
NATIONAL HIV NURSES ASSOCIATION

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

NATIONAL HIV NURSES ASSOCIATION

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NATIONAL HIV NURSES ASSOCIATION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2021

Trustees

Kemoh Rogers (resigned 17 June 2021)
Elizabeth Foote, Chair
Shaun Watson (resigned 17 June 2021)
Linda Panton, Honorary Treasurer
John McLuskey, Honorary Secretary
Matthew Wills (resigned 16 June 2022)
Andy Marshall
Claire Gamble (resigned 28 February 2021)
Kirstie Salthouse
Daini Flower
Christina Antoniadi
Jillian Williams
Garry Brough
Joe Phillips (resigned 17 June 2021)
Katie Warburton (appointed 17 June 2021)
Jennifer Kendrick (appointed 17 June 2021)
Helen Reynolds (appointed 17 June 2022)
Jessica Osaria (appointed 16 June 2022)
Eileen Nixon (appointed 17 June 2021)
Tracey Buckingham (resigned 24 February 2022)

Charity registered number

1099074

Principal office

BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City, SG6 1GJ

Accountants

Peters Elworthy & Moore, Salisbury House, Station Road, Cambridge, CB1 2LA

Bankers

National Westminster Bank plc, 190 Muswell Hill Broadway, London, N10 3SD

NATIONAL HIV NURSES ASSOCIATION

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their annual report together with the financial statements of National Nurses HIV Association for the year ended 31 December 2021. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity'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 (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019).

Background

NHIVNA was founded in 1998, in response to the need for an organisation to bring together nurses caring for people living with and affected by HIV. NHIVNA is a national organisation that started with a small number of members, rising to its highest number of around 350, including nurses from various disciplines (clinical research, mental health, sexual health, paediatrics, acute care and community) and colleagues from overseas.

NHIVNA became a charity in 2003. From the outset, there have been three areas of focus for the work of the association: support, research and education. The charity delivers work in these areas by providing an opportunity to network with colleagues across the country, both online and in person at the annual conference and the study day. The annual conference and the study days/webinars provide educational opportunities on a wide range of topics to both NHIVNA members and non-member nurses working in HIV. NHIVNA is committed to provide educational meetings organised by nurses specifically for nurses and to provide a network of peer support.

NHIVNA also provides access for its members to the peer-reviewed journal.

Support and encouragement for nurses to get involved in research has long been an area of work for the charity and different types of research awards have been offered to members since the early 2000s. The association provides an academic and educational forum for the dissemination of original nursing research. NHIVNA addresses the communication and support needs of these nurses to assist in the promotion of best practice in the care of people with HIV. The association supports research into the promotion of HIV nursing skills and aims to publish the results of such research for the benefit of the public. NHIVNA has an online forum for the exchange of information, to share examples of good practice and to encourage and support nursing-related research.

The trustees form the Executive Committee, which leads the association and oversees the work of the three subcommittees (Education, Events and Research).

Governance

NHIVNA is governed by a trust deed with a constitution. The NHIVNA constitution was last updated on 28 June 2013 and is available online at: <https://www.nhivna.org/ObjectivesandPowers>. The trustees regularly review the constitution.

Mission statement

The National HIV Nurses Association (NHIVNA) is the leading UK professional association representing nurses in HIV care. We are a well-established and highly respected organisation committed to providing excellence in the care of those living with and affected by HIV.

Our pledge is to promote excellence in the nursing care of those living with and affected by HIV. We will do this through advocacy, education, leadership and research and by disseminating innovative practice more widely to the nursing profession.

We will work with individuals and organisations that share our desire for excellence in the field, advocating passionately for people living with or affected by HIV and providing a voice for nurses working in the field.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

To fulfil our pledge, we will:

- Provide a forum to support nurses working with those living with and affected by HIV
- Advance education among members of the nursing profession in relation to HIV
- Promote original high-quality nursing and multi-disciplinary research which drives innovation and best practice in HIV care
- Collaborate with and support doctors, allied health professionals, higher education institutes, governmental bodies and NGOs to advance national HIV health policy and improve patient outcomes
- Strive to represent HIV nurses at local, national and international level, and keep our members informed of the latest guidelines, policies and evidence-based research.

In setting its objectives, the trustees have had regard to the Charity Commission's guidance on public benefit.

Charity objects

- To advance education amongst members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.
- To promote research into the promotion of HIV nursing skills and to publish the results of such research for the benefit of the public.

Charity powers

- power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects
- power to appoint and constitute such advisory committees as the Executive Committee may think fit
- power to do all such other lawful things as are necessary for the achievement of the objects
- power to make, alter, add to or repeal byelaws for the conduct of its business.

Annual General Meeting (AGM)

The Annual General Meeting is usually held during the NHIVNA annual conference. In 2021, the AGM was held on 17 June 2021, as part of the virtual NHIVNA conference.

Policies

Awards, grants and scholarships

The charity makes several grants, scholarships and awards in various categories to allow access to the conference and the pre-conference study day, as well as prizes for abstracts, research and clinical practice, all of which are designed to support the objects of the association.

Fundraising

The association raises funds for its activities through application to grant-making bodies and the pharmaceutical industry and generates income through major sponsorship and support for individual items, such as exhibition stands at conferences, plus membership fees income.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Privacy

NHIVNA complies with current legislation. The policy is online: <https://www.nhivna.org/PrivacyStatement>

Refunds and cancellations

A membership refund and conference registration cancellation policy has been established. The policy is online: <https://www.nhivna.org/RefundPolicy>

Risk management

Main financial risk factor would be a critical downturn in revenues from major sponsors and grant-making bodies. Financial and any other risks to the charity are reviewed yearly at the annual strategy meeting and more frequently at trustees' meetings, as required.

Recruitment and appointment of new trustees

The NHIVNA Executive Committee comprises up to fourteen members including the chair, ten elected members (each of whom is elected by the membership to serve for three years), the community representative trustee, elected by the UK Community Advisory Board (UK-CAB), and up to two co-opted members, who are invited to join the executive committee to supplement any specialty or geographical requirements.

Annual elections are held in accordance with the NHIVNA Constitution and Byelaws. Nominations are invited from eligible NHIVNA members. To be eligible, nominees must be current paid-up members of the association and have had continuous NHIVNA membership since at least two years at the end of March in the year of nomination. Nominees must complete a self-nomination form (no proposers or seconders are required), trustee declaration form and declaration of interests form and submit by the nomination deadline. A ballot is conducted amongst eligible (having joined before end of March in the same year) voting members of the association. The election scrutineer is the immediate past chair of the association (or someone nominated by the charity trustees). The results of the election are declared at the annual general meeting in the same year.

All trustees complete a declaration, based on the template from the Charity Commission, that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of the National HIV Nurses Association (NHIVNA) in good faith and in accordance with the law and within the objects of NHIVNA
- I do not have any financial interests in conflict with those of NHIVNA (either in person or through family or business connections) except those that I have formally notified in a declaration of interest statement
- I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

Conflicts of Interest

NHIVNA requires that all trustee members of the NHIVNA executive committee must declare all interests and membership of other committees retrospectively on an annual basis. Declaration is required at the time of joining NHIVNA as a trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the executive committee and then annually thereafter until the conclusion of membership of the executive committee. The details are retained on a register at the Secretariat and will be made available for publication, if required.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

The declarations of interests are:

- Posts held in the course of employment or practice
- Consultancies, directorships or advisory positions in the field of health or social care or in a business with which NHIVNA might do business
- A position of authority in another charity or voluntary organisation in the field of health and social care
- Any public appointments
- Membership/Fellowship of other specialist societies
- Membership of or affiliation to a political party
- Any association with other organisations or individuals which may have an interest or influence in NHIVNA's work

Induction of trustees

Following appointment, new trustees are emailed an information letter with the following:

- Level of time commitment expected regarding attendance at committee meetings, conferences
- Results of elections for the relevant year
- List of all trustees with contact email addresses
- Charity Commission of England and Wales leaflet CC3(a) 'The essential Trustee: an introduction'
- Copy of the NHIVNA Constitution
- Trustee declaration form
- Minutes of the most recent Executive Committee meeting
- Most recent NHIVNA statutory accounts

Structure of the charity

The trustees form the NHIVNA Executive Committee, which oversees all the work of the association. The NHIVNA Officers group meets up to twice p.a. and any ad hoc working groups meet as required. Subcommittees and working groups are led by a trustee and comprise other trustees and representatives from outside this group to bring depth and spread to the knowledge and experience of the group.

The remit of the three subcommittees is as follows:

Education Subcommittee

- Academy
- Advanced practice
- Competencies
- Continuing Professional Development (CPD)
- Education strategy
- HIV nursing web-learning modules
- Training resources

Events Subcommittee

- Conference, including awards and scholarships
- Abstract review committee
- Study days
- World AIDS Day (WAD)

Research Subcommittee

- Research strategy
- Research awards
- Standards

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Chair's report

Following on from the continued challenges presented by the COVID-19 pandemic and its impact on healthcare workers, NHIVNA trustee and essential work continued throughout the year. The charity delivered the usual benefits to members,

The early part of the year would usually include a spring study day due to be held in March but this was again cancelled due to the pandemic. Following the cancellation of the annual conference from June 2020, NHIVNA made the decision to run a virtual meeting available free of charge to all its members. This was held online on 16–17 June 2021 and was a great success. As well as some hot topics and updates, there was a chat room to catch up with colleagues and networking opportunities to find out the latest information from NHIVNA sponsors. NHIVNA is grateful to its major sponsors Gilead, MSD and ViiV for their ongoing support, without which this conference would not have been able to go ahead.

NHIVNA held a long-standing relationship with the publisher of the HIV Nursing journal, which produced four issues each year and these were included in the NHIVNA membership benefits. Volume 20 was published in the year 2020 with just three out of the expected four issues, when the title was sold to another publisher. NHIVNA made the difficult decision to withdraw from the journal, having previously also provided the Editorial Board membership, as the quality of the publication under the new management was not to the standard needed by NHIVNA members. Therefore, during 2021, NHIVNA prepared for the launch of a new journal, in collaboration with Mark Allen Group, to publish two supplements and two newsletters each year within the British Journal of Nursing. NHIVNA moving forward with a great connection to a fantastic journal with national reputation. NHIVNA provides the membership of the editorial board to prepare the supplements and newsletters. This peer-reviewed journal is issued as included in the benefits for all members of the association. NHIVNA is always aware of how important it is to disseminate nurse-led research and share best practice. The first issue of the new journal supplement was published in January 2022, with the second following in June 2022.

Conscious of the continued need for updates and information relating to COVID-19 and HIV, NHIVNA provided email and social media output to NHIVNA members with emails, as well as the online news feed on the NHIVNA website. NHIVNA linked to the British HIV Association (BHIVA) statements on Coronavirus (COVID-19) and HIV, which have been published throughout the pandemic. In addition, NHIVNA published relevant website links to information from the Royal College of Nursing (RCN), Chiva and HIV i-Base.

The Association continued its representation on the NHS England Clinical Reference Group (CRG) and advocated to ensure that advanced nursing practice and clinical nursing practice are included in the HIV service specifications developed within NHS England.

The NHIVNA research awards, which were launched in 2019, were opened again following the hiatus during the height of the pandemic in 2020, and applications invited. One award was made but unfortunately the applicant withdrew due to COVID-19 pressures.

Work continued to review the NHIVNA web-based e-learning modules, with our usual benefits for members, maintaining and making regular updates to our website.

Work was started on the document 'HIV nursing delivery and outcomes measures across the HIV care-continuum' – due for publication in September 2022.

Thanks go to the other officers and all the trustees for their hard work during the year. In addition, we thank our community representative trustee, Garry Brough, who is on the executive committee representing people living with HIV.

Nominations were invited from NHIVNA members to fill four trustee vacancies and there were four eligible nominations, therefore no election was required.

Thanks go to our major sponsors, Gilead Sciences, MSD and ViiV and to our conference exhibitors for their invaluable support for the work of the charity and to MAC VIVA GLAM (previously MAC AIDS Fund), who have

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

been regular contributors to the work of the association.

As part of its national role, NHIVNA maintains relationships with other groups and charities. NHIVNA is an affiliated association of the British HIV Association (BHIVA) and has developed important links with other relevant organisations, encouraging exchange of information between national and international nursing groups, such as the Association of Nurses in AIDS Care, USA (ANAC); Chiva; British Psychological Society (BPS); and the European HIV Nursing Network (EHNN). NHIVNA has a close relationship with the UK Community Advisory Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2021, the impact of the COVID-19 pandemic was still being felt by the charity. The charity has mitigated the financial impact as optimally as it reasonably can. The trustees meet regularly and have considered the likely financial impact on the charity and have planned accordingly. The trustees consider that the charity remains financially viable in the long-term, and consequently have concluded that sufficient funds are in place for the charity to continue to operate on a going concern basis.

Liz Foote
Chair of the Association from June 2021

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Honorary Secretary's Report

I would like to welcome all new members and thank existing members for their continued support of the association. The total number of members in 2021 was 202 members, including overseas members from Australia, Italy and Malaysia. The membership numbers are slightly up on the previous year (186 members), partly due to new members who joined to attend the virtual conference in June 2021. NHIVNA members work in a variety of areas, including GU and HIV medicine, infectious diseases, community and sexual health, antenatal and paediatric, research, academic, mental health, midwifery and intensive care. It is hoped that numbers will strengthen in the long term and the association continues to advertise the membership benefits to past members and potential new recruits.

Members work in different areas of the country (see Table 1) and the different membership categories (see Table 2) cover all nursing grades across a range of nursing professionals.

Table 1: Members' geographical work region

Region	Percent
London	35%
Southeast	20%
Northwest	11%
Midlands	10%
Northeast and Yorkshire	7%
East of England	6%
Southwest	4%
Scotland	3%
International	2%
Wales	1%
Northern Ireland	1%
Total	100%

Table 2: Membership in 2021 by category

Member category	Percent
Band 6–7	75%
Band 1–4 and affiliated members ¹	7%
Band 8	7%
Band 5	5%
Life Member ²	3%
International Networking	2%
Annual Member ³	1%
Student Nurse	0%
Total	100%

¹ Includes community members

² Past Chairs (N Perry, S Morris, N Brito-Ault and M Croston) and Patrons (R Fieldhouse and A Namiba)

³ Annual Member – UK-CAB Community Trustee (2021) and questionnaire prize draw winner

The trustees committed to keep membership fees at a reasonable rate and these were not increased for 2021 membership (the last fee increase was in 2015). Discounted membership rate is available for those NHIVNA members to join the British HIV Association (BHIVA) and Chiva, while increasing uptake of the convenient direct debit facility, with payments in monthly instalments, has been useful for members and financially beneficial to the

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

association.

Table 3: Membership subscription fees for year 2021

Membership category	Annual Fee
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£75
NHIVNA Band 6–7 including Academia	£60
NHIVNA Band 5	£35
NHIVNA Band 1–4 ⁴ incl. Healthcare Assistants / voluntary sector / affiliated membership ⁵	£20
NHIVNA International Networking ¹ includes non-UK residents only	£20
Student Nurse ¹	£10

¹ Includes community members

⁴ Members receive e-copies of all publications

⁵ Affiliated membership includes those not working within the HIV sector, but who have an interest in HIV, such as primary care and practice nurses etc., and other specialist nurses

In return for members' subscriptions, which are so vital in supporting the independence and educational work of the Association, NHIVNA offers a wide range of benefits (see below). The charity trustees conduct an annual review of the benefits offered and the fees charged, to ensure that these are kept up to date and reflect the requirements of NHIVNA members.

Benefits of membership:

- a) Free subscription to HIV Nursing journal (up to four issues p.a.)
- b) Discounted registration to NHIVNA Annual Conference
- c) Free registration for NHIVNA Study Days (up to two each year)
- d) Online members' area for access to your account, current and past issues of the journal, as well as forum for exchange of documents and information
- e) Free subscription to NHIVNA eRoundup email (up to six issues p.a.)
- f) Access to grants and scholarships
- g) Free subscription to HIV Treatment Bulletin (up to six issues p.a.)
- h) Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- i) Discounted membership to partner associations (BHIVA £20; Chiva £10)
- j) Membership subscription fees approved for income tax relief

Policy for cancellation of membership

Providing that written notice is received no later than 14 working days before the renewals due date of 31 March each year or the collection date (if paying by Direct Debit), a full refund will be made. No refunds will be made for any cancellations received after this date. Written notice should be emailed to nhivna@nhivna.org.

The charity trustees continue to work to increase awareness of NHIVNA and encourage other nurses, such as primary care workers, to join the Association. Current members confirm that the benefits are well-received and that NHIVNA events are useful educationally and relevant to members' practice. NHIVNA members also find the regular email bulletin, NHIVNA eRoundup, useful, which includes updates with news and developments in HIV nursing.

Please continue sending your feedback to me through the Secretariat. I look forward to the continued success of NHIVNA and all its activities and hope to see you at the next conference.

Andy Marshall
NHIVNA Honorary Secretary

NATIONAL HIV NURSES ASSOCIATION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Education Subcommittee

Members during 2021: T Buckingham, D Flower, L Foote, J Kendrick, J McLuskey, L Panton, K Rogers, A Marshall, J Meek, K Salthouse, S Watson, M Wills

Academy: The subcommittee has considered the leadership academy programme, which previously ran from 2015 to 2017 and will review the scope and consider if funding should be sought to reactivate this high-level education offering. Self-compassion leadership course to be delivered by M Croston.

Advanced practice: Guidelines were prepared and published in 2018 and were reviewed in 2020, with the agreement that the guidelines remain current and no updates are yet required.

Education strategy: Following the publication of the strategy for nurse education, this was put into action, including new terms of reference for the committee.

HIV nursing competencies: Originally written in 2007 and last updated in 2013, these are currently available as an e-book on the NHIVNA website with a full range of open-access downloadable resources for nurses and members to use to assist their professional development and training. It has been agreed a rewrite will be needed but the pandemic has severely impacted on resources and there is no fixed date for the start of work.

CPD and training resources: NHIVNA offers a range of online resources, all open access, covering a wide range of topics including continuing professional development (CPD) articles, best practice guidelines and shared resources.

Education: Scholarships have been available to enable NHIVNA members to undertake original research, further their education, clinical practice and to encourage and support nurses to present at national and international meetings. This is in accordance with the aims of NHIVNA of providing research, education and support for nurses working in or who have an interest in HIV nursing. The education subcommittee leads on the topics for the NHIVNA study day programme. 'HIV Matters' podcast will become an official NHIVNA podcast series.

Web learning HIV nursing modules: NHIVNA has a programme of online web learning educational modules on HIV nursing, all of which are open access on the NHIVNA website with the aim of supporting nurses who are working toward Levels 2 and 3 of the national HIV nursing competencies, whether working in a hospital or community setting. Currently, there are eight modules available: understanding HIV; caring for people with HIV; antiretroviral therapy; health promotion; HIV testing; advanced module on managing complexity in antiretroviral therapy management; treatment as prevention (TasP); and HIV and ageing. All modules meet the CPD requirements for Nursing and Midwifery Council revalidation. The modules attract a wide range of users from around the world. Modules are regularly reviewed to keep them up to date and additional topics are considered by the NHIVNA Education Subcommittee. Review of all modules led to new HIV nursing module on pre-exposure prophylaxis (PrEP) to replace the TasP module. NHIVNA is grateful for industry support to continue with these educational modules.

Events subcommittee

Members during 2021: C Antoniadi, G Brough, D Flower, L Foote, J Kendrick, A Marshall, L Panton, J Phillips, S Watson, J Williams, M Wills

Conference: NHIVNA usually holds one conference each year in June in different cities around the country to try and give all members across the UK the best opportunity to attend. Due to the COVID-19 pandemic, the conference was changed from a face-to-face event to a virtual online conference. The meeting attracted 157 delegates and, as the decision had been taken to offer free registration to members, there was inevitably an impact on the finances of the charity due to the loss of registration fees. Sponsor and exhibitor income was reduced, following some rollover from the monies not spent in 2020 (cancelled conference). The conference programme was well-received and feedback from delegates was encouraging.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

Awards and scholarships: In 2021, conference awards were not made, as the virtual conference was free of charge to members.

Research subcommittee

Members during 2021: C Antoniadi, M Croston, M Grundy-Bowers, C Hughes, J McLuskey, E Nixon, K Rogers, K Salthouse, K Warburton, J Williams, M Wills

Research Awards: The awards scheme, which was launched in 2019, is open to all NHIVNA members and offers funding support for research and development projects that impact on the improvement of clinical care and management of people living with HIV in the UK. Mentors are offered to support applicants preparing their submissions and to continue that support as projects proceed. One award made during 2021 but the applicant unfortunately withdrew before project work could commence – due to workload from COVID-19 pandemic.

Research strategy: Following the publication in 2019 of the national research strategy, which aims to develop research capacity within the HIV nursing workforce and research collaborations to advance the contribution of HIV nursing to the evidence base that is needed to underpin high quality HIV treatment and care. This is facilitated through a dedicated page with forum on the NHIVNA website and an awards programme. Work continues to encourage nurses to undertake research and mentoring

Report: Research project 'The psychological impact of caring during the COVID-19 pandemic on HIV nurses', funded by NHIVNA, due for publication in March 2022.

Standards: Current standards documents are published online in the audit and research section on the NHIVNA website.

Website and social media working group

Members during 2021: C Antoniadi, L Foote, K Salthouse, J Williams

During 2021, NHIVNA set up a group to lead on these public-facing aspects of the work of the charity.

Website: provides current information about all NHIVNA's activities and publications. It is good to know that many members find their membership useful and think it good value. The website functionality includes an online forum for members accessing the research area. NHIVNA members make good use of the website, which offers online membership application and renewal and access to the journal. Education and research are always at the heart of the Association's work and full information on NHIVNA's activities is available online. The website provides information about the association, all its activities and current versions of the competencies and includes a news feed on the latest HIV issues. The members' only area allows members to share useful information with each other, upload documents and tools, and register online for conference, study days, and to renew their membership.

Social media: NHIVNA has a profile on Facebook, Instagram and Twitter and makes regular updates to keep its members and the wider public informed on issues relating to HIV nursing, advocacy for people living with HIV.

FINANCIAL REVIEW

Results for the year

Income for the year totalled £86,366 (2020: £38,544) and comprised £8,975 (2020: £24,388) from grants and donations, £10,838 (2020: £8,325) from charitable activities, £66,000 (2020: £4,900) from sponsorship and £553 (2020: £931) of bank interest. Of the income from grants and donations, £5,000 (2020: £15,010) was unrestricted and £3,975 (2020: £9,378) was restricted for specific purposes. Membership income was £10,600 (2020: £8,325) and conference income was £238 (2020: £nil).

Total expenditure for the year was £82,385 (2020: £83,000). The main costs included were for conferences,

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

courses and events £28,687 (2020: £11,989) and secretariat fees £22,800 (2020: £20,900).

Overall, income exceeded expenditure in 2021 by £3,981 (2020: £44,456 deficit) and the closing funds carried forward at the year end were £175,276 (2020: £171,295) of which £168,185 were unrestricted (2020: £164,204) and £7,091 (2020: £7,091) were restricted.

Policy on holding reserves

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to approximately 18 months' resources expended. For 2021, this would equate to approximately £150,000. This policy, the Executive Committee feels, would allow the Association to continue the current activities of the charity in the event of a significant drop in funding. At present free reserves are £168,185, which is broadly in line with the target level. The Executive Committee will endeavour to increase these funds accordingly.

Going concern

The Trustees have considered the impact of the Coronavirus pandemic on future income streams and planned activities of the Association and are content that the Association is in a position to continue to operate as a going concern.

NATIONAL HIV NURSES ASSOCIATION

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees 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).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association 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 Association will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Association 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:

Liz Foote

Liz Foote

Chair

Date: 03 May 2023

NATIONAL HIV NURSES ASSOCIATION

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL HIV NURSES
ASSOCIATION ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2021.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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: *Kathryn Hebden*

Dated: 03 May 2023

Ms K Hebden

ACA

For and on behalf of Peters Elworthy & Moore
Chartered Accountants
Cambridge

NATIONAL HIV NURSES ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:					
Donations and grants	3	5,000	3,975	8,975	24,388
Charitable activities	4	10,838	-	10,838	8,325
Other trading activities	5	66,000	-	66,000	4,900
Investments	6	553	-	553	931
TOTAL INCOME		82,391	3,975	86,366	38,544
EXPENDITURE ON:					
Charitable activities	7	78,410	3,975	82,385	83,000
TOTAL EXPENDITURE		78,410	3,975	82,385	83,000
NET MOVEMENT IN FUNDS		3,981	-	3,981	(44,456)
RECONCILIATION OF FUNDS:					
Total funds brought forward	12	164,204	7,091	171,295	215,751
Net movement in funds	12	3,981	-	3,981	(44,456)
TOTAL FUNDS CARRIED FORWARD		168,185	7,091	175,276	171,295

The Statement of Financial Activities includes all gains and losses recognised in the year.

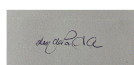
The notes on pages 17 to 25 form part of these financial statements.

NATIONAL HIV NURSES ASSOCIATION

**BALANCE SHEET
AS AT 31 DECEMBER 2021**

	Note	2021 £	2020 £
CURRENT ASSETS			
Debtors	10	6,911	46,208
Cash at bank and in hand		225,852	237,672
		232,763	283,880
Creditors: amounts falling due within one year	11	(57,487)	(112,585)
NET CURRENT ASSETS		175,276	171,295
TOTAL NET ASSETS		175,276	171,295
CHARITY FUNDS			
Restricted funds	12	7,091	7,091
Unrestricted funds	12	168,185	164,204
TOTAL FUNDS		175,276	171,295

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



Linda Panton
Honorary Treasurer
Date: 02 May 2023

The notes on pages 17 to 25 form part of these financial statements.

NATIONAL HIV NURSES ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. GENERAL INFORMATION

National HIV Nurses Association is an unincorporated charity registered in England and Wales and governed by a trust deed. The registered office is BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City SG6 1GJ.

The functional and presentational currency is GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARING 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) (second edition of the Charities SORP October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

National HIV Nurses Association constitutes a public benefit entity as defined by FRS 102.

There were no significant estimates or judgements made by management in preparing these financial statements.

2.2 GOING CONCERN

The Trustees have assessed the financial position of the Charity and forecast performance. Based on this assessment, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

There are no material uncertainties in respect of going concern.

NATIONAL HIV NURSES ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. ACCOUNTING POLICIES (CONTINUED)

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

In pursuit of its charitable objectives, the Charity organises and hosts conferences, for which registration fees, sponsorship income and other sundry income is received. Where this income is received in advance of the given conference taking place, it is treated as deferred income and included within creditors in the accounts. The income is released once the conference has taken place.

Income from membership subscriptions is recognised in line with the period to which it relates.

Income from grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Support and governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

2.5 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

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.

NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

2. ACCOUNTING POLICIES (CONTINUED)

2.7 CREDITORS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.8 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.9 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 funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
ViiV grants	-	3,975	3,975	1,388
MAC AIDS funding	5,000	-	5,000	15,000
CPD articles	-	-	-	8,000
	<u>5,000</u>	<u>3,975</u>	<u>8,975</u>	<u>24,388</u>
Total 2020	<u><u>15,010</u></u>	<u><u>9,378</u></u>	<u><u>24,388</u></u>	

NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Membership fees	10,600	10,600	8,325
Conference income	238	238	-
	<u>10,838</u>	<u>10,838</u>	<u>8,325</u>
Total 2020	<u>8,325</u>	<u>8,325</u>	

5. INCOME FROM OTHER TRADING ACTIVITIES

Income from non charitable trading activities

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Corporate sponsorship	66,000	66,000	4,900
Total 2020	<u>4,900</u>	<u>4,900</u>	

6. INVESTMENT INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank deposit interest	553	553	931
Total 2020	<u>931</u>	<u>931</u>	

NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Award and bursary costs	12,339	-	12,339	525
Conferences, courses and events	28,687	-	28,687	11,989
Establishment, committee and communications (support)	5,066	3,975	9,041	6,821
Website, app development and maintenance	8,126	-	8,126	7,617
Secretariat fees (support)	22,800	-	22,800	20,900
Accountancy fees (support and governance)	5,257	-	5,257	6,463
CPD articles	-	-	-	7,000
Irrecoverable VAT	(6,412)	-	(6,412)	6,412
HIV nursing, journals and newsletters	547	-	547	15,273
Research programme costs	2,000	-	2,000	-
Total 2021	78,410	3,975	82,385	83,000
Total 2020	72,539	10,461	83,000	

8. INDEPENDENT EXAMINER'S REMUNERATION

	2021 £	2020 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	575	520
Fees payable to the Charity's independent examiner in respect of:		
Preparation of statutory financial statements	3,000	2,830
VAT	1,600	1,000
Bookkeeping services	279	700

9. TRUSTEES REMUNERATION AND EXPENSES AND KEY MANAGEMENT PERSONNEL

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 December 2021, expenses totalling £755 were reimbursed or paid directly to 9 Trustees (2020 - £2,531 to 9 Trustees).

NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

10. DEBTORS

	2021	2020
	£	£
Trade debtors	31	38,708
Prepayments	-	7,500
Other taxation and social security	6,880	-
	<u>6,911</u>	<u>46,208</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	10,736	11,664
Accruals and deferred income	46,751	100,921
	<u>57,487</u>	<u>112,585</u>

	2021	2020
	£	£
Deferred income at 1 January 2021	90,245	5,960
Resources deferred during the year	32,613	90,245
Amounts released from previous periods	(90,245)	(5,960)
	<u>32,613</u>	<u>90,245</u>

Deferred income represents funding for conferences and projects taking place in the next financial year.

NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2021 £	Income £	Expenditure £	Balance at 31 December 2021 £
Unrestricted funds				
General Funds	164,204	82,391	(78,410)	168,185
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Restricted funds				
Krattinger Rennison award fund	141	-	-	141
MAC AIDS fund	6,950	-	-	6,950
ViiV Education Project	-	3,975	(3,975)	-
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	7,091	3,975	(3,975)	7,091
	<hr/>	<hr/>	<hr/>	<hr/>
Total of funds	171,295	86,366	(82,385)	175,276
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STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
Unrestricted funds				
General Funds	207,577	29,166	(72,539)	164,204
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Restricted funds				
Krattinger Rennison award fund	141	-	-	141
MAC AIDS fund	5,950	9,378	(8,378)	6,950
EHNN conference fund	2,083	-	(2,083)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	8,174	9,378	(10,461)	7,091
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Total of funds	215,751	38,544	(83,000)	171,295
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NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

12. STATEMENT OF FUNDS (CONTINUED)
Krattinger Rennison award fund

Awarded for an original piece of research presented at the NHIVNA Annual Conference either as an oral or poster presentation. A NHIVNA-invited expert panel will judge the award and will review presentations based on the following criteria: the principal investigator is a nurse; an original piece of research; demonstrates an understanding of the research process; has an impact on nursing-related HIV policy as well as patient care; research contains an explicit discussion of the relevance of the research to nursing practice/policy and considered ethical issues (if appropriate). Winning presenters will be required to write up their research for the journal HIV Nursing. This fund represents restricted funding received from the Krattinger Rennison Charitable Trust and expended awarding prizes. The Krattinger Rennison Charitable Trust ceased to exist in 2003.

MAC AIDS fund

MAC AIDS fund is a charity established in 1994 to support people living with HIV worldwide. It donates funds to communities and organisations that offer services to people with HIV/AIDS and help to prevent the disease through educational programs. Restricted funding has been received in the year for this purpose and the charity has specifically expended this on research awards and funding CPD articles.

EHNN conference fund

This fund represents monies received by the charity, which are to be put towards funding Eastern European nurses attending the EHNN conference in Rome. These funds were expended in 2020.

ViiV Education Project

Awarded to fund the development of a series of best practice documents to act as 'gold standards and guidance' for nurses working in HIV care. The fund also finances development of evidence and creation of a model for HIV clinical nurses.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS
ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	195,398	37,365	232,763
Creditors due within one year	(27,213)	(30,274)	(57,487)
Total	168,185	7,091	175,276

NATIONAL HIV NURSES ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	246,515	37,365	283,880
Creditors due within one year	(82,311)	(30,274)	(112,585)
Total	<u>164,204</u>	<u>7,091</u>	<u>171,295</u>

14. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.