



**Charity registration number 1099074**

**NATIONAL HIV NURSES ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**



# NATIONAL HIV NURSES ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

L Panton, Chair  
J McLuskey, Honorary Secretary  
A Marshall  
C Antoniadis  
G Brough  
D Flower  
K Salthouse  
J Williams  
J Kendrick, Honorary Treasurer  
J Osorio  
H Reynolds  
M Shongwe (Appointed 15 June 2023)  
  
S Jeffrey (Appointed 15 June 2023)  
  
L Hilton (Appointed 12 June 2024)  
  
D McAteer (Appointed 12 June 2024)  
  
C Hodgson (Appointed 24 April 2024)

### Charity number

1099074

### Principal address

Medivents Ltd  
Spirella Building  
Bridge Road  
Letchworth Garden City  
Herts  
SG6 4ET

### Independent examiner

TC Group  
Suite 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

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**Bankers**

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

**NATIONAL HIV NURSES ASSOCIATION**

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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT

### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

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#### **Trustees of the charity during the year ended 31 December 2023**

Christina Antoniadi (Re-appointed as trustee 17 June 2021)  
Garry Brough (Re-appointed as trustee 16 June 2022)  
Daini Flower (Re-appointed as trustee 16 June 2023)  
Liz Foote (Retired as trustee 14 September 2023)  
Beth Freeborn (Appointed as trustee 16 June 2023)  
Jennifer Kendrick (Appointed as trustee 17 June 2021)  
Andy Marshall (Re-appointed as trustee 16 June 2023)  
John McLuskey (Re-appointed as trustee 17 June 2021)  
Eileen Nixon (Retired as trustee 16 June 2023)  
Jessica Osorio (Appointed as trustee 16 June 2022)  
Linda Panton (Re-appointed as trustee 16 June 2022)  
Helen Reynolds (Appointed as trustee 16 June 2022)  
Kirstie Salthouse (Appointed as trustee 16 June 2023)  
Moses Shongwe (Appointed as trustee 16 June 2023)  
Katie Warburton (Retired as trustee 16 June 2023)  
Jillian Williams (Re-appointed as trustee 17 June 2021)

#### **Chair**

Liz Foote (Retired as Chair 14 September 2023)  
Linda Panton (Appointed as Chair 14 September 2023)

#### **Honorary Treasurer**

Linda Panton (Retired as Honorary Treasurer 14 September 2023)  
Jennifer Kendrick (Appointed as Honorary Treasurer 14 September 2023)

#### **Honorary Secretary**

John McLuskey (Appointed as Honorary Secretary 9 March 2022)

#### **Trustees of the charity as at 31 December 2023**

Christina Antoniadi  
Garry Brough  
Daini Flower  
Liz Foote  
Beth Freeborn  
Jennifer Kendrick  
Andy Marshall  
John McLuskey  
Jessica Osorio  
Linda Panton  
Helen Reynolds  
Kirstie Salthouse  
Moses Shongwe

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# **NATIONAL HIV NURSES ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)**

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***FOR THE YEAR ENDED 31 DECEMBER 2023***

Jillian Williams

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### **Charity registered number**

1099074

### **Principal office**

Secretariat, Medivents Ltd, Spirella Building, Bridge Road, Letchworth Garden City SG6 4ET

### **Accountants**

TC Group, The Nexus Building, Broadway, Letchworth SG6 3TA

### **Bankers**

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

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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#### **Trustees report for the year ended 31 December 2023**

The Trustees present their annual report together with the financial statements of National Nurses HIV Association for the year ended 31 December 2023. 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) and two working groups (Fundraising, and Social Media).

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

#### Governance

NHIVNA is governed by a trust deed with a constitution. The NHIVNA *Constitution* was last updated on 28 June 2013 and is available at: <https://www.nhivna.org/ObjectivesandPowers>. The trustees regularly review the constitution and the next review will be completed by year end 2023.

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Byelaws are in place and these are regularly reviewed by the trustees. The next review will be completed during the governance year 2023–2024.

#### 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.

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.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

- 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

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- 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 2023, the AGM was held on 16 June 2023, as part of the NHIVNA conference, which was held in Cardiff at IET Austin Court, 80 Cambridge Street, Birmingham B1 2NP.

#### **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.



# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

#### *Privacy*

NHIVNA complies with current legislation, see at: <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.

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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

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

- 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.

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

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- 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

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

- Access to the committee online workspace for minutes of previous trustees' meetings.

#### 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 awards
- Research strategy
- Standards

#### *Fundraising Working Group*

- Source funding from non-pharmaceutical industry sources

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#### *Social Media Working Group*

- Facebook and Twitter accounts

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Chair's report

The long-term impact of the COVID-19 pandemic on the healthcare sector has resulted in continued challenges for those working in the HIV. In addition, the rise in inflation has required the NHIVNA trustees to consider even more carefully all expenditure made by the charity. The charity is aware of how the cost-of-living crisis affects its members. During the year, every effort was made to ensure that delivery of services to members was made as cost-effective as possible.

The NHIVNA trustees continued their essential work throughout the year and four meetings were held. The charity delivered the benefits to members. However, wider challenges in the NHS also had a bearing on the amount of time that NHIVNA trustees were able to dedicate to their roles in subcommittees and NHIVNA is grateful to those members of the Association who served as co-opted members on subcommittees to help deliver the work of the charity.

NHIVNA held a long-standing relationship with the publisher of the *HIV Nursing* journal, which produced four issues each year and were included in NHIVNA membership benefits from 200 to 2020, when the title was sold to another publisher and subsequently experienced a drop in standards. Therefore, during 2021, NHIVNA worked with the publisher of the *British Journal of Nursing (BJN)*, Mark Allen Group, and now publishes two supplements each year in the BJN as well as two newsletters for members. NHIVNA is delighted to have this connection with a journal that has a good national reputation. NHIVNA provides the membership of the editorial board to prepare the supplements. This peer-reviewed journal is issued as included in the benefits for all members of the association. NHIVNA is always conscious 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 and subsequent issues being published in January and June each year.

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 and applications invited.

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 continued to develop the document '*A Person-centred Model of HIV Nursing Care*', due for publication in spring 2024.

Nominations were invited from NHIVNA members to fill two trustee vacancies and there were four eligible nominations, following which a ballot was conducted amongst NHIVNA members.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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

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Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2023, some of the impact of the COVID-19 pandemic was still being felt by the charity, as was the increase in inflation. 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.

In previous years, NHIVNA has conducted a full audit of the statutory financial annual report and accounts. However, income for the charity has dropped below the level that the Charity Commission sets for requiring a full audit. Following a review of the Charity Commission guidance on independent examination, it was agreed by the trustees that NHIVNA should instead conduct an independent examination. This is still a rigorous check of the accounts but with significantly lower costs, which is done by the company agreed by trustees and approved at the AGM.

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. NHIVNA also thanks BHIVA for a generous donation to support the launch and dissemination of the '*A Person-centred Model of HIV Nursing Care*'.

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.

**Liz Foote Chair of the Association from June 2021 to September 2023**

**Linda Panton Chair of the Association from September 2023**

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### 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 2023 was 200 members, including overseas members from Australia, India, Indonesia, Italy, Malaysia, New Zealand, Portugal and Norway. Membership numbers are comparable to the previous year. 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.

The annual membership year runs from 1 January to 31 December, with annual subscriptions paid by members joining after 31 October are regarded as payment for the membership year following year. For renewals, the annual subscription is payable by 31 March.

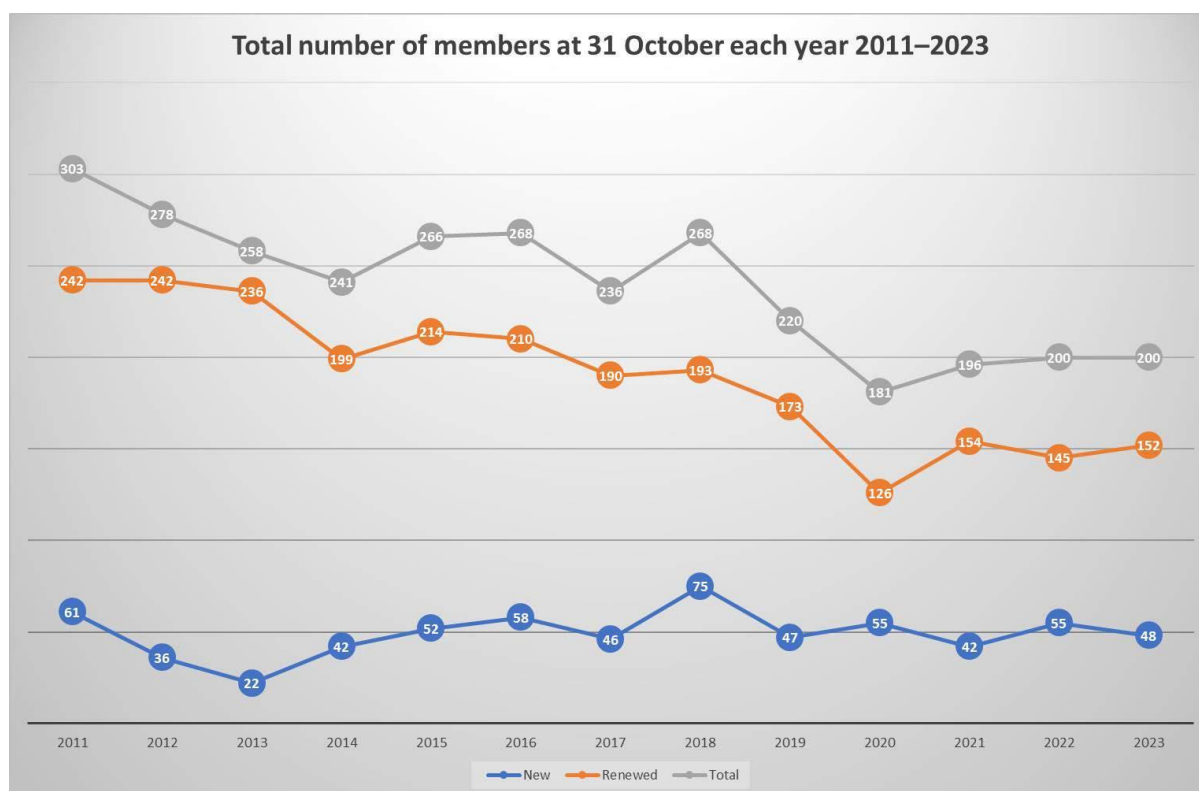


Figure 1: Members from 2011 to 2023, showing total and breakdown by new and renewed members

#### Membership category in 2023

	Number	Percentage
Band 6–7	123	62%
Band 5	26	13%
Band 1–4, affiliated, community and retired	17	8%
Band 8	14	7%
	7	3%

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Life member <sup>1</sup>		
International networking Student nurse	6	3%
	5	3%

Annual member <sup>2</sup>	2	1%
<b>Total</b>	<b>200</b>	<b>100%</b>

Table 1: Membership by category, which covers all nursing grades across a range of nursing professionals

Since 2020, NHIVNA has offered members the option to pay their membership fee in 10 equal monthly instalments (January–October inclusive, paying by Direct Debit). The other main payment option used by members is to pay online through the NHIVNA website.

Payment method for 2023	Number	Percentage
Online	113	56%
Direct Debit	76	38%
Bank transfer	2	1%
FOC	9	5%
<b>Total</b>	<b>200</b>	<b>100%</b>

Table 2: Members from 2011 to 2023, showing total and breakdown by new and renewed members

<sup>1</sup> Past Chairs (N Perry, N Brito-Ault, M Croston, S Watson); Patrons (R Fieldhouse, NJ Hall, A Namiba)

<sup>2</sup> UK-CAB Community Trustee, G Brough; co-opted member, K Warburton

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

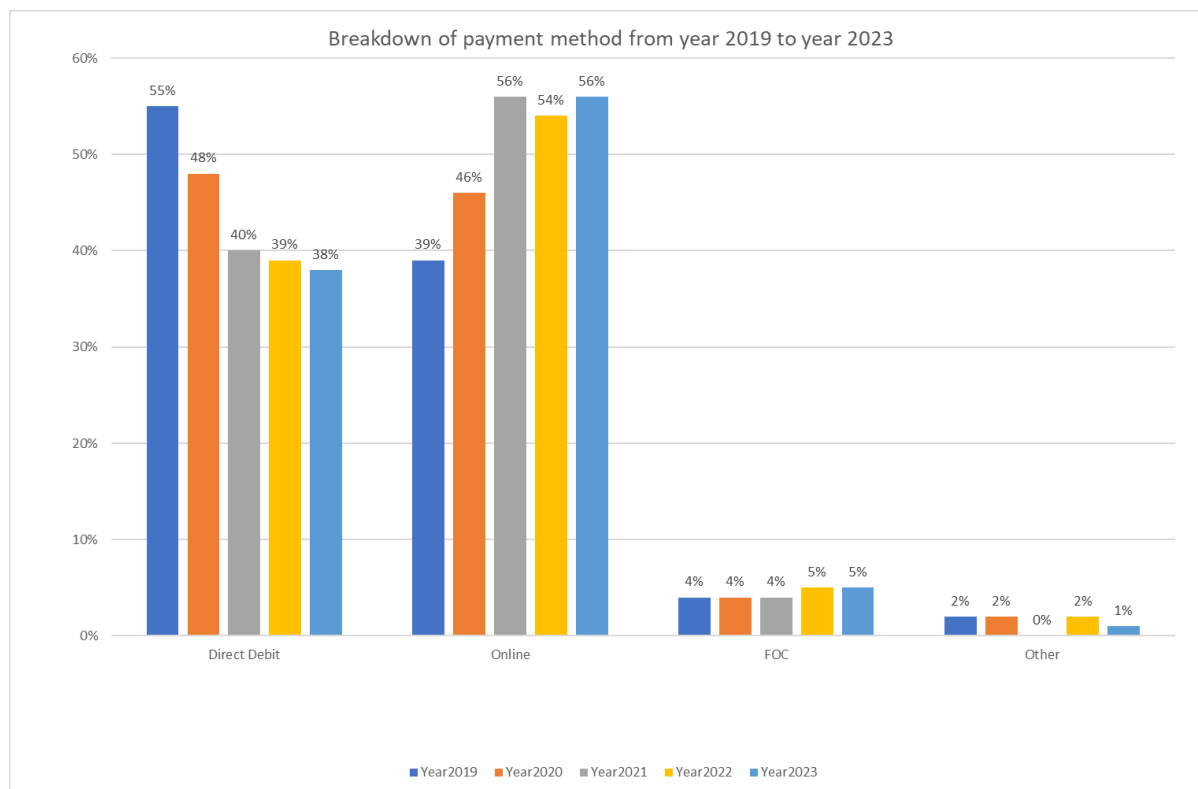


Figure 2: Comparison of payment method year from year 2019 to year 2023

Members work in different areas of the country (see Table 3).

Region in 2023	Number	Percentage
London	61	30%
Southeast	40	20%
Northwest	29	14%
Midlands	17	8%
East of England	13	6%
Northeast and Yorkshire	12	6%
Southwest	10	5%
Overseas Scotland	7	4%
	5	3%
Wales	4	2%
Northern Ireland	1	1%
Ireland <b>Total</b>	1	1%
	<b>200</b>	<b>100%</b>

Table 3: Members' geographical work region

The trustees made a small increase in membership fees for categories of Band 5 and above.



# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Membership category 2023	Annual fee
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£85
NHIVNA Band 6–7 including Academia	£70
NHIVNA Band 5	£40
NHIVNA Band 1–4 incl. Healthcare Assistants/ voluntary sector/ affiliated (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)	£20
NHIVNA International Networking	£20
Student Nurse	£10

Table 4: Membership subscription fees for year 2023

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.

Discounted membership fees are available for NHIVNA members to join the British HIV Association (BHIVA) and Chiva.

#### Benefits of membership:

- Free subscription to *BJN HIV Nursing Supplement* (two issues p.a.)
- Discounted registration to NHIVNA Annual Conference
- Free registration for NHIVNA Study Days (up to two each year)
- 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
- Free subscription to NHIVNA *eRoundup* email (up to six issues p.a.)
- Access to grants and scholarships
- Free subscription to *HIV Treatment Bulletin* (up to six issues p.a.)
- Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- Discounted membership to partner associations (BHIVA £20; Chiva £10)
- 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](mailto: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



# **NATIONAL HIV NURSES ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)**

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### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

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.

**John McLuskey NHIVNA Honorary Secretary**

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **Education Subcommittee**

Members during 2023: J Kendrick (Chair 2022–2023), D Flower (Chair 2023–2024)  
G Brough, M Croston, L Foote, B Freeborn, J McLuskey, J Osorio, L Panton, A Marshall, K Warburton

Academy: The subcommittee has used the leadership academy programme branding across its education offering and reviews the scope annually.

Self-compassion leadership course: has been developed by M Croston for launch in 2023.

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 podcasts: Developed by M Croston and available online, supported by NHIVNA.

Self-compassion course: Online course developed by M Croston and available to NHIVNA members for a fee of £50 (non-members £80).

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

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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

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

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prophylaxis (PrEP) to replace the TasP module. NHIVNA is grateful for industry support to continue with these educational modules.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Events subcommittee

Members during 2023: D Flower (Chair 2022–2023), A Marshall (Chair 2023–2024)  
G Brough, L Foote, B Freeborn, S Jeffery, J Kendrick, J Osorio, L Panton, J Williams

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.

	2024 Liverpool	2023 Birmingham	2022 Cardiff	2021 Virtual	2019 Manchester	2018 Brighton
<b>Registrations</b>	<b>151</b>	<b>156</b>	<b>143</b>	<b>157</b>	<b>146</b>	<b>193</b>
<b>Abstracts</b>	<b>24</b>	<b>37</b>	<b>13</b>	–	<b>20</b>	<b>28</b>
Orals	12	10	7	–	8	8
Posters	12	27	6	–	12	20

Table 5: Summary, showing number of conference registrations and abstracts (no conference in 2020)

Following the pandemic (no conference in 2020), the conference was again a face-to-face event and was held on 14–16 June 2023 in Birmingham. The meeting attracted 156 delegates and income from registration fees and the exhibition generated a surplus. The programme was well-received and feedback from delegates was encouraging. The pre-conference study day, held on 14 June 2024 on 'Psychosocial Influences on caring for Refugees living with HIV in the UK' was also a success. NHIVNA invited feedback from delegates (36% replied).

<b>Feedback on the content of the conference</b>	<b>Agree</b>	<b>Disagree</b>
Programme was interesting and relevant to my professional needs	98%	2%
Promotional material accurately described the content of the event	100%	0%
Amount and depth of educational content were appropriate for time available	96%	4%
The programme matched my expectations	98%	2%

Table 6: Feedback from conference delegates on programme content (56 respondents)

Some comments received from delegates on conference content:

- More teaching presentations please, and case studies.
- Very well organised with a good flow of topics over the three days.
- Superb – a good agenda with universally relevant and well-delivered sessions.
- All speakers were well prepared and very interesting covering relevant topics.

<b>Feedback on the delivery and format of the conference sessions</b>	<b>Agree</b>	<b>Disagree</b>
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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Programme was well-structured	98%	2%
Overall standard of presentations was high	100%	0%
Presentations were clear and easy to follow	100%	0%

*Table 7: Feedback from conference delegates on delivery and format of sessions (56 respondents)* Some

comments received from delegates on their programme highlights:

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- The HIV and faith session was my highlight. It was a very powerful session.
- Accessing HIV care as young gay trans man. Also care in prisons was helpful.
- Satellite symposium was also very useful.

**Support:** During the 2023 conference, there were two support sessions for first-time attendees or delegates attending the conference alone.

**Abstracts:** The Events Subcommittee is responsible for judging abstract submissions and selecting those that will be presented as posters at the conference and those that are of a quality to be presented as orals in the conference programme. All abstracts are published on the NHIVNA website after the conference.

**Awards and scholarships:** In 2023, conference awards were made in the categories:

- NHIVNA Best Oral award for Research/Clinical Practice (up two awards)  
Awarded for the best oral presentation or case study covering either research or clinical practice at the NHIVNA Annual Conference. A NHIVNA-invited panel judges the award and reviews oral presentations based on the following criteria: quality of presentation; quality of research; impact on nursing practice; originality; and considered ethical issues (if appropriate).
  - Winner in 2023: Claire Chambers, NHS Lothian: 'Challenges of supporting a complex patient without a community service'
- NHIVNA Best Poster Presentation Award (one award)  
Awarded for the best poster displayed at the NHIVNA Annual Conference. A NHIVNA-invited expert panel judges the award and reviews the posters based on the following criteria: quality of presentation; quality of research; impact on nursing practice; originality; and considered ethical issues (if appropriate).
  - Winner in 2023: Linda Panton, NHS Lothian: 'Added value of nurse specialists carrying out annual health reviews'
- NHIVNA Commended Poster Awards (three awards) As above awarded to runners up.  
Winners in 2023:
  - Madeline Brodie, Manchester University NHS Foundation Trust: 'The Role of the Senior Support Worker in HIV Care'
  - Laura Hilton, Southend University Hospital: 'Do patients find virtual clinics acceptable? How a global pandemic accelerated change'

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

- Jen Kendrick, Manchester University NHS Foundation Trust: 'Simulating Distress: A Case Based Discussion
- Laura Wilson-Powell, Midlands Partnership NHS Foundation Trust: 'Come back, come back... wherever you are'

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### Research subcommittee

Members during 2023: K Salthouse (Chair, 2022–2023), H Reynolds (Chair 2023–2024)  
C Antoniadi, J Harrison, C Hughes, M Shongwe, K Warburton

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. Funding is available for small and large projects from £100 up to £2000. Mentors are offered to support applicants preparing their submissions and to continue that support as projects proceed. During 2023, one award was made on 'What is the effect of writing for wellbeing on people living with HIV?', to M Croston, project started September 2023.

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. Strategy to be reviewed for update in 2024.

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

### Fundraising working group

Members during 2023: J Williams (Chair 2022–2024)

C Antoniadi, D Flower, S Jeffery, J Kendrick, J Kendrick, J Osorio, K Warburton

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

Group works to source funding for projects from non-pharmaceutical industry sources. During 2023, the group ran a competition for an anti-stigma image. The winning design was printed on T-shirts, which were sold to members and delegates at the 2023 annual conference.

#### Social media working group

Members during 2023: C Antoniadi (Chair 2022–2024), G Brough, L Foote, J McLuskey, H Reynolds, K Salthouse, J Williams

During 2023, NHIVNA continued the work of this group to lead on these public-facing aspects of the work of the charity. NHIVNA has a profile on Facebook and X (formerly 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.

Followers	Jan–Dec 2021	Jan–Dec 2022	Jan–Dec 2023
Facebook	977	1,329	1,363
X (formerly Twitter)	2,112	2,355	2,427

Table 8: Number of followers for the @nhivna accounts on Facebook and X (formerly Twitter)

#### Website

The 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.

During 2023, it was agreed that the Website and Social Media Working Group would continue to focus on social media only and was duly renamed.



# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

A separate website working group was not required but rather each subcommittee and all trustees are responsible for reviewing the relevant pages on the website and sending any edits required to the Secretariat for updating. The website is a standing item on the agenda for trustee meetings.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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FOR THE YEAR ENDED 31 DECEMBER 2023

### FINANCIAL REVIEW

#### Results for the Year

Income for the year totalled £145,084 (2022: £135,189) and comprised £19,468 (2022: £27,849) from grants and donations, £74,853 (2022: £28,155) from charitable activities, £50,000 (2022: £78,758) from sponsorship and £763 (2022: £427) of bank interest. Of the income from grants and donations, £ 9,290 (2022: £1 7,037) was unrestricted and £10, 178 (2022: £10,812) was restricted for specific purposes.

Membership income was £12,542 (2022: £12,247) and conference income was £59,811 (2022: £14,408).

Total expenditure for the year was £149,318 (2022: £158,801). The main costs included were for conferences, courses and events £61,005 (2022: £58,522) and secretariat fees £22,875 (2022: £22,800).

Overall expenditure exceed income by £4,234 (2022: £23,612) and the closing funds carried forward at the year end were £147,430 (2022: £151,664) of which £142,084 were unrestricted (2022: £151,664) and £5,346 (2022: £12,861) 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 2023 , 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 £142,084, which is broadly in line with the target level.

The Executive Committee will endeavour to increase these funds accordingly.

#### Going Concern

The Trustees are content that the Association is in a position to continue to operate as a going concern.

The trustees' report was approved by the Board of Trustees.

.....  


L Panton, Chair  
Trustee

04/11/2025

Date:.....



# NATIONAL HIV NURSES ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL HIV NURSES ASSOCIATION

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I report to the trustees on my examination of the financial statements of National HIV Nurses Association (the Charity) for the year ended 31 December 2023.

### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

### **Independent examiner's statement- 15 -**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by 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 now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with 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 financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Alison Price FCA  
**TC Group**

Suite 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

11 April 2025

Dated: .....

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# NATIONAL HIV NURSES ASSOCIATION

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## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2023**

		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2023	2023	2023	2022	2022	2022
	Notes	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	3	9,290	10,178	19,468	17,037	10,812	27,849
Charitable activities	4	74,853	-	74,853	28,155	-	28,155
Other trading activities	5	50,000	-	50,000	78,758	-	78,758
Investments	6	763	-	763	427	-	427
<hr/>							
<b>Total income</b>		134,906	10,178	145,084	124,377	10,812	135,189
<b>Expenditure on:</b>							
Charitable activities	7	131,625	17,693	149,318	153,759	5,042	158,801
		131,625		149,318	153,759		158,801
<b>Total expenditure</b>		<u>131,625</u>	<u>17,693</u>	<u>149,318</u>	<u>153,759</u>	<u>5,042</u>	<u>158,801</u>
<b>Net income/(expenditure) and movement in funds</b>							
		3,281	(7,515)	(4,234)	(29,382)	5,770	(23,612)
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2023		138,803	12,861	151,664	168,185	7,091	175,276
<hr/>							
<b>Fund balances at 31 December 2023</b>		<u>142,084</u>	<u>5,346</u>	<u>147,430</u>	<u>138,803</u>	<u>12,861</u>	<u>151,664</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 25 to 33 form part of these financial statements.

# NATIONAL HIV NURSES ASSOCIATION

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## BALANCE SHEET

**AS AT 31 DECEMBER 2023**

		2023		2022	
	Notes	£	£	£	£
<b>Current assets</b>					
Debtors	12	97,291		15,792	
Cash at bank and in hand		149,046		197,008	
		246,337		212,800	
<b>Creditors: amounts falling due within one year</b>	13	(98,907)		(61,136)	
<b>Net current assets</b>			147,430		151,664
<b>Net assets excluding pension liability</b>			147,430		151,664
<b>The funds of the Charity</b>					
Restricted income funds			5,346		12,861
Unrestricted funds			142,084		138,803
			147,430		151,664

The notes on pages 25 to 33 form part of these financial statements.

The financial statements were approved by the trustees on 04/11/2025 .....



.....  
L Panton, Chair



## NATIONAL HIV NURSES ASSOCIATION

**Trustee**

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# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### 1 Accounting policies

##### Charity 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.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

##### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.



# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 1 Accounting policies (Continued)

#### 1.5 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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

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

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 1 Accounting policies (Continued)

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	funds	funds		funds	funds	
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	9,290	10,178	19,468	17,037	10,812	27,849
	=====	=====	=====	=====	=====	=====

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Donations and gifts	-	8,290	8,290	6,000	7,665	13,665
ViiV grants	-	8,290	-	1,037	-	1,037
Just Giving	-	-	1,888	-	3,147	3,147
Gilead	-	1,888	-	10,000	-	10,000
BHIVA donation	8,000	-	8,000	-	-	-
NHIVNA publication	<u>1,290</u>	-	<u>1,290</u>	-	-	-
Fund raising	<u>9,290</u>	-	<u>19,468</u>	<u>17,037</u>	<u>10,812</u>	<u>27,849</u>
		<u>10,178</u>				

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#### 4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Membership fees	12,542	12,247
Conference income	59,811	14,408
Miscellaneous income	<u>2,500</u>	<u>1,500</u>
	<u>74,853</u>	<u>28,155</u>

#### 5 Income from other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Corporate sponsorship	<u>50,000</u>	<u>78,758</u>

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# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 6 Income from investments

Unrestricted funds	Unrestricted funds
2023	2022
£	£

Interest receivable	763	427
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### 7 Charitable activities

2023	2022
£	£

Award and bursary costs	1,367	9,863
Conferences, courses and events	61,005	58,522
Establishment, committee and communications (support)	13,375	9,652
Website, app development and maintenance	8,534	9,008
Secretariat fees (support)	22,875	22,800
Accountancy fees (support)	4,050	4,126
HIV nursing, journals and newsletters	37,800	39,788
Research programme costs	(2,000)	-
NHIVNA podcasts	2,312	5,042
	<u>149,318</u>	<u>158,801</u>

<u>149,318</u>	<u>158,801</u>
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#### Analysis by fund

Unrestricted funds	131,625	153,759
Restricted funds	<u>17,693</u>	<u>5,042</u>
	<u>149,318</u>	<u>158,801</u>

### 8 Independent examiner remuneration

2023	2022
£	£

Independent examination of the annual accounts	2,515	2,128
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#### Non-independent examination services

Taxation compliance services	1,090	1,700
All other non-audit services	<u>445</u>	<u>298</u>

<b>Total non-independent examination fees</b>	<u>1,535</u>	<u>1,998</u>
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# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 9 Trustees

During the year, no Trustees received any remuneration or other benefits (2022 - £nil).

During the year ended 31 December 2023, expenses totalling £1,209 were reimbursed or paid directly to 14 Trustees (2022 - £2,230 to 16 Trustees).

### 10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

### 11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 12 Debtors

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	71,149	12,556
Other debtors	1,117	3,236
Prepayments and accrued income	25,025	-
	<u>97,291</u>	<u>15,792</u>

### 13 Creditors: amounts falling due within one year

		2023	2022
	Notes	£	£
Deferred income	14	60,965	31,395
Trade creditors		29,913	18,988
Accruals		8,029	10,753
		<u>98,907</u>	<u>61,136</u>

### 14 Deferred income

2023	2022
£	£

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

Other deferred income	60,965	31,395
	<u>          </u>	<u>          </u>

Deferred income is included in the financial statements as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Deferred income is included within:		
Current liabilities	60,965	31,395
	<u>          </u>	<u>          </u>
Movements in the year:		
Deferred income at 1 January 2023	31,395	32,613
Released from previous periods	(8,430)	(32,613)
Resources deferred in the year	<u>38,000</u>	<u>31,395</u>
	<u>60,965</u>	<u>31,395</u>
Deferred income at 31 December 2023	<u>          </u>	<u>          </u>

### 15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	<b>At 1 January 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 December 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General funds	138,803	134,906	(131,625)	142,084
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

<b>Previous year:</b>	<b>At 1 January 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 December 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General funds	168,185	124,377	(153,759)	138,803
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>At 31 December 2023:</b>			

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Current assets/(liabilities)	142,084	5,346	147,430
	<u>142,084</u>	<u>5,346</u>	<u>147,430</u>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>At 31 December 2022:</b>			
Current assets/(liabilities)	138,803	12,861	151,664
	<u>138,803</u>	<u>12,861</u>	<u>151,664</u>

#### 17 Statement of funds

	Balance at 1 January 2023 £	Incoming Resources £	Expenditure £	Transfers in/(out) 2023 £	Balance at 31 December £
<b>Current year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	(141)	-	-
MAC AIDS fund	6,950	-	(6,950)	-	-
ViiV Education project	-	8,290	(8,290)	-	-
NHIVNA podcast	5,770	1,888	(2,312)	-	5,346
	<u>12,861</u>	<u>10,178</u>	<u>(17,693)</u>	<u>-</u>	<u>5,346</u>
<b>Unrestricted funds</b>					
General fund	138,803	134,906	(131,625)	-	142,084
	<u>151,664</u>	<u>145,084</u>	<u>(149,318)</u>	<u>-</u>	<u>147,430</u>
<b>Total of funds</b>					

#### 16 Analysis of net assets between funds

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

	Balance at 1 January 2022 £	Incoming Resources £	Expenditure £	Transfers in/(out) £	December 2022 £
<b>Prior year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	-	-	141
MAC AIDS fund	6,950	-	-	-	6,950
NHIVNA podcast	-	10,812	(5,042)	-	5,770
	7,091	10,812	(5,042)	-	12,861
<b>Unrestricted funds</b>					
General fund	168,185	124,377	(153,759)	-	138,803
<b>Total of funds</b>	175,276	135,189	(158,801)	-	151,664
		<b>Balance at 31</b>			

#### 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.

##### HIV Matters podcast

Awarded to fund an educational podcast series to improve outcomes for people living with HIV: HIV Matters.

The funding will be used to develop series 2 and 3 of the podcast, plus two conference edition and postbag episodes to provide HCPs with educational content that explores quality of life issues experienced by people living with HIV.

#### 19 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).