



**British Association for Sexual Health and HIV**

**Trustees' report and Financial Statements**

**FOR THE YEAR ENDED**

**31 JULY 2011**

**A Registered Charity  
No. 1099301**

**Registered Address  
1 Wimpole Street  
London W1G 0AE**

**BASHH TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE  
YEAR ENDED 31 JULY 2011**

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**BASHH TRUSTEES' SUMMARY REPORT AND FINANCIAL STATEMENTS  
FOR THE  
YEAR ENDED 31 JULY 2011**

Legal and Administrative Information

Status:

Registered Charity

Registration Number: 1099301

Trustees:

Professor Jonathan Ross

Dr Ann Sullivan

Dr Imtyaz Ahmed-Jusuf

Mr Michael Bell

Dr Richard Lau

Dr Janet Wilson

Principal Officers:

Dr Keith W Radcliffe

Dr Elizabeth Foley

Dr Janet Wilson

Dr Elizabeth Carlin

Dr Janette Clarke

Dr Karen Rogstad

Dr Rajul Patel

Investment Managers:

St James's Place Wealth Management Grp

Sarasin & Partners LLP

St. James's Place House

Juxon House

1 Tetbury Road

100 St Paul's Churchyard

Cirencester

London

GL7 1FP

EC4M 8BU

Registered Office and Operations Address:

1 Wimpole Street,  
London, W1G 0AE

Administrative Services

The Royal Society of Medicine Support Services Limited

1 Wimpole Street,

London, W1G 0AE

Bankers:

Bank of Scotland,  
33 Old Broad Street,  
London  
BX2 1LB

Auditors:

Farringdon & Co.  
176 Franciscan Rd  
London, SW17 8HH

Solicitors

Stone King LLP  
16 St John's Lane  
London, EC1M 4BS

**BASHH TRUSTEES' SUMMARY REPORT  
FOR THE YEAR ENDED 31 JULY 2011**

**THE ANNUAL ACCOUNTS AND THE ANNUAL REPORT**

1. Regulations issued under the Charities Acts, require the Trustees to produce Annual Accounts and an Annual Report. These documents effectively complement each other and should be read and interpreted as a single document. The Accounts and the Report are public documents and copies may be obtained from the BASHH Secretariat at the Royal Society of Medicine.
2. This constitutes the seventh Annual Report of the Association. It covers the year ended 31<sup>st</sup> July 2011.

**HISTORY OF BASHH: DEVELOPMENT AND CONSTITUTION**

**INAUGURATION OF THE ASSOCIATION**

3. The Association was established on 1<sup>st</sup> April 2003 through the merger of The Medical Society for the Study of Venereal Diseases (MSSVD) (est. 1922) (charity number 264744) and The Association for Genito-Urinary Medicine (AGUM) (est. 1992) (charity number 1064583) and is a registered charity (charity number 1099301). The Association was formally registered with Charity Commission on 15<sup>th</sup> September 2003. At this time, the net assets of the merging charities were transferred to BASHH and then those charities were wound up.

**CONSTITUTION AND RULES**

4. The affairs of the Association are regulated by its Constitution and Rules originally adopted in final form on 31<sup>st</sup> July 2003 by the Foundation Members and Trustees and amended by the meetings of Members, most recently on 9<sup>th</sup> January 2009.
5. Copies of the Constitution and Rules may be obtained from the BASHH Secretariat at the Royal Society of Medicine.

**MEMBERSHIP**

6. Membership was / is open to:
  - 6.1 Each Member of the MSSVD and AGUM charities applying on or before 31<sup>st</sup> July 2003.
  - 6.2 Medical practitioners, scientists in the field of medicine, other healthcare workers and other persons allied to healthcare from anywhere in the world, who have shown a commitment to the specialty. Criteria for commitment to the specialty are that the applicant should be currently working in or have contributed to the specialty or an allied field.
  - 6.3 Fellows and ordinary members who have retired and to those other persons who in the view of the Board have made a significant contribution to the specialty and / or to the BASHH (also to MSSVD and/or AGUM) during their working life.  
but not to corporate bodies, institutions, public bodies or other organisations
7. The Association had 1123 members, (2010 : 1128), as at 31 July 2011.

**OBJECTIVES**

8. The objectives of the Association are:
  - 8.1 To promote, encourage and improve the study and practice of the art and science of diagnosing and treating sexually transmitted diseases including all sexually transmitted infections, HIV and other sexual health problems.

8.2 To advance public health so far as it is affected by sexually transmitted diseases and to promote and encourage the study of the public aspects of sexually transmitted diseases including all sexually transmitted infections, HIV and other sexual health problems.

8.3 To advance the education of the public in all matters concerning the medical specialty of Genitourinary Medicine (hereinafter referred to as ‘the specialty’), to include the management of HIV infections and the broader aspects of sexual health.

8.4 To promote a high standard in the medical specialty of Genitourinary Medicine to include the management of HIV infections and the broader aspects of sexual health.

#### **PUBLIC BENEFIT**

9. In promoting activities in the furtherance of the above Objectives the Association seeks to ensure that the public benefit through greater understanding of medicine and healthcare in the specialty.

#### **ORGANISATION**

10. The Charity is governed by six Trustees with the General Secretary being responsible for liaison with the Charity Commission on its behalf.

11. The activities of the Association are organised and run by an elected Governing Board supported directly by two Standing Committees which are accountable to the membership through the board, these are:

- i. The Education Committee
- ii. The Clinical Governance Committee

12. Special Interest Groups (SIG’s) help to develop the study of sexually transmitted infections and to train medical and other staff in the specialty of Genito-Urinary Medicine through, inter alia, regular meetings of the Association, which are open to non-members.

13 Branches have been created for UK home nations and English regions. These non-autonomous branches have replaced the former divisions of MSSVD and AGUM, and all financial transactions of these branches are now administered and audited through the Association's accounts. It is hoped that further non-autonomous Branches will be created in the future.

#### **14. TRUSTEES**

The Trustees of the Association are:

14.1 The **President** or the **Vice President** elected for two years, the appointment to be confirmed by the Board.

14.2 The **Immediate Past President** in office for two years.

14.3 Two elected **Members of the Governing Board** (other than the General Secretary, Conference and Communications Secretary, Treasurer or any other officer {excluding the President or Vice President and the Immediate Past President}) appointed by the Board for a period of two years but able to be re-appointed for a further consecutive two years.

14.4 One member of the Association not being a member of the Board elected by the members by postal / electronic ballot for a period of two years but able to be re-appointed for a further consecutive two years, referred to as the **Independent Trustee**.

14.5 One **lay trustee** position was approved in January 2008. This person joined the Trustees as a non-member of BASHH.

15 Incumbent Trustees for the period were:-

- Immediate Past President: Dr Imtyaz Ahmed-Jusuf
- Vice President: Dr Janet Wilson
- Member of the Governing Board: Dr Richard Lau & Dr Ann Sullivan
- Independent Trustee and chair: Professor Jonathan Ross
- Lay Trustee: Mr Michael Bell

#### **TRUSTEES' RESPONSIBILITIES**

16 The Trustees are responsible for their annual report, and for the preparation of financial statements for each financial year which give a true and fair view of the incoming resources and the application of resources of the charity during the year, and of the state of affairs as at the end of the financial year. In preparing these financial statements, the Trustees are required to:

- ensure that the most suitable accounting policies are established and applied consistently;
- make judgements and estimates which are reasonable and prudent;
- state whether the applicable accounting standards and statement of recommended accounting practice have been followed, subject to any material departures disclosed and explained in the financial statements ; and
- prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

17 The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with Charities Acts 1993. They are also responsible for safeguarding the assets of the charity and for their proper application as required by charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- all assets are safeguarded against unauthorised use or disposition and are properly applied;
- proper records are maintained and financial information used within the charity, or for publication, is reliable;
- the charity complies with relevant laws and regulations.

18 The Trustees hereby declare that in adopting the attached financial statements they have discharged their responsibilities as outlined above.

## MANAGEMENT AND ADMINISTRATION

19 The Governing Board is made up of 18 Members:

- The following five Officers:
  - (i) The President
  - (ii) The Vice President
  - (iii) The General Secretary
  - (iv) The Conference and Communications Secretary
  - (v) The Treasurer

- The Chairman of the Clinical Governance Committee
- The Chairman of the Education Committee

(A nominee of the respective Committee may represent these Board Members when they are unavoidably absent. A representative may not vote at a Board meeting)

- Representative of NCCG doctors (serving for two years)
- Representative of nurses (serving for two years)
- Representative of health advisers (serving for two years)
- Representative of Doctors-in-Training (serving for two years)
- Six Fellows serving for two years (three retiring in rotation each year)
- The Immediate Past President

20. The principal Officers of the Association for the period under report were:-

- |   |                      |
|---|----------------------|
| • President                               | Dr Keith W Radcliffe |
| • Vice President                          | Dr Janet Wilson      |
| • Honorary Secretary                      | Dr Jan Clarke        |
| • Honorary Treasurer                      | Dr Rajul Patel       |
| • Conference and communications Secretary | Dr Elizabeth Foley   |
| • Chair of the Education Committee        | Dr Karen Rogstad     |
| • Chair of the Clinical Governance Group  | Dr Elizabeth Carlin  |

21. Details of the constituent members of the Board are shown as Appendix 1.

22 Administrative and accountancy support to the Board, to the Trustees and to the Officers is provided through a contract with the Royal Society of Medicine Support Services Ltd, which is on a fixed fee basis and is the subject of quarterly review meetings between officers of the BASHH and the RSM.

## FINANCIAL POSITION

23. The financial position of the Association for the year ended 31 July 2011 is shown in the full set of Financial Statements on pages 13 to 21. These include; a Statement of Financial Activities (the income and expenditure statement), a Balance Sheet and Notes to the Accounts. The Notes identify the accounting policies adopted by the Trustees and provide more detailed explanations of the figures in the main statements.

24. The Honorary Treasurer's Report on pages 10 and 11, identifies the key features of the financial position.

25. The Chairman's report and the Secretary's Report below provide further financial and other information about issues relating to the Charity's activities.

The Financial Statements have been audited by Jailesh Patel, Statutory Auditor on behalf of Messrs. Farrington & Co Ltd, Chartered Certified Accountants and Statutory Auditors, and their audit report is shown on page 12.

Signed for and on behalf of the Trustees:

Signature : \_\_\_\_\_

Signature: \_\_\_\_\_

**Professor J. Ross**  
Chairperson of Trustees

**Dr Jan Clarke**  
General Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **Chairman's Report**

The British Association for Sexual Health and HIV continues to deliver against its primary objectives, namely:

- To be the lead professional body for those delivering sexual health
- To deliver high quality education and training
- To set and maintain standards in the provision of sexual health and HIV care

The Sexually Transmitted Infection Foundation course was established by the association and is maintained by it. Over a number of years this course has provided training principally for those working in primary care raising levels of knowledge and skills. More recently BASHH has identified a gap in training between primary care and more specialised services, and developed an intermediary course, STIF Competencies, to bridge this gap. The association also has worked in collaboration with the Department of Health in developing e-Learning for Health as a modular on-line resource covering all aspects of sexual health and HIV care. Well established training courses continue to be delivered including the use of the microscope in sexual health care and an annual course for specialist trainees prior to their sitting the Diploma in GU Medicine examination.

The ongoing education of health care professionals involved in delivering sexual health care is provided through a number of symposiums and meetings. The regular HIV Masterclass updates physicians on developments in HIV care and treatment and four ordinary general meetings per year provide topic specific updates, one of which is delivered in partnership with the Health Protection Agency. The association's annual Spring Meeting was this year held in Newcastle and attracted a large number of delegates with excellent feedback suggesting that the educational needs of delegates were being met. A comprehensive portfolio of management and treatment guidelines has been produced and continues to be regularly updated by the association's Clinical Effectiveness Group.

A newly established public panel is providing advice to BASHH and, although still in its infancy, it is intended that this group will become increasingly involved in determining the objectives and outputs of the association. A series of patient leaflets are being produced on sexual health topics and public involvement has been implemented in the development of new treatment guidelines.

Charitable governance is under a regular review by the Trustees including a schedule to review the Risk Register, Scheme of Delegation, Financial Reports and Conflicts of Interest. In response to these reviews the association has explored becoming an Incorporated Charity and, after taking appropriate advice, has revised its investment policy to maximise returns whilst minimising risk. Our voting procedures have been strengthened through the use of the Electoral Reform Society.

Overall, despite the financial pressures which BASHH has faced in the past year with a reduction in its investment income, the association continues to deliver high quality education and training and has robust structures in place which will allow it to move forward with new initiatives to maximise the benefits to both its members and the general public.

**Professor Jonathan Ross**  
**Chair of Trustees**

**Date:**

## **General Secretary's report**

The past year has been a very busy one in the association, with extensive work in representing the interests of the specialty in policy discussions at national level in all home countries of the UK, and refreshing and expanding our educational courses at all levels of expertise.

We have been preparing for incorporation of the charity following consultations with our legal advisers, Stone, King LLP.

The election process has been completed online for the first time through ERS Services, with smooth and efficient processing throughout.

We have also been in discussions regarding the scope and content of our contracted activity with the RSM for secretariat, membership and finance functions.

New members continued to be attracted during the year, but we also accepted resignations for a variety of reasons, usually financial. This left membership down slightly from the 2010 levels, with a total of 1123 as of August 2011, of whom 429 are fellows and 50 reside outside the United Kingdom. There are no outstanding legal issues pertaining to the running of the Association.

**Dr Janette Clarke**  
**General Secretary**

**Date:**

## **Honorary Treasurer's Report**

My fourth report as Treasurer covers the eighth financial period for the British Association for Sexual Health and HIV (BASHH).

The past 12 months have been a challenging period for BASHH. There are early signs that our sponsorship income is being squeezed, study leave budgets constrained and as anticipated investment income has continued to decline (from a peak of £33000 per annum to under £5000). Despite these challenges BASHH has continued to deliver its full education program and in many areas increased its output. The Spring Meeting in Newcastle showed a strong financial result with a surplus of over £71,000 – this was despite the substantial increased expenditure incurred through the use of a Professional Conference Organiser, the costs of printing abstracts in a sponsored supplement of the International Journal of STI and AIDS and the hire of a professional creative consultants to produce high quality print materials for all aspects of the meeting. This professionalizing of the Spring meeting arrangements has been long overdue and it is very much hoped that these higher standards can be sustained in the years to come. Last year we indicated that the Board planned to spend a considerable sum supporting BASHH's media campaigns and in preparing carefully argued responses to formal consultations. This work did occur and in this regard the Media Group have worked exceptionally hard to deliver better value from our contracts with Munro and Foster. They have constrained costs and carefully planned the quarterly work diary with Munro and Foster to bring in the bulk of BASHH's media work £10,000 within last year's budget. The media Group has also managed a major campaign to promote a change in the current HPV vaccine policy in the UK. They have sourced £33,000 to do this. BASHH continues to benefit from the surpluses generated by the BASHH STI/HIV course, the HIV SIG and the STIFF courses.

The relatively high rate of inflation we have experienced has had a number of negative impacts on BASHH's finances. Many of our suppliers (including the RSM, RSM Press and the BMJ) have increased prices and in the absence of real interest being paid on cash reserves we are seeing an erosion of value. The Trustees, in an attempt to maintain the long-term value of BASHH's reserves have moved significant sums out of cash accounts (paying little or no interest) into long-term investments. A further smaller sum will be invested next year but BASHH will continue to hold £500,000 in cash reserves to meet its immediate obligations. The Board has decided that to maintain the value of the BASHH subscriptions and to avoid large intermittent hikes in price to broadly link the annual fee for membership to the RPI unless the Treasurer in future can indicate why this is unnecessary

As indicated in my report last year the Trustees had planned to alter the structure of BASHH to change the liability arrangements for the Association. The cost of incorporation to date has been in the region of £22,000 and is the principal reason for the small deficit (£15,000) on our year end account. This represents less than 3% of BASHH's turnover in the year and approximately 1% of its reserves. Although these figures are reassuring it is highly likely that in maintaining BASHH's output in the next few years we will see this deficit grow. The Board is aware of this trajectory and has indicated its willingness to spend into reserves next year whilst conducting a major review of BASHH's work program

Dr Karen Rogstad and Dr Elisabeth Carlin have overseen business planning for SIGs and branches. Business planning continues to be a smooth process under their guidance and has helped the Association manage its financial risks.

I would like to thank all the corporate sponsors who have provided support for educational, scientific and social activities.

### *Investment Policy and Reserves*

In line with the Trustee's advice the Charity continues to build its' reserves to ensure a sufficient financial cushion to maintain key activities should pharmaceutical income become limited. During 2010-11 the charity moved £600,000 into stock market investments. This is managed by two companies Sarasin LLP and St James Place.

I gratefully acknowledge the professional advice available to me over this year. The Association's auditors (Mr Jailesh Patel at Farrington & Co) continue to provide valuable and essential guidance.

Thanks are also due to a number of members of the finance department of the RSM. Mr Patrick Heneghan, Ms Katie Tapp , Samera Meressa and Liz Odette – we are seeing benefits in the new arrangements that the Royal Society of Medicine brought in last year.

A full and detailed financial report is included elsewhere in this report, which has been independently audited. Thanks are also extended to my fellow officers and the BASHH Trustees for their help and guidance.

In summary, this year, despite the considerable pressures on the Charity and the financial turmoil within the banks and financial markets, we continue to grow as an organisation. The charity has taken this opportunity to reflect on its financial management and set up structures that will better manage risks. The Association remains in good financial health.

**Dr Raj Patel**  
**Honorary Treasurer**

**Date:**

## **Independent Auditors' Report to the Trustees of BASHH**

We have audited the financial statements of BASHH for the year ended 31 July 2011 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Sections 43 of the Charities Act 1993 and the regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### ***Respective responsibilities of Trustees and auditors***

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of financial statements that give a true and fair view.

We have been appointed as auditors' under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### ***Scope of the audit of financial statements***

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non- financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

### ***Opinion on financial statements***

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2011, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 1993.

### ***Matters on which we are required to report by exception***

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements;
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Jailesh Jashbhai Patel – Statutory Auditor

For and on behalf of

Farrington and Co Ltd (Chartered Certified Accountants and Statutory Auditors)

176 Franciscan Road

London SW17 8HH

Date ---

**BRITISH ASSOCIATION FOR SEXUAL HEALTH AND HIV**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 JULY 2011**

**CHARITABLE FUNDS**

	Notes	Un-restricted Funds £	Restricted Funds £	Endowed Funds £	TOTAL FUNDS £	Total Funds (31 July 2010) £
<b>INCOMING RESOURCES</b>						
<b>Donations and Legacies</b>		106	-	-	106	1,160
<b>Activities in furtherance of the charity's objects:</b>						
Promoting training and education	2	213,398	-	-	213,398	212,317
Educational meetings and courses	15	535,465	-	-	535,465	535,995
Other Income	14	33,000	-	-	33,000	7,178
<b>Investment income</b>						
Investment and Other Income	3	4,748	58	-	4,806	9,366
<b>Total Incoming Resources</b>		<b>786,717</b>	<b>58</b>	<b>-</b>	<b>786,775</b>	<b>766,016</b>
<b>RESOURCES EXPENDED</b>						
<b>Expenditure in furtherance of the charity's objects:</b>						
Promoting training and education	4	(296,616)	-	-	(296,616)	(250,299)
Educational meetings and courses	4	(463,615)	(160)	-	(463,775)	(388,176)
Developing Clinical Standards		-	-	-	-	(46,667)
Governance costs	7	(45,961)	-	-	(45,961)	(19,171)
<b>Total Resources Expended</b>		<b>(806,192)</b>	<b>(160)</b>	<b>-</b>	<b>(806,352)</b>	<b>(704,313)</b>
<b>Net incoming resources /(resources expended) for the year</b>		<b>(19,475)</b>	<b>(102)</b>	<b>-</b>	<b>(19,577)</b>	<b>61,703</b>
<b>Gains/Losses on investment revaluations and disposals</b>	11	5,707	-	-	5,707	-
<b>Net movement in funds for the year</b>		<b>(13,768)</b>	<b>(102)</b>	<b>-</b>	<b>(13,870)</b>	<b>61,703</b>
<b>Funds at 1 August 2010</b>		<b>1,195,882</b>	<b>4,188</b>	<b>10,000</b>	<b>1,210,070</b>	<b>1,148,367</b>
<b>Funds at 31 July 2011</b>	16	<b>1,182,114</b>	<b>4,086</b>	<b>10,000</b>	<b>1,196,200</b>	<b>1,210,070</b>

THE NOTES ON PAGES 15 TO 21 FORM PART OF THESE ACCOUNTS

**BRITISH ASSOCIATION FOR SEXUAL HEALTH AND HIV**

**BALANCE SHEET AS AT 31 JULY 2011**

		As at 31.7.11	As at 31.7.10
	NOTES	£	£
<b>FIXED ASSETS</b>			
Tangible Assets	10	6,830	13,606
Investments	11	605,707	-
<b>TOTAL FIXED ASSETS</b>		<b>612,537</b>	<b>13,606</b>
<b>CURRENT ASSETS</b>			
Stock		8,914	10,475
Debtors- Amounts falling due within one year	12	88,881	178,947
Bank & Cash balances		637,534	1,127,760
		735,329	1,317,182
<b>CURRENT LIABILITIES</b>			
Creditors - Amounts falling due within one year	13	(151,666)	(120,642)
<b>NET CURRENT ASSETS</b>		<b>583,663</b>	<b>1,196,540</b>
<b>TOTAL NET ASSETS</b>		<b>1,196,200</b>	<b>1,210,146</b>
<b>FUNDS</b>			
Endowment (Capital) Funds	17	10,000	10,000
Restricted Income Funds	17	4,086	4,188
Unrestricted Funds	17	1,182,114	1,195,882
<b>TOTAL FUNDS</b>	<b>16</b>	<b>1,196,200</b>	<b>1,210,070</b>

Approved for and on behalf of the Trustees:

**Professor J. Ross**

*Trustee*

Date : \_\_\_\_\_

**Dr Rajul Patel**

*Treasurer*

Date : \_\_\_\_\_

**THE NOTES ON PAGES 15 TO 21 FORM PART OF THESE ACCOUNTS**

**BRITISH ASSOCIATION FOR SEXUAL HEALTH AND HIV**  
**NOTES TO THE ACCOUNTS**  
for the year ended 31 July 2011

## 1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charities financial statements.

### *Basis of Accounting*

The accounts have been prepared in accordance with applicable Accounting Standards and the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and the Charities Act 1993. These financial statements are drawn up on the historic cost basis except that investment assets are carried at market value.

### *Fund Accounting*

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Association. The permanent endowment funds represent capital, and the income arising forms part of either restricted or unrestricted funds. Restricted funds are subject to specific restrictions imposed by donors.

### *Incoming Resources:*

- *Subscription Fees*

Subscriptions are payable on election, in advance for the Association's Membership Year. Subscriptions for the Membership year ended 31 July 2011, which were not received at the time of preparation of these accounts, are considered to be uncollectable and accordingly no credit is taken into the accounts.

- *Grants, Donations and Legacies*

Income from donations, legacies and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income; the income is deferred and not included in incoming resources until the preconditions for uses have been met.

Donations, legacies and grants for the general purpose of the Association are included as unrestricted funds. Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Any amount received for activities restricted by the wishes of the donor are taken to "restricted funds" where these wishes are legally binding on the Trustees.

- *Charitable activities*

Income from charitable activities is included in incoming resources in the period in which the relevant activity has taken place. Income from promoting training and education consists of membership subscriptions received during the year. Income from educational meetings and courses consists of registration fees and sponsorship income from pharmaceutical companies.

- *Sponsorship income*

Where sponsorship income received is related to a specific meeting or conference then this income has been accounted for as income arising from those specific activities.



### ***Resources expended***

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Cost of activities in the furtherance of the objectives of the charity includes direct as well as allocated support costs. The various support costs are allocated to charitable activities where these are clearly identifiable to an activity. Where the expenditure relates to several activities then these are allocated in proportion to the income generated by the charitable activity.

### ***Tangible Assets***

Books purchased in the year are written off to expenditure and not capitalised.

### ***Website development costs***

Where a website is expected to provide economic benefit through the provision of educational information to beneficiaries of the charity, expenditure on the functionality of the website is capitalised and treated as a tangible fixed asset.

### ***Stocks***

Stocks of training materials purchased during the year are written off to expenditure. Unsold stocks of training materials produced for sale are included as an asset at the lower of cost or net realisable value.

### ***Fixed Assets & Depreciation***

Fixed assets are stated at cost or estimated market value at the date of receipt where assets have been donated to the charity.

Depreciation is provided to write off the cost (or market value at the date of receipt) less estimated residual values of all fixed assets over their expected useful lives at the following rates.

Website development costs - - 25% per annum straight line

### ***Fixed asset investments***

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

### ***Realised gains and losses***

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

### ***Irrecoverable VAT***

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

### ***Governance Costs***

Governance costs comprise all costs involving the public accountability of charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees.

## 2. MEMBERSHIP AND MEMBERS' SUBSCRIPTIONS

Membership Category	Members	Subscriptions Received	Members as at	Subscriptions Received
	31.07.11	2010 – 2011	31.07.10	2009 – 2010
		£		£
Career & Training Grade	340	66,676	349	66,780
Fellow	441	118,401	429	116,054
Retired Fellows	40	2,405	35	2,453
Honorary Life Members	28	0	33	-
Clinical Assistant	79	10,452	87	11,537
Non-Medical Staff	160	11,447	175	12,706
GPs and others	35	4,017	20	2,787
<b>TOTALS</b>	<b>1,123</b>	<b>213,398</b>	<b>1,128</b>	<b>212,317</b>

## 3. INVESTMENT AND OTHER INCOME

	Charity	
	Year to 31.7.11	Year to 31.7.10
Bank Interest Receivable	£ 4,806	£ 9,366

## 4. EXPENDITURE INCURRED IN FURTHERANCE OF THE CHARITY'S OBJECTS

	Charitable Activities	Support Costs (note 6)	Total 2011	Total 2010
	£	£	£	£
Promoting training and education (see below)	121,715	174,901	296,616	250,299
Educational meetings and courses (Note 5 & 6)	419,090	44,685	463,775	388,176
<b>TOTALS</b>	<b>540,805</b>	<b>219,586</b>	<b>760,391</b>	<b>638,475</b>

“Promoting training and education” costs of £121,715 above consist of the costs for the publication of two journals sent to Members of BASHH £121,610, the journals being the International Journal of STD and AIDS, and Sexually Transmitted Infections; and expenditure on purchasing Library books £104 (2010 : £27).

## 5. EXPENDITURE INCURRED IN RESPECT OF EDUCATIONAL MEETINGS & COURSES.

CHARITABLE ACTIVITIES		Year to 31.7.11 £	Year to 31.7.10 £
<b>Special Interest Groups and Branches</b>			
SIG General Expenditure		41,130	31,686
SIG Conference Expenditure		281,431	177,359
STI Foundation Course		35,006	36,564
Educational Meetings		37,874	1,176
	SIGs sub-total	395,441	246,785
Regional Branches' General Expenditure		684	3,610
Branch Meetings		22,804	27,532
	Regions sub-total	23,488	31,142
<b>Total Special Interest Groups and Branches Expenditure</b>	Note 15	<b>418,929</b>	<b>277,927</b>
<b>Restricted fund activities</b>		<b>161</b>	<b>-</b>
<b>TOTAL Expenditure in respect of Educational Meeting and Courses</b>		<b>419,090</b>	<b>277,927</b>

## 6. SUPPORT COSTS

	Promoting Training & Education £	Educational Meetings & Courses £
Printing & Postage	5,975	0
RSM Management fees	111,395	13
Travel & Subsistence	7,915	5,044
General administration costs	8,528	6,939
Media & Public relations	41,087	32,690
<b>Total this Year 2010-2011</b>	<b>174,901</b>	<b>44,685</b>
<b>Total previous Year -2009-2010</b>	<b>131,857</b>	<b>110,249</b>

## 7. GOVERNANCE COSTS

	Charity	
	Year to 31.07.11 £	Year to 31.07.10 £
BASHH Board Meetings	11,093	5,140
BASHH Trustee Meetings	4,041	329
Audit fees	7,120	8,870
Professional Fees : Stone & King	22,542	3,677
Insurance costs	1,166	1,155
<b>TOTALS</b>	<b>45,961</b>	<b>19,171</b>

## 8. REMUNERATION OF TRUSTEES

The Trustees were not remunerated for any services they provided to the Association, or on its behalf.

## 9. PAYMENTS MADE TO TRUSTEES

	Year to 31.7.11 £	Year to 31.7.10 £
Travel Expenses and Subsistence; including expenses incurred whilst attending meetings		
Payments were made to 5 trustees ; (2010 ; 6 Trustees)	<b>2,677</b>	<b>7,808</b>

## 10. TANGIBLE FIXED ASSETS

Group and Charity	Website Development	Costs
<b>Cost or Valuation</b>		£
at 1 <sup>st</sup> August 2010		27,105
Additions		-
At 31 <sup>st</sup> July 2011		27,105
<b>Depreciation</b>		
at 1 <sup>st</sup> August 2010		13,499
Charge for the year		6,777
At 31 <sup>st</sup> July 2011		20,276
<b>Net Book Value</b>		
At 31 <sup>st</sup> July 2011		6,829
At 31 <sup>st</sup> July 2010		13,606

## 11. FIXED ASSET INVESTMENTS

Funds held as investments at 31 July 2011 were as below:

	Charity	
	Year to 31.7.11 £	Year to 31.7.10 £
<b>UK Unit Trusts': Sarasin &amp; Partners and St. James Place</b>		
Balance brought forward – at cost	-	-
<u>Additions – at cost</u>		
Sarasin & Partners : Alpha CIF for endowments (Income Units)	300,000	-
St. James Place : Various UK Unit Trusts'	300,000	-
Balance carried forward – at cost	<b>600,000</b>	-
Unrealised gain on retained investments	<b>5,707</b>	-
Balance carried forward – at market value	<b>605,707</b>	-

All investments made were held in the UK. Fixed asset investments consist of listed UK Unit Trusts managed by Sarasin & Partners LLP and St. James's Place. They are included in the financial statements at market values as at the year end.

## 12. DEBTORS / PREPAYMENTS

	Charity	
	Year to 31.07.11 £	Year to 31.07.10 £
Sponsorship, Registration Fees, and amounts due from Joint meetings	43,155	142,328
Pre-Paid RSM Contract fees	16,856	-
Meeting and conference prepayments	20,560	29,239
Other debtors	358	1,103
VAT recoverable	7,952	6,277
<b>Totals</b>	<b>88,881</b>	<b>178,947</b>

## 13. CREDITORS: Amounts falling due within one year

	Charity	
	Year to 31.07.11 £	Year to 31.07.10 £
Journal Publishers	22,440	19,919
Sponsorship and Registration Fees in advance	51,970	47,316
Meeting and Conference Expenses	24,124	1,208
Payment due to RSM : Management contract & other	-	19,409
Sundry Creditors	29,132	12,512
Professional Fees	24,000	11,500
Proceeds from Joint Meeting due to FSRH	0	8,778
<b>Totals</b>	<b>151,666</b>	<b>120,642</b>

## 14. OTHER INCOME

	Charity	
	2011 £	2010 £
Grants and Other Similar Income	<b>33,000</b>	<b>7,178</b>

**15. Summary of Income & Expenditure arising from Educational Meetings & Courses.**

Note : Deficits appear in parentheses ( )	Income 2011 £	Expenditure 2011 £	Result 2011 £	Income 2010 £	Expenditure 2010 £	Result 2010 £
<b>Special Interest Groups</b>						
Educational Meetings	8,170	37,874	(29,704)	8,000	1,176	6,824
Joint Meetings	120	-	120	487	380	107
BASHH Course in STI & HIV	86,020	72,212	13,808	95,970	73,323	22,647
STIF Course	64,670	35,006	29,664	87,129	36,564	50,565
STIF Competency	23,711	9,639	14,073	4,447	898	3,549
Spring Meetings	196,900	125,768	71,132	-	4,903	(4,903)
Colposcopy SIG	-	100	(100)	-	-	-
HIV SIG	-	-	-	-	-	-
Herpes Simplex SIG	-	-	-	-	-	-
British Co-Operative Clinical Group	-	-	-	-	-	-
HPV SIG	-	1,307	(1,307)	100	1,736	(1,636)
Bacterial	13,686	6,578	7,108	16,263	16,481	(218)
Sexual Dysfunction Group	-	760	(760)	12,605	1,883	10,722
Adolescent Special Interest Group	-	1,428	(1,428)	4,000	92	3,908
Clinical Effectiveness Group	-	547	(547)	-	1,950	(1,950)
NCCG Group	35,824	32,786	3,039	39,605	32,245	7,360
National Audit Group	-	5,500	(5,500)	10,000	3,880	6,120
Doctors in Training	10,655	6,585	4,069	12,182	7,624	4,558
Web Team	-	9,416	(9,416)	-	9,137	(9,137)
Media External Communications Group	-	202	(202)	-	233	(233)
Nurses / Health Advisors	-	-	-	-	-	--
BASHH IT Group	-	-	-	-	852	(852)
HIV Medicine	47,050	44,088	2,962	57,470	27,162	30,308
Mentoring Committee	-	852	(852)	2,200	2,457	(257)
Clinical Standards Unit	-	244	(244)	-	-	-
Pharmacy Group	-	42	(42)	-	-	-
Public Panel	-	1,788	(1,788)	-	-	-
Public Health Group	-	-	-	-	-	-
<b>Special Interest Groups sub-total</b>	<b>486,806</b>	<b>392,721</b>	<b>94,085</b>	<b>350,458</b>	<b>222,976</b>	<b>127,482</b>
<b>Joint Meetings</b>						
BHIVA/BASHH April 2010	1,000	-	1,000	107,070	-	107,070
BASHH/ASTDA: New York :May 08	-	2,901	(2,901)	-	-	-
ISSTD/R/BASHH : July 2009	-	-	-	3,657	91	3,566
BASHH/FSRH : January 2010	290	(222)	512	32,496	23,718	8,778
BASHH/FSRH : January 2011	8,821	40	8,781	-	-	-
<b>Joint Meetings – sub total</b>	<b>10,111</b>	<b>2,719</b>	<b>7,392</b>	<b>143,223</b>	<b>23,809</b>	<b>119,414</b>
<b>Regional Branches</b>						
East Anglia	-	-	-	-	-	-
Ireland	-	-	-	-	-	-
Mersey	-	-	-	851	-	851
Thames North East	2,625	1,014	1,611	1,525	860	665
Thames North West	-	-	-	-	-	-
Thames South East	-	-	-	-	-	-
Thames South West	-	-	-	-	-	-
North West	426	-	426	1,351	1,370	(19)
Northern	-	100	(100)	150	417	(267)
Oxford	-	44	(44)	-	-	-
Scotland	6,053	4,573	1,480	5,394	5,693	(299)
South West	8,141	3,247	4,894	5,206	4,006	1,200
Trent	7,813	4,394	3,418	6,837	1,232	5,605
Wales	1,702	2,311	(609)	1,843	1,930	(87)
Wessex	5,087	2,496	2,591	3,626	4,868	(1,242)
West Midlands	2,680	2,014	666	9,978	6,516	3,462
Yorkshire	4,022	3,295	726	5,553	4,250	1,303
<b>Regional Branches : sub-total</b>	<b>38,548</b>	<b>23,489</b>	<b>15,059</b>	<b>42,314</b>	<b>31,142</b>	<b>11,172</b>
<b>TOTALS</b>	<b>535,465</b>	<b>418,929</b>	<b>116,537</b>	<b>535,995</b>	<b>277,927</b>	<b>258,068</b>

## 16. NET ASSETS OF THE FUNDS OF CHARITY

The Charity's net assets belong to the various funds as follows:

<b>Funds</b>	Fixed Assets	Investments	Net Current Assets	Long Term Liabilities	<b>Fund Balances</b>
	£	£	£	£	£
Endowment funds	-	-	10,000		<b>10,000</b>
Restricted funds	-	-	4,086		<b>4,086</b>
Unrestricted funds	6,830	605,707	569,577	-	<b>1,182,114</b>
<b>Total for the year ended</b>	<b>6,830</b>	<b>605,707</b>	<b>583,663</b>	<b>-</b>	<b>1,196,200</b>

## 17. MOVEMENTS IN THE YEAR: ENDOWMENT, RESTRICTED AND UNRESTRICTED FUNDS

<b>Funds</b>	Balance at 01-Aug-2010	Incoming Resources	Amounts Expended	Investments Gains/(losses)	Balance at 31-Jul-11
	£	£	£	£	£
<b>Endowment Funds</b>					
Capital - Robert S Morton Lecture Fund	<b>10,000</b>	-	-	-	<b>10,000</b>
<b>Restricted Funds</b>					
The Robert S Morton Lecture Fund	<b>3,024</b>	52	-	-	<b>3,076</b>
Cathy Harman Memorial Appeal	<b>1,164</b>	6	(160)	-	<b>1,010</b>
<b>Unrestricted Funds</b>	<b>1,195,882</b>	786,717	(806,192)	5,707	<b>1,182,114</b>
<b>Total for the year ended</b>	<b>1,210,070</b>	<b>786,775</b>	<b>(806,352)</b>	<b>5,707</b>	<b>1,196,200</b>

The R.S. Morton Lecture Fund represents an endowment from the estate of the late Dr. RS Morton. The fund is to be used by the Trustees of BASHH for the establishment of an annual lecture to be named "The Robert S Morton MSSVD Annual Lecture". The capital amount can be invested at the discretion of the trustees, with the income from this investment forming a restricted fund, to be used for provision of the lecture.

The Cathy Harman Memorial Fund represents donations received in memoriam.

## 18. ONGOING CONTRACTUAL OBLIGATIONS

The Association has a contract with the Royal Society of Medicine for administrative support. The cost to BASHH for this service with effect from 1 October 2008 was £11,883 per month, rising in line with the RPI at yearly intervals. The Association has agreed to contract with RSM for preferential membership subscription rates for *the International Journal of STD and AIDS* and with the BMJ Publishing group for subscriptions to *Sexually Transmitted Infections*. The amount payable for the journals by BASHH is based on the number of members receiving the respective journals. The total costs for this financial year are stated as Journal Costs in note 4 above.

## Appendix 1

### BRITISH ASSOCIATION FOR SEXUAL HEALTH AND HIV

#### ELECTED MEMBERS OF THE BOARD FOR THE YEAR ENDED 31 JULY 2011

Position	August 2010 – July 2011	August 2009 – July 2010
<i>President</i>	Dr Keith Radcliffe	Dr Keith Radcliffe
<i>Vice President</i>	Dr Janet Wilson	Dr Janet Wilson
<i>General Secretary</i>	Dr Jan Clarke	Dr Jan Clarke
<i>Honorary Treasurer</i>	Dr Rajul Patel	Dr Rajul Patel
<i>Conference and Communications Secretary</i>	Dr Elizabeth Foley	Dr Elizabeth Foley
<i>Clinical Governance Committee - Chair</i>	Dr Elizabeth Carlin	Dr Elizabeth Carlin
<i>Education Committee - Chair</i>	Dr Karen Rogstad	Dr Karen Rogstad
<i>Immediate Past President</i>	Dr Imtyaz Ahmed-Jusuf	Dr Imtyaz Ahmed-Jusuf
<i>Representative of Doctors-in-Training in GUM</i>	Dr Andy Williams	Dr Andy Williams
<i>Nurse/HA Rep - Board</i>	Ms Kathryn Kain	Ms Kathryn Kain
<i>Representative of Nurses and Health Advisers</i>	Mr Colin Roberts	Ms Jane Bickford – Smith
<i>Staff Grade &amp; Associates Specialists Representative</i>	Dr Helen Mullan	Dr Helen Mullan
<i>Fellow</i>	Dr Richard Lau	Dr Richard Lau
<i>Fellow</i>	Dr Emille Morgan	Dr Emille Morgan
<i>Fellow</i>	Dr Ann Sullivan	-
<i>Fellow</i>	Prof Helen Ward	Dr Sris Allen
<i>Fellow</i>	De Cecilia Priestley	Dr Joseph Arumainayagam
<i>Fellow</i>	Dr Jyoti Dhar	Dr Jyoti Dhar
<i>Librarian</i>	Dr Michael Waugh	Dr Michael Waugh