

Charity Registration No. 1011220

Company Registration No. 2707596 (England and Wales)

NAM PUBLICATIONS
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2009

NAM PUBLICATIONS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Dr Theodora Bloom
Rose Caldwell
Tim Cohen
Brian Cooper
Annette Kelley
Martin Pendergast
Kevin Ryan
Peter Scott
Basil Skeete
Saul Walker

Secretary

Caspar Thomson

Charity number

1011220

Company number

2707596

Registered office

Lincoln House
1 Brixton Road
London SW9 6DE

Accountants

Hazlems Fenton LLP
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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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2009

The trustees present their report and accounts for the year ended 31 December 2009.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

NAM Publications is a company limited by guarantee and is governed by its Memorandum and Articles of Association, dated 27 March 1992, the provisions of which have been complied with throughout the year under review. NAM Publications is also registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association, the chair is elected by his or her fellow trustees.

Trustees are recruited whenever a gap or deficit occurs in any of the following nine 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.

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.

Work on the development of a trustee induction, development and training programme is ongoing. The goal of this work is to establish a periodic process of rigorous and objective assessment of the Board's capability, capacity and performance; and to set in place a rolling programme of development and training, addressing an agreed curriculum of objectives.

Organisation

The Board of Trustees administers the charity. The full Board meets every two months. There are two sub-committees covering personnel and governance. The charity's most senior member of staff, who is also the company secretary, is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the secretary has delegated authority for operational matters including finance, employment and the provision of information services. The treasurer and senior staff meet regularly to review the charity's management accounts and financial position.

Related parties

The charity is not connected to any other organisations.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

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.

As in previous years the greatest risk facing the organisation continued to be the absence of committed longer-term funding. However, in 2009, due to the uncertain climate created by the economic downturn, forecasting short-term income also proved particularly challenging.

Trustees therefore monitored the short-term situation closely throughout the year and were particularly satisfied to achieve, despite the gloomy financial environment, an increase in income of 26% over 2008.

Longer term funding remains a challenge. Two significant funding streams come to an end in April 2011: the NHS pan-London contract to deliver HIV information resources to people living with HIV in the capital and the UK Government's Department for International Development's non-renewable grant towards NAM's materials for HIV professionals in resource-limited countries.

During the year the trustees therefore oversaw the development of a longer term financial forecast and fund-raising strategy, which sets out income targets from each of the organisation's main funding sectors and identifies the means to achieve them.

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.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

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 new guidance on reporting the public benefit of the charity's work.

NAM's main beneficiaries are people living with and affected by HIV, healthcare institutions, and other professionals and volunteers providing HIV prevention, testing, treatment & care, and support & advice services.

The main areas of activity are the production and dissemination of regularly updated printed, electronic and online information resources. NAM also hosts regular patient information events and clinical symposia for physicians and other HIV professionals.

Three broad areas of information are produced:

- information on the clinical aspects of HIV and, in particular, its treatment;
- information on the social aspects of HIV, including the history of the epidemic, its impact on particular communities, HIV transmission and its prevention, and practical information about aspects of life with the virus, 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 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 to people at risk of HIV, as well as people living with the virus, are informed by up to date evidence and best practice. The intended outcome of this information is a reduction in the levels of HIV infection and people with HIV living longer, healthier lives.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

ACHIEVEMENTS AND PERFORMANCE

The delivery of reliable and useful HIV treatments information continued to form the mainstay of the charity's activities during the year, accounting for 90% of charitable expenditure.

2009 saw the launch of an important new series of resources: The Basics, a set of ten illustrated short leaflets. Research had identified a need for simpler, entry-level resources that communicated key concepts in HIV treatment and health. People with HIV and people working in the HIV sector helped to shape the leaflets during an extensive research and user testing exercise. The leaflets proved very popular and, following their publication, 83,000 were distributed to clinics and community support organisations across the UK. As well as being well received by their intended users, the entire series was highly commended by the British Medical Association (BMA) in their annual patient information awards. A member of the judging panel described them as "an excellent set of leaflets. The design is brilliant. They cover a really good range of concerns critical to people living with HIV. These are the best leaflets I have reviewed over the years. Brilliant!"

Six titles within NAM's range of patient information booklets, which are pitched at a level above The Basics, were also commended by the BMA this year: HIV Therapy, Nutrition, HIV & TB, HIV Drug Resistance and HIV & Stigma. Over 99,000 patient information booklets were distributed during the year.

The rapid evolution of the technology by which information is delivered continues to offer opportunities and pose challenges for the organisation. NAM's award-winning website, aidsmap.com, attracted over 4,270,000 visits from users in 185 countries across the world during the course of the year. With such high volumes of traffic, and with such varied needs and expectations amongst users, NAM established a working group within the staff team charged with overseeing the site's relaunch in 2010. This will be a major project in the coming year.

In February the International AIDS Society (IAS) appointed NAM as official on-line scientific news reporter to the IAS Conference on HIV Pathogenesis, Treatment and Prevention, held in Cape Town in July and the XVIII International AIDS Conference in Vienna in 2010. The trustees were delighted at the news of this appointment as it provides a significant endorsement of the quality, scope and reach of NAM's news services. For the Cape Town conference NAM published 46 in-depth news stories, daily bulletins in English, French, Spanish, Russian and, for the first time, Romanian. An evaluation revealed that 90% of readers with HIV felt the information they had gained from the news coverage published during the conference would help them live well with HIV, and 87% of HIV professionals stated that the information would change the way they worked.

The conference e-bulletins complement NAM's other regular bulletins: HIV Weekly, aimed at individuals affected by HIV living in the UK, and the fortnightly Aidsmap News, targeted at HIV professionals. NAM also continued to publish HIV & AIDS Treatment in Practice, a fortnightly e-newsletter for healthcare workers and community-based staff in resource-limited countries. The need for resources to support the response to the epidemic in these countries was demonstrated by UNAIDS' estimate that over 85% of people with HIV live in resource-poor settings, the vast majority in sub-Saharan Africa. In 2009 NAM expanded its capacity to address this need by recruiting a new editor responsible for developing materials for professionals working in these countries.

In print, the charity continued to publish the monthly newsletter HIV Treatment Update (HTU). In January 2009 a new editor took the helm of the publication and he worked hard to broaden the newsletter's content and appeal. A readers' survey in the summer revealed that 70% of respondents had learnt something useful to them, and 25% had learnt something that seemed vitally important to them. 94% said they were more likely to discuss their health and treatment with their healthcare team and 96% said they felt more confident in doing so. 96% said they felt better equipped to take decisions about their treatment and care. 53% had taken a decision or made a change to their treatment and care based on something they had read in HTU.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

Other new resources published during the year include: HIV Transmission and Testing, the second of three new volumes whose origins are in the charity's former publication the HIV Reference Manual, and Side Effects, a new patient information booklet.

Updated editions of existing publications, published during 2009, include: HIV & AIDS Services Worldwide, HIV Services in the UK, HIV Treatments Training Pack, HIV Treatments Directory, and the booklets Adherence & Resistance and CD4, Viral Load & Other Tests.

Lastly, NAM organised two highly successful events concerning the increasing role treatment is playing in HIV prevention. In January 2009, in conjunction with the AIDS Vaccine Advocacy Coalition, the charity organised an expert seminar on PrEP (pre-exposure prophylaxis). In May a clinical symposium entitled Treatment as Prevention was attended by 166 delegates, mostly medical professionals. 56% of attendees found the symposium very useful in meeting their professional or educational needs; 24% useful.

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
Rose Caldwell
Tim Cohen
Brian Cooper
Annette Kelley
Martin Pendergast
Kevin Ryan
Peter Scott
Basil Skeete
Saul Walker

Of the trustees listed Tim Cohen is the Chair, Brian Cooper is the Deputy Chair and Rose Caldwell is the Treasurer.

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 2009

FINANCIAL REVIEW

Financial position and performance

The Statement of Financial Activities (SOFA) shows that total income increased by £308,956, an increase of 26% from 2008. This arose from three main income streams: grant funding from pharmaceutical companies, particularly in relation to the redevelopment of aidsmap.com, grant funding from the Department for International Development and, finally, growth in consultancy services to other HIV service providers. Expenditure increased by 19% over 2008, by £229,982. A large portion of the expected redevelopment costs for aidsmap.com will fall into 2010.

Although total income increased by a larger margin than total expenditure, the movement between funds meant that free reserves (i.e. excluding restricted and designated) decreased and now stand at £730,581.

The trustees wish to express their thanks to all those individuals who made donations. The trustees very much appreciate all the generosity of NAM's individual donors, a great many of whom are also subscribers to the charity's publications. The trustees are also especially grateful to the fellow trustees at the Ipswich AIDS Helpline who, on winding-up their charity, made a donation of part of their assets.

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any funds that are not immediately required in the furtherance of NAM's objectives in any way the trustees consider fit, though certain restrictions would apply in the event the trustees ever granted any investment loans.

The trustees have, through the year, operated a policy of keeping available funds in the NatWest Treasury Reserve Account with the aim of achieving a rate of deposit interest that matches or exceeds inflation, as measured by the retail price index. Like many other institutions NAM was adversely affected by the significant fall in interest rates following the economic events of autumn 2008. In particular the NatWest Treasury Reserve Account was based on the UK Government Bond Gilt market and this was further adversely affected by the introduction of quantitative easing. Consequently the invested funds held on deposit earned an average interest of 0.2% against the retail prices measure of inflation of -0.5%, averaged across the year.

Reserves policy

Note 11 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 bear free unrestricted reserves (i.e. excluding designated & 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.

As noted above the trustees called upon £49,876 from free reserves during the course of the year although this was lower than had been budgeted. At 31 December 2009 free reserves stood at £730,581 which was equivalent to 50% of projected expenditure for 2010.

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.

NAM PUBLICATIONS

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

PLANS FOR THE FUTURE

Trustees remain concerned that NAM's information materials are not reaching the UK's African communities to the extent to which they are affected by HIV. The charity therefore plans, thanks to funding from the Big Lottery Fund and the Henry Smith Charity, to appoint a new post to enable NAM to engage more fully with these communities and to evolve resources to meet their information needs more effectively. Working with the African HIV Policy Network, NAM will also publish a directory mapping services for Africans living with HIV across the UK.

NAM's partnership with the Terrence Higgins Trust (THT) will broaden in 2010, following THT's receipt of a new grant from the Elton John AIDS Foundation. Regional health trainer services will be established and a new long-term condition management project developed. NAM will provide regular treatment briefings for health trainers as well as editorial services for new electronic resources for people living with HIV.

The current generation of aidsmap.com will be six years old in 2010 and NAM has ambitious plans to relaunch the site. Technological advances offer the opportunity to push the site forward, so that it remains at the cutting edge of not only HIV information, providing more comprehensive, value enriched resources, but also of delivery, enhancing the usability, accessibility, reach and effectiveness of the site.

Concerns raised by the increasing application of criminal law to HIV exposure and transmission have motivated trustees to develop a largely reworked and globally relevant version of NAM's book on the topic, which will be published during the year.

Finally, in 2010, the trustees will conduct a new strategy review to set NAM's strategy for the years 2011-2013.

STAFF AND VOLUNTEERS

The trustees acknowledge with gratitude the work of NAM's staff team and its 50 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.

AUDITORS

In accordance with section 487 of the Companies Act 2006, Hazlems Fenton LLP is deemed to be reappointed as the auditors of the company.



Tim Cohen

Chair

Dated: 23 March 2010

NAM PUBLICATIONS

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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 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 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

We have audited the accounts of NAM Publications for the year ended 31 December 2009 set out on pages 11 to 20. These accounts have been prepared in accordance with the accounting policies set out on pages 13 to 14.

This report is made solely to the charitable company's members, as a body, in accordance with Sections 495 and 496 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 described on page 8, the trustees, who are also the directors of NAM Publications for the purpose of company law, are responsible for the preparation of accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the Trustees' Report is not consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF NAM PUBLICATIONS

Opinion

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 December 2009, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information in the Trustees' Report is consistent with the financial statements.



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: 23 March 2010

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2009

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2009 £	Total 2008 £
Incoming resources						
Voluntary income	2	37,983	-	639	38,622	82,296
Incoming resources from charitable activities	3	188,983	-	1,241,381	1,430,364	1,044,422
Investment income		1,221	-	-	1,221	35,504
Other incoming resources		2,428	-	-	2,428	1,457
Total incoming resources		230,615	-	1,242,020	1,472,635	1,163,679
Resources expended						
Costs of generating funds						
Cost of generating voluntary income		4,715	-	-	4,715	5,565
Charitable expenditure						
- Provision of HIV treatment information		218,917	-	1,066,466	1,285,383	1,069,649
- Provision of organisational listings		45,945	-	58,585	104,530	102,362
- Provision of social information		17,409	-	10,394	27,803	18,303
Governance costs		7,737	-	13,502	21,239	17,809
Total resources expended	4	294,723	-	1,148,947	1,443,670	1,213,688
Net (outgoing)/incoming resources before transfers		(64,108)	-	93,073	28,965	(50,009)
Transfers between funds		14,232	(14,232)	-	-	-
Net movement in funds		(49,876)	(14,232)	93,073	28,965	(50,009)
Fund balances at 1 January 2009		780,457	105,151	72,118	957,726	1,007,735
Fund balances at 31 December 2009		730,581	90,919	165,191	986,691	957,726

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

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BALANCE SHEET

AS AT 31 DECEMBER 2009

	Notes	2009 £	£	2008 £	£
Fixed assets					
Tangible assets	7		60,078		74,310
Current assets					
Stocks		-		1,466	
Debtors	8	302,952		280,861	
Cash at bank and in hand		929,417		778,679	
		<u>1,232,369</u>		<u>1,061,006</u>	
Creditors: amounts falling due within one year	9	<u>(305,756)</u>		<u>(177,590)</u>	
Net current assets			<u>926,613</u>		<u>883,416</u>
Total assets less current liabilities			<u>986,691</u>		<u>957,726</u>
Income funds					
Restricted funds	11		165,191		72,118
Unrestricted funds:					
Designated funds	12		90,919		105,151
Other charitable funds			730,581		780,457
			<u>986,691</u>		<u>957,726</u>

The accounts were approved by the Board on 23 March 2010



Rose Caldwell
Trustee

Company Registration No. 2707596

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2009

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 charity.

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

Grants receivable are recognised on the accruals basis when the funds become due.

Subscriptions from publications are accounted for when invoiced by the charity. The period of subscription may be up to one year in advance.

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 overall support costs.

Provision of HIV treatment information comprises writing, production and distribution costs as well as 92% of general overheads excluding support costs and 80% of support costs.

Provision of organisational listings comprises writing, production and distribution costs as well as 4% of general overheads excluding support costs and 10% of support costs.

Provision of social information comprises writing, production and distribution costs as well as 3% of support costs.

Governance costs relate to audit fees and other expenses incurred in the governance arrangements of the charity as well as 5% of support costs.

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 and hire purchase commitments

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

1.6 Stock and work in progress

Stock is valued at the lower of cost and net realisable value. Cost is computed on a first in first out basis.

Net realisable value is based on estimated selling price less the estimated cost of disposal.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

1 Accounting Policies

(continued)

1.7 Pensions

The company operates a defined contribution pension scheme. The assets of the pension scheme are held separately from those of the company in independently administered funds. The pension costs charged in the accounts represent the contributions payable by the charity during the year to the schemes.

1.8 Accumulated funds

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

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.

1.9 Company status

The company does not have a share capital and is limited by the guarantee of its members 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 £	Restricted funds £	Total 2009 £	Total 2008 £
Donations	27,983	639	28,622	37,296
Department of Health, Section 64 core grant	10,000	-	10,000	40,000
Pharmaceutical Company core grant	-	-	-	5,000
	<u>37,983</u>	<u>639</u>	<u>38,622</u>	<u>82,296</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Contracts & grants receivable for charitable activities	188,983	1,241,381	1,430,364	1,044,422

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

	2009 £	2008 £
Contracts from UK statutory authorities	339,793	359,636
Grants from pharmaceutical companies	508,953	357,216
Grants from trusts	66,730	70,434
Other grants	325,904	142,647
Gifts in kind	-	2,130
Publications	83,606	90,066
Consultancy services	104,533	20,793
Attendance fees	845	1,500
	1,430,364	1,044,422

4 Total resources expended

	Activities undertaken directly £	Support costs £	Total 2009 £	Total 2008 £
Costs of generating voluntary income	3,859	856	4,715	5,565
Provision of HIV treatment information	1,175,888	109,495	1,285,383	1,069,649
Provision of organisational listings	91,393	13,137	104,530	102,362
Provision of social information	23,862	3,941	27,803	18,303
Governance costs	17,298	3,941	21,239	17,809
	1,312,300	131,370	1,443,670	1,213,688

Governance costs include payments to the auditors of £6,000 (2008 - £5,842) for audit fees.

5 Trustees

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

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

6 Employees

Number of employees

The average monthly number of employees during the year was:

	2009	2008
	Number	Number
Office and administration	5	4
Production staff	13	10
	<u>18</u>	<u>14</u>

	£	£
Wages and salaries	654,258	489,686
Social security costs	68,464	52,806
Other pension costs	36,285	29,867
	<u>759,007</u>	<u>572,359</u>

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

	2009	2008
	Number	Number
	<u>1</u>	<u>2</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

7 Tangible fixed assets

	Short leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
Cost				
At 1 January 2009	73,190	146,726	15,887	235,803
Additions	-	4,567	289	4,856
At 31 December 2009	73,190	151,293	16,176	240,659
Depreciation				
At 1 January 2009	39,505	111,417	10,571	161,493
Charge for the year	7,319	9,970	1,799	19,088
At 31 December 2009	46,824	121,387	12,370	180,581
Net book value				
At 31 December 2009	26,366	29,906	3,806	60,078
At 31 December 2008	33,685	35,309	5,316	74,310

Tangible fixed assets comprise 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.

8 Debtors	2009 £	2008 £
Trade debtors	158,004	123,576
Other debtors	34,285	34,662
Prepayments and accrued income	110,663	122,623
	302,952	280,861

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

9 Creditors: amounts falling due within one year	2009	2008
	£	£
Trade creditors	101,083	13,069
Taxes and social security costs	41,633	22,485
Other creditors	33,655	7,209
Accruals	38,841	57,461
Deferred income	90,544	77,366
	<hr/>	<hr/>
	305,756	177,590
	<hr/> <hr/>	<hr/> <hr/>

Over the year NAM Publications has received funds from the Department for International Development and paid these to the Boston Medical Center and the London School of Hygiene and Tropical Medicine.

As the charity is bound to pay these funds to the third parties and has no responsibility for their ultimate application, the nature of these transactions has been deemed as intermediary agency and as such they have been removed from the Statement of Financial Activities. Creditors includes a balance of £73,931 due to the Boston Medical Center. This amount was paid in full after the year end.

10 Deferred income	2009	2008
	£	£
Total deferred income at 1 January 2009	77,366	19,682
Amounts received in the year	1,620,366	1,221,363
Amounts credited to statement of financial activities	(1,607,188)	(1,163,679)
	<hr/>	<hr/>
Total deferred income at 31 December 2009	90,544	77,366
	<hr/> <hr/>	<hr/> <hr/>

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

11 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:

	Balance at 1 January 2009	Movement in funds		Balance at 31 December 2009
		Incoming resources	Expenditure & transfers	
	£	£	£	£
Treatments Education 2009	22,084	632,867	(653,111)	1,840
Treatments Education 2010	-	14,879	-	14,879
Resources for Developing Countries	-	197,859	(197,859)	-
Clinical Symposium 2009	35,000	81,822	(116,822)	-
Aidsmap Development 2009	-	1,000	(1,000)	-
Aidsmap Development 2010	-	72,500	-	72,500
Dept. of Health Treatments Education 2009	-	39,225	(39,225)	-
Dept. of Health Treatments Education 2010	-	13,075	-	13,075
Information Series	-	50,000	(50,000)	-
International Directories	-	7,291	(7,291)	-
HIV & AIDS Treatment in Practice 2009	8,996	23,576	(32,572)	-
HIV & AIDS Treatment in Practice 2010	-	12,657	-	12,657
Palliative Care Initiative 2009	6,038	18,731	(24,769)	-
Palliative Care Initiative 2010	-	6,655	-	6,655
UK African Communities Engagement Project 2009	-	6,500	(6,500)	-
UK African Communities Engagement Project 2010	-	6,000	-	6,000
Cancer Project 2009	-	1,659	(1,659)	-
Cancer Project 2010	-	1,185	-	1,185
HIV & Criminal Law Publication 2009	-	12,000	(12,000)	-
HIV & Criminal Law Publication 2010	-	36,400	-	36,400
HIV & Stigma Booklet	-	2,500	(2,500)	-
Gifts in Kind	-	639	(639)	-
10 Things Series	-	3,000	(3,000)	-
	72,118	1,242,020	(1,148,947)	165,191

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2009

12 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:

	Balance at 1 January 2009	Movement in funds		Balance at 31 December 2009
		Incoming resources	Expenditure & transfers	
	£	£	£	£
Tangible assets	74,310	-	(14,232)	60,078
Rent deposit	30,841	-	-	30,841
	<u>105,151</u>	<u>-</u>	<u>(14,232)</u>	<u>90,919</u>

13 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 December 2009 are represented by:				
Tangible fixed assets	-	60,078	-	60,078
Current assets	1,036,337	30,841	165,191	1,232,369
Creditors: amounts falling due within one year	<u>(305,756)</u>	<u>-</u>	<u>-</u>	<u>(305,756)</u>
	<u>730,581</u>	<u>90,919</u>	<u>165,191</u>	<u>986,691</u>

14 Commitments under operating leases

At 31 December 2009 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2009	2008
	£	£
Expiry date:		
In over five years	<u>59,965</u>	<u>59,965</u>