26. Related party transactions

There were no discloseable related party transactions during the year (2018 - none).

27. Events after the reporting period

In March 2020, the World Health Organisation declared the spread of Coronavirus a pandemic. This has had a negative impact on the Charity's income subsequent to the year end. Note 2.2 provides more detail with respect to the going concern status of the charity.