

Charity Registration No. 1011220

Company Registration No. 2707596 (England and Wales)

NAM PUBLICATIONS

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2010

Hazlems Fenton LLP
Chartered Accountants

Palladium House
1-4 Argyll Street
London W1F 7LD

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Dr Theodora Bloom
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

Auditors

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

Bankers

National Westminster Bank plc
504 Brixton Road
London
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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2010

The trustees present their report and accounts for the year ended 31 December 2010.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

NAM Publications is a company limited by guarantee. Throughout the year under review the charity was governed by, and complied with the provisions of, its Memorandum and Articles of Association, dated 27 March 1992. During the year the trustees undertook a review of the organisation's governing document in light of the Companies Act 2006 and the Charities Act 2006. Revised Articles of Association were passed on 7 February 2011.

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

One of the trustees acts as a director for Ergo Consulting Limited and this has been deemed to be a related party of the charity.

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TRUSTEES' REPORT (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2010*

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 2010, due to the continuing uncertain climate created by the economic downturn and the election of the UK's new Coalition Government, which moved swiftly to announce a radical overhaul of the management structure of the NHS, even forecasting short-term income became challenging. Two significant funding streams come to an end in April 2011: the NHS Pan-London HIV Prevention Programme 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 healthcare workers in resource-limited countries.

Trustees therefore monitored the short-term situation closely throughout the year via regular financial reports and decided to allow free reserves to accumulate to a level higher than originally envisaged in NAM's finance and fundraising strategy in order to help mitigate the risk of any sudden and significant falls in income in 2011.

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 2010

OBJECTIVES AND ACTIVITIES

The charity's objectives, and its principal activity, continue to be the relief of sickness, hardship and distress among people with AIDS, HIV and apparently related diseases and conditions. NAM also aims to advance the education of the public, including people working with those suffering from, or at risk of being affected by, such diseases and conditions.

There are no significant restrictions in the way the charity can operate and there have been no changes of policy since the date of the last report.

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

The trustees have taken into consideration the Charity Commission's guidance on reporting the public benefit of the charity's work.

NAM's main beneficiaries are people living with and affected by HIV, 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 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 2010

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, and continued to account for 90% of charitable expenditure.

In 2010 the trustees were delighted to receive funding from both the Big Lottery Fund & the Henry Smith Charity to create a new staff position to enable NAM to engage more fully with African communities affected by HIV in the UK, and to evolve resources to meet their information needs more effectively. With the funding secured NAM recruited its first Communities Engagement Officer, who started in post in August. Since her appointment Jackie Ayugi-de Masi has prioritised the establishment of networks and communication channels with African community organisations in order to improve the promotion of existing materials and to gather information on how NAM can develop its resources to meet these communities diverse needs.

During the first half of the year intensive work continued on the redevelopment of the charity's hugely successful website, aidsmap.com. The previous generation of the site had been in place since 2004 and its age was becoming increasingly apparent. Advances in technology enabled NAM to reshape completely the website, posting all its publications on-line while enhancing the usability, accessibility and reach of the site. This is especially important for audiences in resource-limited settings, which now make up a significant proportion of the website's users (for example, approximately one third of visitors are now based in sub-Saharan Africa). User testing of the new site has been ongoing and the feedback has been very positive. With the redevelopment largely completed trustees are confident that aidsmap.com will remain at the cutting edge of the provision of HIV information.

The launch of the new version of aidsmap.com coincided with the XVIII International AIDS Conference in Vienna in July 2010, where NAM was once again the International AIDS Society's official on-line scientific news reporter. During the conference NAM published 62 in-depth news stories with daily bulletins in English, French, Spanish, Russian and Romanian. With over 50,000 subscribers to the daily conference bulletins NAM was able to ensure that important research findings presented at the conference were distributed rapidly and succinctly. This work is particularly important for healthcare workers and community-based organisation staff who are often unable to attend the meeting yet have equal need as conference delegates for up to date information.

At the International AIDS Conference NAM was also pleased to have an abstract accepted for poster presentation concerning the development of The Basics range of illustrated fact sheets, which were first published in 2009. The poster was also presented at the 5th International Conference on HIV Treatment Adherence and also at the Second Joint Conference of the British HIV Association (BHIVA) with the British Association for Sexual Health and HIV, where it received the Mediscript/BHIVA Community Award. The acceptance of this poster at these conferences reflected a significant level of interest in this innovative project. 44,000 copies of The Basics were distributed in 2010, bringing the total to have been disseminated since their launch to 127,000.

In addition to the English-language printed editions, available for distribution in the UK, NAM also translated The Basics into 17 languages on-line at aidsmap.com. Thanks to generous support from Merck Sharp & Dohme the charity was able to embark on a major patient information translation project in 2010 to increase the accessibility of its resources to people whose first language is not English. In total 177 titles now appear on aidsmap.com in 17 languages ranging from Arabic to Norwegian to Thai. NAM hopes to be able to continue to expand the range of titles and languages so that as many people as possible have access to accurate HIV health and treatment information in the language that is best understood by them.

NAM's work to foster better international collaboration, understanding and networks took a major step forward with the launch of a new and exciting facility housed within the re-launched aidsmap.com: an e-ATLAS. In addition to expanding NAM's existing range of organisational listings information the e-ATLAS is intended to become a global HIV information library where organisations will be able to share their own resources on HIV. Updated editions of existing printed organisational listings HIV & AIDS Services Worldwide and HIV Services in the UK were also published during 2010.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

The charity also produced, on-line and in print, HIV and the Criminal Law which addresses concerns raised by the increasing application around the world of criminal law to HIV exposure and transmission. This is a reworked and thoroughly updated version of NAM's earlier book on the topic though it has been expanded to offer a global perspective. Other new resources published during the year included: Social and Legal Issues for People with HIV, the final of three new volumes whose origins are in the charity's former publication the HIV Reference Manual.

DIRECTORS/TRUSTEES

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

Dr Theodora Bloom

Rose Caldwell

(Resigned 1 March 2011)

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 Basil Skeete is Acting Treasurer.

None of the directors/trustees has any beneficial interest in the charity. 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.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

FINANCIAL REVIEW

Financial position and performance

The Statement of Financial Activities (SOFA) shows that total income decreased by £177,117 a decrease of 12% from 2009. This was due, mainly, to reductions in three income streams: grant funding from pharmaceutical companies, which was higher during 2009 to support the redevelopment of aidsmap.com; grant funding from the Department for International Development, due to the fact that the grant had been front-loaded in earlier years; and finally, in a trend to be expected considering the economic climate, a reduction in contract income from UK statutory sources.

Although total income decreased by a larger margin than total expenditure the movement between funds meant that free reserves (i.e. excluding restricted and designated) increased and now stand at £767,528.

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.

Investment powers and policy

Under its Memorandum and Articles of Association, the charity had the power to invest in any funds that were not immediately required in the furtherance of NAM's objectives in any way the trustees considered fit, though certain restrictions applied in the event the trustees ever granted any investment loans.

In early 2010 NAM made two changes to its arrangements for deposit funds. Firstly, the NatWest Treasury Reserve Account, where the charity had previously held all its deposit funds, had been particularly adversely affected by the UK Government's decision to implement quantitative easing. Some of the funds were therefore transferred to a NatWest Liquidity Manager Account, which offered a better rate of interest. Secondly, in view of the events in the banking sector in autumn 2008, trustees took the view that it would be prudent to split the balance of deposit funds so that not all of the charity's money was held with one financial institution. Consequently the trustees opened a new banking facility with HSBC, placing half the funds that had previously been in the NatWest Treasury Reserve Account on a fixed term deposit bond. Both the NatWest Liquidity Manager Account & the HSBC Deposit Bond pay similar rates of interest. However, throughout 2010, interest rates remained at an historically low level and so, like many other institutions, NAM has not been able to maintain the return on its investments that it had achieved previously. The trustees aim to achieve a rate of deposit interest that matches or exceeds inflation, as measured by the Retail Prices Index. The invested funds held on deposit earned an average interest of 0.4% against the Retail Prices' measure of inflation of 4.6% averaged across the year.

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

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TRUSTEES' REPORT (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2010*

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 were able to increase free reserves during the course of the year. The trustees took the view that, as the funding environment for charities was almost certainly going to be considerably more challenging in the near future, it was likely that NAM would need to draw upon its reserves to an even greater extent from 2011 onwards than had originally been forecast in 2009. Therefore trustees have decided to allow reserves to continue to accumulate in the short-term to help ensure the stability of the charity in the medium to long-term. At 31 December 2010 free reserves stood at £767,528, which was approximately equivalent to 63% of projected expenditure for 2011.

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.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

PLANS FOR THE FUTURE

In the summer of 2010, as part of its three-yearly planning cycle, NAM completed a strategy review for the years 2011-2014. This was a difficult time to embark on a planning exercise, given the considerable uncertainty posed by the funding climate. In particular the trustees were very concerned at the lack of sufficient information on successor plans for the NHS Pan-London HIV Prevention Programme contract. This contract accounted for 16% of NAM's income during 2010 so, consequently, any major reduction in the value of the contract or its termination would have a profound impact on the charity's future plans.

Given this the trustees agreed that an overarching goal for the charity was simply to maintain and develop its core activities in this rapidly changing and uncertain environment.

The trustees also sought to build on two existing projects, which had only recently begun to gather momentum. The first of these is the new e-ATLAS, on aidsmap.com, in order to create a global hub for sharing information and networking. The second is the African Communities Engagement Project, in order to increase the rootedness of NAM's resources within the UK's African communities and to extend the charity's reach amongst them.

Trustees also identified three new areas for development for the charity, though acknowledge that each will be dependent upon funding:

- To take a European lead on information for HIV professionals concerning prevention and prevention technologies
- To increase coverage of hepatitis co-infection and other co-morbidities
- To address the needs of people working in HIV who are affected by Task Shifting, whether in the UK or in resource-limited settings. Task Shifting is the name given to a process of delegation whereby tasks are moved, where appropriate, to less specialized health workers.

To endorse the quality of its materials, and to acquire external validation of their quality, NAM will seek accreditation by the Information Standard. The Standard has been established by the Department of Health to help the public identify trustworthy health and social care information more easily.

During 2011 NAM will reduce the range of its printed publications, in particular the larger directories targeted at UK professionals. No content will be lost as, thanks to the redevelopment of aidsmap.com, all resources now appear, free of charge, on-line. The decision to move away from print, for these publications, reflects a general trend in information provision as well as being a more cost effective means of mass distribution of rapidly changing information. NAM will continue to publish printed versions of resources aimed at individuals, such as a new edition of the booklet on HIV and nutrition. However 2011 will see the last printed versions of a number of resources that have traditionally been seen as pillars of NAM's work. By the end of the year NAM's work for HIV professionals will be primarily focused on the distribution of information via the World Wide Web, marking the end of an era for the organisation.

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.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

AUDITORS

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



Tim Cohen

Chair

Dated: 17 May 2011

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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 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 2010 set out on pages 13 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditors

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

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

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

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

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INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE MEMBERS OF NAM PUBLICATIONS

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



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

Chartered Accountants

Statutory Auditor

Palladium House
1-4 Argyll Street
London W1F 7LD

Dated: 17 May 2011

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2010 £	Total 2009 £
Incoming resources						
Voluntary income	2	39,809	-	792	40,601	38,622
Incoming resources from charitable activities	3	168,022	-	1,080,296	1,248,318	1,430,364
Investment income		4,938	-	-	4,938	1,221
Other incoming resources		1,661	-	-	1,661	2,428
Total incoming resources		214,430	-	1,081,088	1,295,518	1,472,635
Resources expended						
Costs of generating funds						
Cost of generating voluntary income		4,408	-	-	4,408	4,715
Charitable expenditure						
- Provision of HIV treatment information		109,076	-	1,054,473	1,163,549	1,285,383
- Provision of organisational listings		47,860	-	34,942	82,802	104,530
- Provision of social information		19,810	-	48,717	68,527	27,803
Governance costs		11,367	-	13,257	24,624	21,239
Total resources expended	4	192,521	-	1,151,389	1,343,910	1,443,670
Net incoming/(outgoing) resources before transfers		21,909	-	(70,301)	(48,392)	28,965
Transfers between funds		15,038	(15,038)	-	-	-
Net movement in funds		36,947	(15,038)	(70,301)	(48,392)	28,965
Fund balances at 1 January 2010		730,581	90,919	165,191	986,691	957,726
Fund balances at 31 December 2010		767,528	75,881	94,890	938,299	986,691

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 2010

	Notes	2010 £	£	2009 £	£
Fixed assets					
Tangible assets	7		45,040		60,078
Current assets					
Debtors	8	277,724		302,952	
Cash at bank and in hand		850,948		929,417	
			<u>1,128,672</u>		<u>1,232,369</u>
Creditors: amounts falling due within one year	9	(235,413)		(305,756)	
Net current assets			<u>893,259</u>		<u>926,613</u>
Total assets less current liabilities			<u>938,299</u>		<u>986,691</u>
Income funds					
Restricted funds	11		94,890		165,191
Unrestricted funds:					
Designated funds	12		75,881		90,919
Other charitable funds			<u>767,528</u>		<u>730,581</u>
			<u>938,299</u>		<u>986,691</u>

The accounts were approved by the Board on 17 May 2011



Basil Skeete
Acting Treasurer

Company Registration No. 2707596

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2010

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 of 2% of the support costs that have not been allocated to restricted funds.

Provision of HIV treatment information comprises writing, production and distribution costs as well as 78% of general overheads excluding support costs and 82% of support costs.

Provision of organisational listings comprises writing, production and distribution costs as well as 7% of support costs.

Provision of social information comprises writing, production and distribution costs as well as 6% of support costs and 10% of general overheads.

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 Pensions

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

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

1 Accounting Policies

(continued)

1.7 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.

1.8 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 2010 £	Total 2009 £
Donations	39,809	792	40,601	28,622
Department of Health, Section 64 core grant	-	-	-	10,000
	<u>39,809</u>	<u>792</u>	<u>40,601</u>	<u>38,622</u>

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Contracts & grants receivable for charitable activities	<u>168,022</u>	<u>1,080,296</u>	<u>1,248,318</u>	<u>1,430,364</u>

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

	2010 £	2009 £
Contracts from UK statutory authorities	276,865	339,793
Grants from pharmaceutical companies	392,353	508,953
Grants from trusts	170,792	66,730
Other grants	240,286	325,904
Publications	38,066	83,606
Consultancy services	129,956	104,533
Attendance fees	-	845
	<u>1,248,318</u>	<u>1,430,364</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

4 Total resources expended

	Activities undertaken directly £	Support costs £	Total 2010 £	Total 2009 £
Costs of generating voluntary income	3,692	716	4,408	4,715
Provision of HIV treatment information	1,047,411	116,138	1,163,549	1,285,383
Provision of organisational listings	73,064	9,738	82,802	104,530
Provision of social information	60,180	8,347	68,527	27,803
Governance costs	20,450	4,174	24,624	21,239
	<u>1,204,797</u>	<u>139,113</u>	<u>1,343,910</u>	<u>1,443,670</u>

Governance costs include payments to the auditors of £6,500 (2009 - £6,000) for audit fees.

5 Trustees

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

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

6 Employees

Number of employees

The average monthly number of employees during the year was:

	2010	2009
	Number	Number
Office and administration	4	5
Production staff	12	13
	<u>16</u>	<u>18</u>

	£	£
Wages and salaries	587,706	654,258
Social security costs	62,170	68,464
Other pension costs	34,762	36,285
	<u>684,638</u>	<u>759,007</u>

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

	2010	2009
	Number	Number
	<u>1</u>	<u>1</u>

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

7 Tangible fixed assets

	Short leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
Cost				
At 1 January 2010	73,190	151,293	16,176	240,659
Additions	-	872	-	872
At 31 December 2010	73,190	152,165	16,176	241,531
Depreciation				
At 1 January 2010	46,824	121,387	12,370	180,581
Charge for the year	7,319	7,695	896	15,910
At 31 December 2010	54,143	129,082	13,266	196,491
Net book value				
At 31 December 2010	19,047	23,083	2,910	45,040
At 31 December 2009	26,366	29,906	3,806	60,078

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

	2010 £	2009 £
Trade debtors	156,685	158,004
Other debtors	34,651	34,285
Prepayments and accrued income	86,388	110,663
	277,724	302,952

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

9 Creditors: amounts falling due within one year	2010	2009
	£	£
Trade creditors	16,120	101,083
Taxes and social security costs	36,719	41,633
Other creditors	51,918	33,655
Accruals	53,251	38,841
Deferred income	77,405	90,544
	<u>235,413</u>	<u>305,756</u>

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 total balance of £43,820 due to the Boston Medical Center and London School of Hygiene and Tropical Medicine. This amount was paid in full after the year end.

10 Deferred income	2010	2009
	£	£
Total deferred income at 1 January 2010	90,544	77,366
Amounts received in the year	1,282,379	1,620,366
Amounts credited to statement of financial activities	(1,295,518)	(1,607,188)
Total deferred income at 31 December 2010	<u>77,405</u>	<u>90,544</u>

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

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:

	Movement in funds			Balance at 31 December 2010
	Balance at 1 January 2010	Incoming resources	Expenditure & transfers	
	£	£	£	£
Treatments Education 2010	16,719	627,046	(643,088)	677
Treatments Education 2011	-	28,105	-	28,105
Resources for Developing Countries	-	120,727	(120,727)	-
Aidsmap Development 2010	72,500	15,000	(87,500)	-
Dept. of Health Treatments Education 2010	13,075	40,794	(53,869)	-
Dept. of Health Treatments Education 2011	-	13,598	-	13,598
Information Series	-	12,500	(12,500)	-
International Directories	-	26,880	(26,880)	-
HIV & AIDS Treatment in Practice 2010	12,657	14,079	(26,736)	-
HIV & AIDS Treatment in Practice 2011	-	6,472	-	6,472
Palliative Care Initiative 2010	6,655	25,891	(32,546)	-
Palliative Care Initiative 2011	-	3,595	-	3,595
UK African Communities Engagement Project 2010	6,000	22,500	(28,500)	-
UK African Communities Engagement Project 2011	-	17,500	-	17,500
Big Lottery Fund Grant	-	65,219	(65,219)	-
MACAIDS Project	-	24,935	-	24,935
Cancer Project 2010	1,185	-	(1,185)	-
HIV & Criminal Law Publication 2010	36,400	6,220	(42,612)	8
HIV & Stigma Booklet	-	6,335	(6,335)	-
Gifts in Kind	-	792	(792)	-
The Basics	-	2,900	(2,900)	-
	<u>165,191</u>	<u>1,081,088</u>	<u>1,151,389</u>	<u>94,890</u>

NAM PUBLICATIONS

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2010

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 2010	Movement in funds		Balance at 31 December 2010
		Incoming resources	Expenditure & transfers	
	£	£	£	£
Tangible assets	60,078	-	(15,038)	45,040
Rent deposit	30,841	-	-	30,841
	<u>90,919</u>	<u>-</u>	<u>(15,038)</u>	<u>75,881</u>

13 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 December 2010 are represented by:				
Tangible fixed assets	-	45,040	-	45,040
Current assets	1,002,941	30,841	94,890	1,128,672
Creditors: amounts falling due within one year	(235,413)	-	-	(235,413)
	<u>767,528</u>	<u>75,881</u>	<u>94,890</u>	<u>938,299</u>

14 Commitments under operating leases

At 31 December 2010 the company had annual commitments under non-cancellable operating leases as follows:

	2010	2009
	£	£
Expiry date:		
Between two and five years	59,965	-
In over five years	-	59,965
	<u>59,965</u>	<u>59,965</u>

15 Related parties

During the year the charity received consultancy income of £915 (2009 - £Nil) from Ergo Consulting Limited, a company of which one of the trustees is a director.