

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2023
for
Sophia Forum

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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for the Year Ended 31 March 2023

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Report of the Trustees
for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

Organisational structure

Sophia Forum is a company limited by guarantee, incorporated on 4 November 2008 and registered as a charity on 15 September 2009. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed by the Articles and Association. The trustees, who are also the directors for the tax year in question were:

Mercy Shibemba	Chair
Irina Lut	Treasurer
Stephanie Waismann	
Mimie Chirwa	
Wezi Thamm	-
Hayley Maree Lowe	

OBJECTIVES AND ACTIVITIES

Objectives and aims

The organisation's purposes and aims as set out in the objects contained in the company's memorandum are to promote and advocate for the rights, health, welfare and dignity of women living with HIV through research, raising awareness and influencing policy, by a) developing and delivering our advocacy programme; b) bringing together information and research on the issues affecting women living with HIV; c) creating partnerships with organisations and individuals delivering services and d) building relationships with policy makers. These aims are consistent with the purposes for which the organisation was established.

Report of the Trustees
for the Year Ended 31 March 2023

ACHIEVEMENT AND PERFORMANCE

Impact

The trustees review the aims, objectives and activities on a quarterly basis each year. The review looks at what the organisation has achieved and the outcomes of its work in the previous year. The review looks at the success of each key activity and the benefits it has brought to those groups of people that the organisation is set up to help. The review also helps to ensure the aims, objectives and activities remain focused on the organisation's stated purposes.

Sophia Forum has had a successful year of operations despite significant funding and staffing constraints as well as the impact of COVID-19. We have successfully built on previous achievements whilst also developing sustainability of the organisation through infrastructure strengthening for the creation of future projects and organisational growth.

Programmes

1. The GROWS project funded by Fast Track Cities (FTC) focuses on improving the quality of life of women over the age of 40 living with HIV. We launched the policy report for this work in October 2022 and continue to work on the GROWS Training manual workbook and creation of videos supporting HCP and WLHIV. In March 2023 we held an International Women's Day event with our partners NAM aidsmap, Positively UK and UCL along with women who had taken part in the GROWS training, showcasing our successes to the wider sector.
2. Project Respond funded by Gilead focused on the lived experiences of Black African and Black Caribbean heritage women living with HIV during the COVID-19 pandemic. A final report is due for publication in Jan 2024 and an abstract was accepted at EACS conference in Summer 2023.
3. Sophia Forum is part of a new collaborative project with THT, NAT and C12 Bureau called HIV Equity, Equity and Justice providing HIV Awareness, Peer Support and advocacy in prisons.

Conferences

British HIV Association (BHIVA): Sophia Forum used its stand to publicise work, and to build relationships with stakeholders in the HIV community at both the Spring and Autumn BHIVA conferences.

We held a live spoken word event in October 2022 associated with a previous project Bearded and Flushed which included a short film screening a partnership between NAZ, Sophia Forum, 4M and Positively UK.

Sophia Forum CEO presented on the menopause at an awareness raising even in Waltham Forest and involved with a menopause session at a women's group hosted by Positive East.

Advocacy

We've been involved in MSD's 50 over 50 Campaign for people ageing with HIV. Sophia Forum supported MSD to identify women of diverse backgrounds to share their thoughts, fears and hopes of people living with HIV aged over 50 years of age.

Sophia Forum's menopause resources have now been translated into multiple languages collaborating with Dr's and community members to support translations for distributions throughout Europe and in African countries. We revised our longstanding prep leaflets and have further translations too support demand. These have been widely used in the UK and international orgs.

We continue to work with Gilead's 'Find your Four' campaign at an organisational level, and our CEO worked with them in the creation of their menopause resource.

Our CEO worked with ViiV European policy team in developing a section specific to the needs of women in their European HIV Policy document which was published in 2022/3

Report of the Trustees
for the Year Ended 31 March 2023

We collaborated with London SHARE Collaborative on an urgent joint research and community response to the global outbreak of human monkeypox.

Our CEO is co-chair of the London PrEP Equity working group and continues our advocacy and campaign work ensuring PrEP equity for all.

Grants

We were awarded several new grants and generated income through new partnerships. We entered into a partnership with Chelsea and Westminster NHS Foundation Trust to provide peer support to people being diagnosed via A&E BBV Opt Out Testing, called Connect To Care. We will recruit a full-time peer caseworker and also develop a mandatory training module for NHS staff. This is funded by Gilead for 1 year.

Personnel and organisational growth

We recruited 3 new trustees and began recruitment of a new Co-Chair this will remain a rolling process for the board and organisation.

In addition to growing our board of trustees, we continued to contribute towards the development of our trustees by attending Unconscious Bias training for all trustees. We are actively seeking further training to strengthen our boards essential knowledge. We also worked on further developing our new strategy by conducting a skills audit and planning next steps to recruit more trustees and skills on the board.

Current trustees have started a complete review and updating of all our governance documents to ensure we are compliant with charity law.

Community engagement

One Sophia Forum Trustee is a members of the UK Community Advisory Board (UK-CAB) Steering Group, NAT's advisory group and a regular speaker for THT Positive Voices.

Our CEO is a member of the HIV action plan oversight group, NAT Advisory board member and UKHSA SHARE/LEADS advisory board.

Sophie Strachan (CEO) was invited to speak about our work in a panel for World AIDS Day. She was also invited to join ViiV's new advisory board on HIV prevention checkpoints and community-based services.

Our trustees are also invited to sit on stakeholder groups and share their expertise. We also attend a wide variety of events across the HIV and sexual health sector, including a Fast Track Cities Women and PrEP event, a U=U presentation and UK Black Pride.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06741107 (England and Wales)

Report of the Trustees
for the Year Ended 31 March 2023

Registered Charity number
1131629

Registered office
483 Green Lanes
London
N13 4BS

Trustees	
Mercy Shibemba	Chair
Irina Lut	Treasurer
Stephanie Waismann	
Mimie Chirwa	
Wezi Tham m	
Hayley Maree Lowe	

CEO
Sophie Strachan

Independent Examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Patrons
Dr Alice Welbourn
Professor Jane Anderson
Professor Baron Peter Piot
Michelle Brewer

Bankers
The Co-operative Bank
PO Box 250 Delf House
Southway, Skelmersdale
WNB 6WT

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 28 December 2023 and signed on its behalf by:

Ms I Lut - Trustee

Independent Examiner's Report to the Trustees of
Sophia Forum

Independent examiner's report to the trustees of Sophia Forum ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA

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Guildford
Surrey
GU1 4QU

Date:

Statement of Financial Activities
for the Year Ended 31 March 2023

		Unrestricted fund	Restricted funds	31.3.23 Total funds	31.3.22 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies		9,452	47,603	57,055	64,019
EXPENDITURE ON					
Charitable activities					
Project costs		-	48,417	48,417	24,531
Support costs		2,716	-	2,716	4,744
Total		2,716	48,417	51,133	29,275
NET INCOME/(EXPENDITURE)					
Transfers between funds	6	6,736 (2,331)	(814) 2,331	5,922 -	34,744 -
Net movement in funds		4,405	1,517	5,922	34,744
RECONCILIATION OF FUNDS					
Total funds brought forward		14,984	47,023	62,007	27,263
TOTAL FUNDS CARRIED FORWARD		<u>19,389</u>	<u>48,540</u>	<u>67,929</u>	<u>62,007</u>

The notes form part of these financial statements

Balance Sheet
31 March 2023

	Notes	Unrestricted fund £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
CURRENT ASSETS					
Cash at bank		20,229	49,966	70,195	70,890
CREDITORS					
Amounts falling due within one year	5	(840)	(1,426)	(2,266)	(8,883)
NET CURRENT ASSETS		<u>19,389</u>	<u>48,540</u>	<u>67,929</u>	<u>62,007</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>19,389</u>	<u>48,540</u>	<u>67,929</u>	<u>62,007</u>
NET ASSETS		<u>19,389</u>	<u>48,540</u>	<u>67,929</u>	<u>62,007</u>
FUNDS	6				
Unrestricted funds				19,389	14,984
Restricted funds				<u>48,540</u>	<u>47,023</u>
TOTAL FUNDS				<u>67,929</u>	<u>62,007</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 28 December 2023 and were signed on its behalf by:

I Lut - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

3. STAFF COSTS

	31.3.23	31.3.22
	£	£
Wages and salaries	35,189	21,913
Other pension costs	1,650	688
	<u>36,839</u>	<u>22,601</u>

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
	2	2
Project staff	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	<u>13,220</u>	<u>50,799</u>	<u>64,019</u>
EXPENDITURE ON			
Charitable activities			
Project costs	-	24,531	24,531
Support costs	<u>4,744</u>	<u>-</u>	<u>4,744</u>
Total	<u>4,744</u>	<u>24,531</u>	<u>29,275</u>
NET INCOME	8,476	26,268	34,744
RECONCILIATION OF FUNDS			
Total funds brought forward	6,508	20,755	27,263
TOTAL FUNDS CARRIED FORWARD	<u>14,984</u>	<u>47,023</u>	<u>62,007</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Other creditors	1,426	8,043
Accrued expenses	840	840
	<u>2,266</u>	<u>8,883</u>

6. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	Transfers between funds	At 31.3.23
	£	£	£	£
Unrestricted funds				
General fund	14,984	6,736	(2,331)	19,389
Restricted funds				
Gilead - WISE_UP+ Ageing	5,197	-	-	5,197
Gilead - WASH	4,341	-	-	4,341
MSD - WASH	4,813	-	-	4,813
Fast Track City	17,218	(2,018)	2,331	17,531
AAF	9,500	(2,574)	-	6,926
NAZ	5,954	-	-	5,954
PREP Impact	-	3,169	-	3,169
Project Respond	-	609	-	609
	<u>47,023</u>	<u>(814)</u>	<u>2,331</u>	<u>48,540</u>
TOTAL FUNDS	<u>62,007</u>	<u>5,922</u>	<u>-</u>	<u>67,929</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	9,452	(2,716)	6,736
Restricted funds			
Fast Track City	33,285	(35,303)	(2,018)
AAF	-	(2,574)	(2,574)
PREP Impact	5,430	(2,261)	3,169
Project Respond	8,888	(8,279)	609
	<u>47,603</u>	<u>(48,417)</u>	<u>(814)</u>
TOTAL FUNDS	<u>57,055</u>	<u>(51,133)</u>	<u>5,922</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

6. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	6,508	8,476	14,984
Restricted funds			
Gilead - WISE_UP+ Ageing	5,197	-	5,197
Gilead - WASH	4,341	-	4,341
MSD - WASH	4,813	-	4,813
Fast Track City	6,404	10,814	17,218
AAF	-	9,500	9,500
NAZ	-	5,954	5,954
	<u>20,755</u>	<u>26,268</u>	<u>47,023</u>
TOTAL FUNDS	<u>27,263</u>	<u>34,744</u>	<u>62,007</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	13,220	(4,744)	8,476
Restricted funds			
Fast Track City	33,645	(22,831)	10,814
AAF	10,000	(500)	9,500
NAZ	7,154	(1,200)	5,954
	<u>50,799</u>	<u>(24,531)</u>	<u>26,268</u>
TOTAL FUNDS	<u>64,019</u>	<u>(29,275)</u>	<u>34,744</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

6. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	6,508	15,212	(2,331)	19,389
Restricted funds				
Gilead - WISE_UP+ Ageing	5,197	-	-	5,197
Gilead - WASH	4,341	-	-	4,341
MSD - WASH	4,813	-	-	4,813
Fast Track City	6,404	8,796	2,331	17,531
AAF	-	6,926	-	6,926
NAZ	-	5,954	-	5,954
PRoP Impact	-	3,169	-	3,169
Project Respond	-	609	-	609
	<u>20,755</u>	<u>25,454</u>	<u>2,331</u>	<u>48,540</u>
TOTAL FUNDS	<u><u>27,263</u></u>	<u><u>40,666</u></u>	<u><u>-</u></u>	<u><u>67,929</u></u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	22,672	(7,460)	15,212
Restricted funds			
Fast Track City	66,930	(58,134)	8,796
AAF	10,000	(3,074)	6,926
NAZ	7,154	(1,200)	5,954
PRoP Impact	5,430	(2,261)	3,169
Project Respond	8,888	(8,279)	609
	<u>98,402</u>	<u>(72,948)</u>	<u>25,454</u>
TOTAL FUNDS	<u><u>121,074</u></u>	<u><u>(80,408)</u></u>	<u><u>40,666</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

6. MOVEMENT IN FUNDS - continued

Gilead - WISE UP+ Ageing : The funding is for the WISE-UP+ Young Women Rising event.

Gilead - WASH : The funding is for our We Are Still Here program.

MSD - WASH : The funding is for our We Are Still Here program.

Fast Track City (GROWS Project): The funding is for project work aiming to improve the quality of life of older women living with HIV.

AAF: The funding is for translation of Sophia Forum resources including our menopause booklet into multiple languages.

NAZ: The funding is to create a body of work that validates, stimulates and educates audiences about the impact of HIV on the menopause.

7. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	2,533	10,389
Grants	54,522	53,630
	57,055	64,019
Total incoming resources	57,055	64,019
EXPENDITURE		
Charitable activities		
Wages	35,189	21,913
Pensions	1,650	688
Project expenses	11,578	1,930
	48,417	24,531
Support costs		
Other		
Insurance	580	-
Postage and printing	243	905
Sundries	513	347
Admin	-	1,806
Website	279	381
Travel	261	-
Conference	-	465
	1,876	3,904
Governance costs		
Accountancy and legal fees	840	840
	51,133	29,275
Total resources expended	51,133	29,275
Net income	5,922	34,744

This page does not form part of the statutory financial statements