

Company number: 07863350  
Charity number: 1148196

# British Association for Sexual Health and HIV (BASHH)

Report and financial statements  
For the year ended 31 July 2020



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# British Association for Sexual Health and HIV (BASHH)

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## British Association for Sexual Health and HIV (BASHH)

### Reference and administrative information

For the year ended 31 July 2020

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**Company number** 07863350  
**Country of incorporation** United Kingdom  
**Charity number** 1148196  
**Country of registration** England & Wales

**Registered office and operational address** Chester House  
68 Chestergate  
MACCLESFIELD  
SK11 6DY

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Dr John McSorley	President (Appointed 10 January 2020)
Dr Alan Tang	Vice President (Appointed 10 January 2020)
Dr Jonathan Ross	Vice President (Resigned 10 January 2020)
Dr Alan Tang	General secretary (Resigned 10 January 2020)
Dr David Phillips	General secretary (Appointed 10 January 2020)
Dr Kaveh Manavi	Treasurer
Dr Claire Dewsnap	Conference and Communications Secretary
Dr Sophie Forsyth	Chair – Education committee (Appointed 10 January 2020)
Dr Ashini Fox	Chair – Education committee (Resigned 10 January 2020)
Dr Shalini Andrews	Chair – Clinical Governance Committee (Appointed 10 January 2020)
Dr John McSorley	Chair – Clinical Governance Committee (Resigned 10 January 2020)
Dr Laura Waters	Fellow to the board
Dr Rachael Jones	Fellow to the board
Prof Colm O'Mahoney	Fellow to the board
Dr Darren Cousins	Fellow to the board
Dr Carol Emerson	Fellow to the board
Dr Cecilia Priestly	Fellow to the board
Dr Hannah Church	Doctors in Training Rep
Ms Ceri Evans	Health Adviser rep – Board (Appointed 10 January 2020)
Mr Merle Symonds	Health Adviser rep – Board (Resigned 10 January 2020)
Mr Jodie Walker–Haywood	Nurse Rep. – Board
Dr Sashidharan Parameswaran	SAS Rep – board
Ms Ruth Lowbury	Lay trustee (Appointed 10 January 2020)
Mr Neil Jenkinson	Lay trustee (Resigned 10 January 2020)
Dr Olwen Williams OBE	Immediate past President
Dr Elizabeth Carlin	Past President (Resigned 10 January 2020)

**British Association for Sexual Health and HIV (BASHH)**

**Reference and administrative information**

**For the year ended 31 July 2020**

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**Bankers**

Lloyds TSB  
PO Box 1000 Andover BX1 1LT

St James' Place Wealth Management PLC  
St James' Place House  
1 Tetbury Road  
Cirencester  
GL7 1FP

Sarasin & Partners LLP  
Juxon House  
100 St Paul's Churchyard  
London  
EC4M 8BU

**Solicitors**

Gibson & Co. Solicitors  
77-87 West Road  
Newcastle upon Tyne  
NE1 5 6PR

**Auditor**

Sayer Vincent LLP  
Chartered Accountants and Statutory Auditor  
Invicta House  
108-114 Golden Lane  
LONDON  
EC1Y 0TL

## British Association for Sexual Health and HIV (BASHH)

### Trustees' annual report

#### For the year ended 31 July 2020

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The trustees present their report and the audited financial statements for the year ended 31 July 2020.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association, the requirements of a directors' report as required under company law, and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## Objectives and activities

### Purposes and aims

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

### Public Benefit

The Association has maintained and increased its commitment to public benefit, as demonstrated in this report and referenced in the Object of our Association 'to champion and promote good sexual health and provide education in relation to sexually transmitted infections, HIV and other sexual health problems to the public'. The Association's work, across all sectors of the community, in representing the interests of sexual health services, in advancing public health, in championing and promoting good sexual health and high quality standards of care, as well as providing education to the public and health care professionals, all benefit the public.

BASHH's work in delivering modern educational programmes, developing cutting edge guidance and information commission assured patient resources, and in seeking to support and influence decision makers in local and national government are all aimed at safeguarding high quality, confidential sexual health services for the public benefit. BASHH has a dedicated public engagement group and area of the website.

The BASHH guidelines sit on the public facing side of the BASHH website and are accredited by NICE. The process used by the Association to produce its guidelines was re-accredited by NICE in May 2016 and is valid until January 2021. The guideline section remains the most visited area of the website. Our Standards for the Management of STIs are widely endorsed and are used by commissioners in service specifications and to measure performance. The Association also

## British Association for Sexual Health and HIV (BASHH)

### Trustees' annual report

#### For the year ended 31 July 2020

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provides support to local and national government through expert advice, representation and briefing papers to promote good sexual health for the entire health community.

The trustees confirm that the association has fully complied with its duty to have regard to public benefit in accordance with the Charity Commissions public benefit guidance and has met the requirements set out in our Objects.

### Objectives, Activities and Performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on providing high quality education and training, as well as leadership for those delivering sexual health and HIV services, and are undertaken to further the British Association for Sexual Health & HIV's charitable purposes for the public benefit.

### Mission Statement

BASHH Aims:

- To be the lead professional representative body for those practising sexual health including the management of STIs and HIV in the UK
- To innovate and deliver excellent tailored education and training to health care professionals, trainers and trainees in the UK
- To determine, monitor and maintain standards of governance in the provision of sexual health and HIV care
- To advance public health in relation to STIs, HIV and other sexual health problems
- To champion and promote good sexual health and provide education to the public

### Education Committee

The Education Committee is responsible for facilitating the delivery of the BASHH's vision, values and service priorities through education, training and development. The Educational committee (EC) and Special Interest Groups (SIGs) develop and maintain educational programmes providing high levels of specialist training and skill, whilst embracing a wider, more integrated sexual health remit across a wide geographical area and range of healthcare settings.

The COVID pandemic has brought new challenges in delivering education and training which our members have risen to impressively by embracing new technology and going on a steep learning curve to become familiar with new ways of teaching online. While we have all missed the pleasure of seeing our colleagues in real life there have undoubtedly been advantages as many more BASHH members have been able to access meetings in the convenience of their homes, work places or other far flung locations.

### The Special interest groups (SIGs)

The SIGs lead on the development of educational materials and meetings within their specialist areas. They develop and deliver educational programmes and courses. They also contribute to

## **British Association for Sexual Health and HIV (BASHH)**

### **Trustees' annual report**

#### **For the year ended 31 July 2020**

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education and training by generating publications and research, developing guidelines and recommendations in collaboration with other BASHH groups and external organisations, and reviewing and responding to documents on behalf of BASHH. Individual reports detailing specific contributions are available within the BASHH Annual Review.

This year before COVID, the SIGs provided several well-established courses such as the Genital dermatology and Genital dermatology plus courses, Masterclass in Sexual Dysfunction and the Diplomas in GUM and HIV revision courses. There have also been new courses developed including the international High Resolution Anoscopy Course organised by the HPV SIG which ran in November 2019. Since March 2020, many of these courses have transferred to the online platforms successfully including the SAS doctors' conference, STIF courses and HIV Masterclasses.

### **BASHH scientific meetings**

The EC has the responsibility of providing quarterly Scientific meetings, which are free to BASHH Members. SIGs take it in turn to organise these meetings and they often take a two-part structure, organised by two individual SIGs.

This year, the Autumn meeting was replaced by a BASHH symposium at IUSTI in Talinn led by the ASIG. We used the funds set aside for running the September meeting to support BASHH members with discounted IUSTI registration, giving Doctors in Training, SAS and Nurse and Health advisor members preference when applying for these 30 places.

The January meeting was led by the GSM and HIV SIGs and the March meeting was organised by Bacterial SIG and Public Health England. These were both well attended with excellent evaluation. Podcasts/webcasts of the lectures are available on the BASHH website for members to access in their own time if they are unable to attend the meeting.

We held our inaugural virtual Scientific meeting in July with a theme of innovations and best practice in the COVID era which was well attended and the virtual breakout rooms proved to be a good way of stimulating discussion and sharing ideas.

### **Scholarships, Fellowships and Travel awards**

The Education Committee supported the BASHH/PHE Fellowships and the Education Committee's own BASHH Educational Fellowships which this year were awarded to Dr Hannah Church and Dr Ellie Crook. Hannah is undertaking a project on recruitment to the specialty supervised by Prof Margaret Kingston and Ellie will be looking at the undergraduate curriculum supervised by Dr Ashini Fox and Dr John Evans-Jones.

Future events are expected to be online and the Education committee has set up a virtual education subgroup led by Dr Luciana Rubinstein with the aim of developing some best practice guidelines on how to run virtual training events.

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## Clinical Governance Committee

### Membership

This committee consists of regional representative from all of the branches in England, and a representative from the UK devolved nations, Northern Ireland, Scotland and Wales. In addition, there are professional group representatives from Nurses, Health Advisers, Pharmacists, Staff & Associate Specialists, and Doctors in Training. Other groups within BASHH feed into this committee: The Clinical Effectiveness Group, the Clinical Standards Unit, the National Audit Group, the Integrated Information Group and the Web Team.

Chair: Dr Shalini Andrews

Secretary: Dr Mohamed Ghanem

### Objectives

- To implement strategies and policies of BASHH as approved by the Governing Board
- To oversee, set and monitor standards and specifications relating to BASHH
- To identify areas of best clinical practice and promote their adoption whilst recognising local variation in capacity, infrastructure and policy
- To identify regional and individual clinic difficulties and support such services to explore solutions to issues, mobilize support and suggest action plans

### Meetings

The Committee holds meetings on the same days as the Scientific Meetings. In the year ended 31st July 2020, one telephone (adobe connect) and two face to face meetings were held at The Royal Society of Medicine. This was followed by a further virtual (Zoom) meeting during the COVID-19 pandemic. Meetings are supported by BASHH administration team and minutes published on the website.

In addition to the quarterly meetings, during the pandemic, a Whatsapp branch chairs group has been set up for timely discussions around service concerns. Virtual meetings were held on alternate weeks to facilitate face to face discussions in April and May 2020.

### Significant activities

Spotlight discussions were held on topics generated by representatives.

During the pandemic, the CGC was an important communication channel between BASHH and its membership. The CGC discussed various challenges in service delivery as they came up and found collective solutions. They helped ensure regional members participation in BASHH surveys and thus obtain meaningful data to guide BASHH activities during the pandemic.



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### Trustees' annual report

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The Branch Chairs also function as the Regional Speciality Representatives (RSA) of the Royal College of Physicians. They ensure that the recruitment process of doctors within the speciality meet standards by approving job descriptions.

#### Performance/Outputs in the year 2019/20

- The CGC was an effective channel to disseminate intelligence and information rapidly during the COVID-19 pandemic.
- Pharmacist representative was appointed.
- Several clinical governance issues were discussed and strategies for management were circulated, after discussion with relevant Special Interest Groups where appropriate.
- The engagement of all four nations in CGC enabled a broader understanding, shared experience and expertise and collaborative management.

Accurate minutes of all CGC meetings were kept and published.

#### Future plans

- To support BASHH commitment to equitable geographical provision of on-line services that support high standard face to face sexual health services
- To support BASHH to lead on the development of coherent holistic sexual health strategies for all four nations in the UK in the next decade.
- To support development of national PGDs.
- To extend involvement of Doctors in Training in CGC, to mentor and assist in career development as well as enthuse newer trainees

#### Conference and Communications Activity

Conference and Communication Secretary – Dr Claire Dewsnap

##### Objectives

- Deliver Annual national Conference
- Deliver Joint FSRH/BASHH conference annually

##### Significant activities

- Delivered face to face annual Joint BASHH/FSRH conference
  - 17 January 2020
- Delivered vBASHH – virtual annual conference
  - 19 –21 October

## **British Association for Sexual Health and HIV (BASHH)**

### **Trustees' annual report**

**For the year ended 31 July 2020**

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#### **Performance/Outputs in the year 2019–20**

- FSRH/BASHH conference
  - Surplus share from Joint FSRH conference £10,941
  - Total attendees 289
  - Evaluation: 98% rated the overall quality of education as Good or Excellent( 68% excellent)
  
- vBASHH conference
  - Well attended
  - Evaluation and final budget awaited

#### **Future plans**

- Deliver Virtual Joint FSRH/BASHH conference January 2021
- Plan and deliver either face to face or virtual Annual conference in May 2021

#### **Public media and website activities**

2019–20 has seen a continued flow of media requests. Usual topics including STI rates and antimicrobial resistance have been interjected with topical issues including PrEP roll out and more recently covid. We received a significant number of enquiries relating to how covid and lockdown have affected both services and STI rates. These enquires have been fulfilled by various members of the media group and have been coordinated with other organisations such as PHE and BHIVA where appropriate.

The BASHH media team continue to work with Munro & Forster to provide timely response to media requests.

BASHH continues to be seen as a reliable source of expertise as demonstrated by the significant number of media enquiries we receive including from mainstream organisations such as the BBC and major print media outlets.

A major highlight of this year's Public Panel was making the panel larger and more diverse. Four new BAME members have joined as well as two new young members. The panel has led on the development of four new sexual health VLOGs (MSM Health; Emergency Contraception; Chlamydia; Getting Tested) which are aimed at users and potential users of sexual health services. The panel has made important contributions to the updating of six clinical guidelines, two patient information leaflets and the strategy document on re-establishing sexual health services produced by BASHH. It has given a lay perspective on the new GUM / HIV training curriculum and its members have joined several study planning groups as lay representatives.

The BASHH websites remains a well-used repository of information for its members and the public. In addition to the frequently accessed national guidelines it has been a source of covid-19 resources for clinicians during this challenging time.

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Social media activity remains important with a further increase in Twitter followers, now sitting at over 9000.

BASHH continues to be a voice for the specialty and our patients, raising awareness and promoting the importance of high quality sexual health care through media engagement and linkage with relevant public bodies.

### **Beneficiaries of our services**

BASHH beneficiaries are members of the association and any members of the public or medical profession who access our freely available web resources.

### **Financial review**

2020 was a financially challenging year for BASHH. As the result of COVID-19 lockdown, BASHH had to cancel all its training and educational events between February and September 2020. The impact of COVID-19 on BASHH accounts was a mixed one, reducing BASHH income and expenditure; by 31% and by 44% respectively. As the result, BASHH made a surplus of £15,301 before net losses on investments (2019: deficit of £144,802 before net gain on investments) in the financial year ending on 31 July 2020.

The main drivers of our expenses are our educational meetings and secretariat fees. The reduction in BASHH expenses was mainly the result of cancellation of payments for hiring venues for BASHH events because of COVID-19 lockdown; 53% less than that in 2019. BASHH's negotiation of contracts with the publishers of the journals also assisted in this respect; 47% less than that in 2019.

COVID-19 lockdown put significant strain on BASHH's cash flow during the lockdown period. As the result, BASHH's saving accounts depleted by 33% in 2020.

Due to the impact of Covid-19 on markets, the value of BASHH investments have decreased by a loss of £73,425 (2019: increase by a gain of £82,180). It is important to note that without the investment income the association's costs currently and during the last couple of years outweigh its income from its normal charitable activities. As we expect a turbulent few years post Brexit for the stock market, it would be important to note that our finances may come under strain in the coming years.

#### **Principal funding sources**

Income for the charity comes from investments, membership subscriptions, and educational events. Because of the charity's stable financial position, the annual membership fee was not increased in 2019.

At 31 July 2020, the charity has total reserves of £1,696,660 (2019: £1,754,784). This comprised of £4,150 (2019: £4,150) restricted reserves, £10,000 (2019: £10,000) endowment fund, and

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### Trustees' annual report

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£1,682,510 (2019: £1,740,634) unrestricted reserves. Unrestricted reserves have fallen by £58,124 from prior year (compared to an decrease of £62,622 in 2019) mainly due to an overall reduction in costs as a result of meetings being cancelled due to the pandemic.

## Reserves policy and going concern

### Investment and Reserves policy

The Trustees aim to invest BASHH reserves within Charity Commission guidelines:

- Taking financial advice where appropriate, giving due continuous and careful consideration of risk / diversification / protection and allowing for sufficient access to maintain a contingency for the running of BASHH.

#### Guidance Notes:

CC14: Investment of Charitable Funds: Basic Principles (version January 2017)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/581814/CC14\\_new.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581814/CC14_new.pdf)

CC19 – Charities' Reserves (version February 2017)

<https://www.gov.uk/government/publications/charities-and-reserves-cc19>

#### Reserves

The Trustees' intention is to maintain the level of reserves at an amount sufficient for the Association to function for at least two years in the event that it does not receive any further income. The trustees consider the investments of £1,615,474 (2019: £1,638,868) to form part of the charity's free reserves as they are able to access the income and/or capital as required. Free reserves of £1,682,510 (2019: £1,740,634) are in excess of the reserves policy as costs for the next two years can be covered by disinvesting the investments if required.

#### Investment policy

An amount sufficient for the Association to function for at least one year will be kept in accounts which permit access to funds within a maximum of 3 months.

The balance of reserves will be invested after taking professional financial advice and adopting a low to medium risk approach. BASHH uses two different investment companies (St James' and Sarasin) for managing its investment portfolio.

#### Review

The Trustees will review this policy whenever appropriate and as a minimum at least annually.

This Investment and Reserves Policy was approved by the Trustees on 24 May 2019.

## Principal risks and uncertainties

Alan Tang, Vice-President

Reference: Risk Map 2019-2020

BASHH uses a Risk Management Plan as a tool to identify potential risks which the charity may encounter. The plan identifies the source of potential risks, assesses each against criteria of seriousness and likely frequency, and makes recommendations on mitigating the risk including the identification of responsible individual(s). The plan is reviewed annually by the BASHH Finance and Governance Committee before being taken to the Board of Trustees for further amendments and approval.

BASHH reviewed its Risk Management Plan during the year to identify potential risks which the charity may encounter. The plan identifies the source of potential risks, assesses each against criteria of seriousness and likely frequency, and makes recommendations on mitigating the risk including the identification of responsible individual(s). The Risk Matrix was updated by the Finance and Governance Committee on 13 September 2019 and subsequently 21 May 2020 and approved by the Board on 29 May 2020. Particular new risks identified were: risks directly to BASHH business and to volatile markets due to the Coronavirus Pandemic. Risks to BASHH reputation from uncontrolled or inappropriate content posted on social media on behalf of BASHH.

Mitigations to reduce risk include:

- requiring funding proposals submitted to the BASHH Board to include an assessment of risk
- the use of guidance notes to assist BASHH members who run educational events on the charity's behalf e.g. draft contract template, advice on obtaining sponsorship
- automated collection of educational event fees via the BASHH website
- annual external financial audit
- separation of powers via a Scheme of Delegation which is reviewed annually by the Trustees
- spreading the BASHH investments between two brokers who have diverse portfolios
- adopting a social media policy for all contributors of social media content

British Association for Sexual Health and HIV (BASHH)

Trustees' annual report

For the year ended 31 July 2020

Management of Principal Risks:

Risk map page number	High risks	Managed by
4	Conflicts of interest	Annual disclosure, disclosure invitations before every committee meeting, election process, trustee annual training
6	Security of assets	Asset register, insurance policy, investment and reserves policy, due diligence on intellectual property by individual special interest and other groups
6	Budgetary control	Please refer to Treasurer's section and: Finance & Governance Committee (F&G) scrutiny at quarterly meetings, Scheme of Delegation places limits on individual officer discretionary spend while setting out approval process, using an external auditor, quarterly presentation of management accounts to Board of trustees
7	Investment policy	Investment funds reviewed by F&G annually, with input from fund managers
8	Cash flow	Please refer to Treasurer's section
8	Dependence on income sources	Please refer to Treasurer's section
9	Contract risk - performance, compliance, terms and conditions, conferences	Officers to enforce authorisation procedures before contract agreement
11	Website and social media content	Regular review of content by Webteam and Board

## Plans for the Future

BASHH is strongly committed to the smooth running of its core business over the coming year and delivering on its charitable objectives. The Association will continue to champion the provision of quality, accessible sexual health and HIV services within the mixed commissioning environment with an appropriate workforce and adequate funding. We will provide representation to the national governments and key policy and decision makers, as necessary, for all four nations in the UK.

BASHH pressed for gender-neutral HPV vaccination and this was implemented in autumn 2019. BASHH will consider pressing for maximum delivery and uptake of gender neutral HPV vaccination, including funding of a catch-up programme for those who missed the vaccinations and for others who may benefit but were outside the programme in autumn 2019. BASHH will also continue to press for HIV PrEP to be available to all high risk individuals throughout the UK, along with continuing to promote good antibiotic stewardship to reduce the risk of antimicrobial resistance.

We will provide a wide range of educational activities to support clinicians to deliver first rate care as in previous years with sufficient financial governance to assure this as a sustainable resource for members and non-members.

We aim to merge the Standards for the Management of STIs with our other standards in the next 1-2 years and will continue with our rolling review of current guidelines as their review date becomes due. We will continue to embed and extend our social media profile.

The Association will continue to build on its existing relationships with a wide range of national representative bodies, professional and third sector organisations as well as other sexual health stakeholders and will work collaboratively to maximise opportunities to improve all aspects of sexual health and HIV across the UK. We will lead the development of a new Sexual Health Strategy for England and work towards the establishment of a specific lobby group on Sexually Transmitted Infections within the framework of the All-Party Parliamentary Group system.

## Financial plans for future periods

In order to maintain good governance on our costs, the chairs of BASHH groups and events receive quarterly financial statements on their groups' income and expenses. Major departures from the usual cycle of events include the finalising of the BSIG Microscopy online project and investment in an eportfolio for a STIF competency training package. The future of professional conferences in a face to face format is uncertain over the next few years. In October 2020 BASHH ran a virtual conference using specialist software which required a one off payment. It is likely that in the next one to two years conferences will be either wholly or in part run virtually using such platforms, so continued budgeting will be required.

BASHH has also retendered its secretariat support service.

## Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 28 November 2011 and registered as a charity on 18 July 2012.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

### Governing document

The governing document for BASHH is the Memorandum and Articles of the Association, which was signed on the 30 September 2011 by the first Trustees of the incorporated organisation. Since then, further resolutions were agreed on 9 January 2015 and on 13 March 2015. It provides details of the objects; powers; benefits to members and Trustees; membership and Trustee arrangements; general meeting conditions; notices, resolutions and voting provisions; the requirement for records and accounts; and the particulars of indemnity, limited liability, guarantee and dissolution of the Association. A further revision of the Articles of the Association was approved by the membership on 13 October 2017.

The main objectives of BASHH, as stated in its governing document are

- To promote, encourage and improve the study of and the practice of diagnosing, treating and managing sexually transmitted infections, HIV and other sexual health problems.
- To innovate and deliver excellent tailored education and training to health care professionals, trainers and trainees in connection with the provision of sexual health and HIV care
- To determine, monitor and maintain standards of governance in the provision of sexual health and HIV care
- To advance public health in relation to sexually transmitted infections, HIV and other sexual health problems.
- To champion and promote good sexual health and provide education in relation to sexually transmitted infections HIV and other sexual health problems to the public.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 to the accounts.

A governing Board of at least 12 elected Trustees governs the Association, the immediate past President and a lay Trustee appointed by the elected Trustees. The Trustees are also directors of the charitable company. Currently there are 19 Trustees. The voting membership of the Board consists of: –

- The President who is the Chairperson of the Board
- Six Board Officers – Vice President, General Secretary, Honorary Treasurer, Conference and Communication Secretary, Chair of the Education Committee, Chair of the Clinical Governance Committee



## British Association for Sexual Health and HIV (BASHH)

### Trustees' annual report

#### For the year ended 31 July 2020

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- The immediate past President of BASHH Six Fellows of BASHH
- One Specialty and Associate Specialist Member of BASHH One Doctor in Training Member of BASHH
- One Nurse Member of BASHH
- One Health Adviser Member of BASHH One Lay Trustee

A number of non-voting representatives are co-opted to the Board to provide additional support. These include the Chair of the Media group, Chair of the Public Panel, BASHH Webmaster, Revalidation representative for BASHH. Other BASHH members/fellows may be co-opted as necessary.

The Clinical Governance Committee, which reports to the Board, deals with all aspects of clinical governance and standards as well as providing a major communication channel to and from BASHH members. It consists of Branch chairs who represent the members in regions across England, Scotland, Wales and Northern Ireland, as well as health adviser, nurse, and doctors in training representatives. Also reporting to the Clinical Governance Committee are a number of BASHH Groups such as the National Audit group, Clinical Effectiveness Group, Clinical Standards unit and the Integrated Information Group.

The Education Committee, which reports to the Board, leads on the educational and training activities for BASHH. It consists of the Chairs of a range of Special Interest Groups (SIGs) and also includes the leads for the STI Foundation Group and Mentoring Group as well as key training course leads.

In addition, the Association has a number of other groups and representatives that report directly to the governing Board such as the Revalidation representative, the Web Team and the Public Panel.

### Support Services

A variety of support services are in place to support the work of the Association and its administration. Since 2013 central support services (secretariat, membership and financial) have been provided by Kingston Smith Association Management (KSAM). This has allowed BASHH to streamline support services to facilitate a more comprehensive and integrated administrative structure including administrative support of the BASHH Annual Conference.

Following a review of the secretariat performance and the needs of BASHH, it was agreed by the board that a competitive tender process should be undertaken towards the end of 2019 to determine the best provider of services once the KSAM contract expires on 31<sup>st</sup> January 2021. This was a rigorous process involving shortlisting against a new service specification and structured interviews. The recommendation was to award the new contract to Executive Business

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### Trustees' annual report

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Support Ltd (EBS). EBS was ranked the highest amongst applicants, particularly due to their specialism and expertise with associations like BASHH and having highly rated references from Trustees of other medical associations. This was approved by the Board on 28 February 2020. EBS will become BASHH's support service from 1 February 2021.

### Membership Review

The membership services have been administered by KSAM since 1 February 2013. Membership recruitment remains strong and there have been new applications for membership into both medical and the non-medical categories, reflecting our multidisciplinary ethos, as well as a number of resignations by retirement, deaths and a number of members suspending their membership whilst on maternity leave.

The total number of members on 31 July 2020 was 1,087 (2019: 1,076). Through a membership drive to attract nurses to join BASHH, along with a reduced membership rate and educational and training opportunities such as STIF Competency, the number of nurse members has increased considerably. Nurse members had increased to 136 nurse members in July 2020.

BASHH has continued to work to ensure that the membership categories are simplified, that members are correctly categorised according to their membership grade and that membership details are kept up to date. New members can join using an online application form without the requirement for support by a fellow and member, and all applications are reviewed by the General Secretary and ratified by the BASHH Board.

The simplified categories also streamlined the options for joining journal subscriptions. From January 2020 the two journals, STIs and International Journal for STD and AIDs, switched to electronic with member access through the BASHH website rather than hard copy delivery by post. Board approved substantially reducing subscription rates for doctors in training for a four-year period commencing in August 2017. Membership cards are issued to all members to allow electronic registration at BASHH events and automatic CPD registration at CPD approved events. Most members prefer to be communicated with electronically and a decreasing number have communication sent by post.

### Recruitment and Appointment of the BASHH Board

The BASHH Board is recruited from the BASHH members and fellows of BASHH, except for the immediate past President who is automatically a member of the Board as is the lay Trustee. The lay Trustee is recruited and appointed from outside the Association by the elected Trustees, using an external process followed by informal interview of selected individuals. For all the other Board positions BASHH members are individually informed about the posts that are available and nominations are sought.

## British Association for Sexual Health and HIV (BASHH)

### Trustees' annual report

#### For the year ended 31 July 2020

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Appointments and elected positions are for a term of office of two years and those appointed/elected may stand for a second two-year term, except for the President who may not serve a consecutive second term.

The election process allows voting prior to the Annual General Meeting for contested posts – candidates for Trustee positions and members of the Clinical Governance Committee. This was conducted by the Electoral Reform Service (ERS) using a secure online voting website, as well as paper voting where necessary.

A detailed approach to governing the operations of the Board and appointment to trustee posts is laid out in the Articles and Byelaws, accessible to the public on the website.

### Trustee induction and training

Individuals who have been elected to Trustee posts are required to make a declaration of interests and an undertaking of commitment as a Trustee to BASHH. They are required to submit a Trustee declaration form to the Charity Commission and complete the process for appointment as a BASHH director by successful submission of an AP01 form to Company House.

All Trustees receive the Memorandum and Articles of Association and the Association uses the extensive information on the Charity Commission website to support the induction and training of Trustees. In particular, all Trustees are directed to read the Charity Commission guidance – the essential trustee: what you need to know (CC3).

BASHH Officers received Trustee Training by Karl Elliot of Voluntary Action North East Lincolnshire on 3 and 9 September 2020. The agenda covered:

- 1 Fundamentals about governance and trusteeship
- 2 A model for good trusteeship
- 3 Duties of Trustees: delivery of objects, use of resources, managing conflicts of interests
- 4 Being effective trustees: The legal trustee, The focused trustee, The well-behaved trustee, The informed trustee
- 5 Towards better governance – using frameworks such as the Charity Governance Code

### Related parties and relationships with other organisations

BASHH has affiliations with our sister organisation, The British HIV Association (BHIVA) and has representatives who feed into the medical specialties board of the Royal College of Physicians (RCP).

## Statement of responsibilities of the trustees

The trustees (who are also directors of the British Association for Sexual Health & HIV for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 July 2020 was 20 (2019: 19). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

British Association for Sexual Health and HIV (BASHH)

Trustees' annual report

For the year ended 31 July 2020

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## Auditor

Sayer Vincent LLP was appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The trustees' annual report has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

The trustees' annual report has been approved by the trustees on 4 December 2020 and signed on their behalf by



Dr David Phillips  
General Secretary, BASHH

## Independent auditor's report

To the members of

**British Association for Sexual Health and HIV (BASHH)**

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### Opinion

We have audited the financial statements of British Association for Sexual Health and HIV (the 'charitable company') for the year ended 31 July 2020 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 July 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for

## Independent auditor's report

To the members of

### British Association for Sexual Health and HIV (BASHH)

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the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

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

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

## Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine

## Independent auditor's report

To the members of

### **British Association for Sexual Health and HIV (BASHH)**

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is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



## **Independent auditor's report**

**To the members of**

**British Association for Sexual Health and HIV (BASHH)**

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## **Use of our report**

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

Fleur Holden (Senior statutory auditor)

5 February 2021

for and on behalf of Sayer Vincent LLP, Statutory Auditor  
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

British Association for Sexual Health and HIV (BASHH)

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 July 2020

	Note	2020				2019			
		Unrestricted £	Restricted £	Endowment Funds £	Total £	Unrestricted £	Restricted £	Endowment Funds £	Total £
<b>Income and endowments from:</b>									
Donations	2	163	-	-	163	-	-	-	-
Charitable activities									
Membership subscription		184,367	-	-	184,367	184,258	-	-	184,258
Educational meetings and courses	3	219,998	13,500	-	233,498	357,033	-	-	357,033
Event sponsorship	3	41,364	-	-	41,364	169,885	-	-	169,885
Investment income	4	51,172	-	-	51,172	30,940	-	-	30,940
<b>Total income</b>		<b>497,064</b>	<b>13,500</b>	<b>-</b>	<b>510,564</b>	<b>742,116</b>	<b>-</b>	<b>-</b>	<b>742,116</b>
<b>Expenditure on:</b>									
Charitable activities									
Educational meetings and courses	5	481,763	13,500	-	495,263	886,918	-	-	886,918
<b>Total expenditure</b>		<b>481,763</b>	<b>13,500</b>	<b>-</b>	<b>495,263</b>	<b>886,918</b>	<b>-</b>	<b>-</b>	<b>886,918</b>
<b>Net income/(expenditure) before net (losses)/gains on investments</b>		<b>15,301</b>	<b>-</b>	<b>-</b>	<b>15,301</b>	<b>(144,802)</b>	<b>-</b>	<b>-</b>	<b>(144,802)</b>
Net (losses)/gains on investments		(73,425)	-	-	(73,425)	82,180	-	-	82,180
<b>Net expenditure for the year</b>	6	<b>(58,124)</b>	<b>-</b>	<b>-</b>	<b>(58,124)</b>	<b>(62,622)</b>	<b>-</b>	<b>-</b>	<b>(62,622)</b>
<b>Net movement in funds</b>		<b>(58,124)</b>	<b>-</b>	<b>-</b>	<b>(58,124)</b>	<b>(62,622)</b>	<b>-</b>	<b>-</b>	<b>(62,622)</b>
<b>Reconciliation of funds:</b>									
Total funds brought forward		1,740,634	4,150	10,000	1,754,784	1,803,256	4,150	10,000	1,817,406
<b>Total funds carried forward</b>		<b>1,682,510</b>	<b>4,150</b>	<b>10,000</b>	<b>1,696,660</b>	<b>1,740,634</b>	<b>4,150</b>	<b>10,000</b>	<b>1,754,784</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 16a to the financial statements.

British Association for Sexual Health and HIV (BASHH)

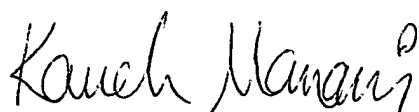
Balance sheet

Company no. 07863350

As at 31 July 2020

	Note	£	2020 £	£	2019 £
<b>Fixed assets:</b>					
Investments	10		<u>1,615,474</u>		<u>1,638,868</u>
			1,615,474		1,638,868
<b>Current assets:</b>					
Debtors	11	104,522		127,588	
Cash at bank		<u>165,786</u>		<u>248,558</u>	
		270,308		376,146	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	12	<u>(189,122)</u>		<u>(260,230)</u>	
<b>Net current assets</b>			<u>81,186</u>		<u>115,916</u>
<b>Total net assets</b>			<u>1,696,660</u>		<u>1,754,784</u>
<b>The funds of the charity:</b>	16a				
Endowment (Capital) funds			10,000		10,000
Restricted income funds			4,150		4,150
<b>Unrestricted income funds:</b>					
General funds		<u>1,682,510</u>		<u>1,740,634</u>	
<b>Total unrestricted funds</b>			<u>1,682,510</u>		<u>1,740,634</u>
<b>Total charity funds</b>			<u>1,696,660</u>		<u>1,754,784</u>

Approved by the trustees on 4 December 2020 and signed on their behalf by



Dr Kaveh Manavi  
Trustee

British Association for Sexual Health and HIV (BASHH)

Statement of cash flows

For the year ended 31 July 2020

	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>				
Net expenditure for the reporting period (as per the statement of financial activities)	(58,124)		(62,622)	
Losses/(Gains) on investments	73,425		(82,180)	
Interest receivable	(1,040)		(1,407)	
Dividends receivable	(50,132)		(29,533)	
Decrease in debtors	23,066		105,820	
(Decrease)/Increase in creditors	(71,108)		10,614	
<b>Net cash used in operating activities</b>		<b>(83,913)</b>		<b>(59,308)</b>
<b>Cash flows from investing activities:</b>				
Interest receivable	1,040		1,407	
Dividends and interest from investments	50,132		29,533	
Movement within cash held by investment managers	7,653		-	
Purchase of investments	(57,684)		(29,533)	
<b>Net cash provided by investing activities</b>		<b>1,141</b>		<b>1,407</b>
<b>Change in cash and cash equivalents in the year</b>		<b>(82,772)</b>		<b>(57,901)</b>
Cash and cash equivalents at the beginning of the year		<b>248,558</b>		<b>306,459</b>
<b>Cash and cash equivalents at the end of the year</b>		<b>165,786</b>		<b>248,558</b>
<b>Analysis of cash and cash equivalents</b>				
	At 1 August 2019 £	Cash flows £	At 31 July 2020 £	
Cash at bank and in hand	248,558	(82,772)	165,786	
<b>Total cash and cash equivalents</b>	<b>248,558</b>	<b>(82,772)</b>	<b>165,786</b>	

Notes to the financial statements

For the year ended 31 July 2020

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1 Accounting policies

a) Statutory information

British Association for Sexual Health and HIV (BASHH) is a charitable company limited by guarantee and is incorporated in England and Wales.

The registered office address is 68 Cheestergate, Macclesfield, SK11 6DY.

b) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

**Subscription Fees**

Subscriptions are payable in advance for the Association's Membership Year. Subscriptions for the Membership year ended 31 July 2020, 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.

**Educational Meetings**

Income from educational meetings and courses is included in incoming resources in the period in which the relevant activity has taken place and consists of course registration fees from participants and sponsorship income from pharmaceutical companies net of VAT where applicable. 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.

f) Interest receivable

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

**1 Accounting policies (continued)**

**g) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

**Endowment funds**

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as either restricted or unrestricted income funds. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

**h) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs of delivering services and other educational activities undertaken to further the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**i) Allocation of support costs**

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Where such information about the aims, objectives and projects of the charity is also provided to potential donors, activity costs are apportioned between fundraising and charitable activities on the basis of area of literature occupied by each activity.

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

**j) Listed investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

**k) Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**l) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## Notes to the financial statements

## For the year ended 31 July 2020

## 1 Accounting policies (continued)

## m) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

## n) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## 2 Income from donations

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Donations	88	-	88	-	-	-
Grants	75	-	75	-	-	-
	<u>163</u>	<u>-</u>	<u>163</u>	<u>-</u>	<u>-</u>	<u>-</u>

## 3 Income from charitable activities

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Special Interest Groups (Note 18)	85,691	-	85,691	92,057	-	92,057
Other Edu. Meetings/Courses (Note 18)	133,082	-	133,082	262,476	-	262,476
Regional Branches (Note 18)	1,225	-	1,225	2,500	-	2,500
Viiv Healthcare grant	-	13,500	13,500	-	-	-
Sub-total for Educational meetings and courses	<u>219,998</u>	<u>13,500</u>	<u>233,498</u>	<u>357,033</u>	<u>-</u>	<u>357,033</u>
Special Interest Groups (Note 18)	16,170	-	16,170	42,874	-	42,874
Other Edu. Meetings/Courses (Note 18)	13,297	-	13,297	111,558	-	111,558
Regional Branches (Note 18)	11,897	-	11,897	15,453	-	15,453
Sub-total for Event sponsorship	<u>41,364</u>	<u>-</u>	<u>41,364</u>	<u>169,885</u>	<u>-</u>	<u>169,885</u>
Total income from charitable activities	<u>261,362</u>	<u>13,500</u>	<u>274,862</u>	<u>526,918</u>	<u>-</u>	<u>526,918</u>

## 4 Income from investments

	Unrestricted £	2020 Total £	2019 Total £
Interest receivable	1,040	1,040	1,407
Dividends and interest receivable from investments and unit trusts	50,132	50,132	29,533
	<u>51,172</u>	<u>51,172</u>	<u>30,940</u>

British Association for Sexual Health and HIV (BASHH)

Notes to the financial statements

For the year ended 31 July 2020

5a Analysis of expenditure (current year)

	Charitable activity				
	Educational Meetings and Courses	Governance costs	Support costs	2020 Total	2019 Total
	£	£	£	£	£
Cost of Educational Meetings	297,014	-	-	297,014	635,715
Cost of Educational Journals	24,619	-	-	24,619	46,372
Developing Clinical Standards contribution to non-BASHH groups:					
- Family Planning Association	-	-	-	-	9,000
Governance costs	-	16,398	-	16,398	25,014
Secretariat fees (See note below)	-	-	138,826	138,826	142,461
Committee meeting costs	-	-	3,860	3,860	8,276
Printing, postage & stationery	-	-	1,022	1,022	582
General administration and sundry costs	-	-	13,524	13,524	19,498
	<u>321,633</u>	<u>16,398</u>	<u>157,232</u>	<u>495,263</u>	<u>886,918</u>
Support costs	157,232	-	(157,232)	-	-
Governance costs	16,398	(16,398)	-	-	-
<b>Total expenditure 2020</b>	<b><u>495,263</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>495,263</u></b>	
Total expenditure 2019	<u>886,918</u>	-	-	-	<u>886,918</u>

There are no direct staff costs incurred by the charity during the year and the charity does not undertake activities to raise funds. The administrative and support services to the charity in connection with its charitable activities stated above are provided under contract by Kingston Smith Association Management who is an independent party. The charge for the year including irrecoverable VAT is as above.

Governance costs include trustees' travel and subsistence costs of £5,713 (2019: £15,731).



British Association for Sexual Health and HIV (BASHH)

Notes to the financial statements

For the year ended 31 July 2020

5b Analysis of expenditure (prior year)

	Charitable activity			
	Educational Meetings and Courses	Governance costs	Support costs	2019 Total
	£	£	£	£
Cost of Educational Meetings	635,715	-	-	635,715
Cost of Educational Journals	46,372	-	-	46,372
Developing Clinical Standards contribution to non-BASHH groups:				
- Family Planning Association	9,000	-	-	9,000
Governance costs	-	25,014	-	25,014
Secretariat fees	-	-	142,461	142,461
Committee meeting costs	-	-	8,276	8,276
Printing, postage & stationery	-	-	582	582
General administration and sundry costs	-	-	19,498	19,498
	691,087	25,014	170,817	886,918
Support costs	170,817	-	(170,817)	-
Governance costs	25,014	(25,014)	-	-
<b>Total expenditure 2019</b>	<b>886,918</b>	<b>-</b>	<b>-</b>	<b>886,918</b>
Total expenditure 2018	901,953	-	-	

Governance costs include trustees' travel and subsistence costs of £15,731 (2018: £19,905).

**British Association for Sexual Health and HIV (BASHH)**

**Notes to the financial statements**

**For the year ended 31 July 2020**

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**6 Net expenditure for the year**

This is stated after charging:

	2020	2019
	£	£
Auditor's remuneration (excluding VAT):		
Audit	7,600	7,000
Other services	1,500	1,416
	<u>9,100</u>	<u>8,416</u>

**7 Analysis of trustee remuneration and expenses**

The charity trustees were neither paid nor received any other benefits from employment with the charity in the year (2019: £nil). One charity trustee received payment for professional or other services supplied to the charity as per Note 8 (2019: None).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £5,713 (2019: £15,731) incurred by 17 (2019: 15) members relating to attendance at meetings of the board, and £3,835 was incurred by BASHH on behalf of members for accommodation and subsistence at board meetings.

**8 Related party transactions**

During the year, BASHH paid £375 to Acanthe Limited for lay representative work at the ACCEA committee meeting as allowed under Article 5.3 of the Articles of Association. The trustee, Ruth Lowbury, is a director of Acanthe Limited.

**9 Taxation**

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

British Association for Sexual Health and HIV (BASHH)

Notes to the financial statements

For the year ended 31 July 2020

10 Listed investments

	2020 £	2019 £
Fair value at the start of the year	1,624,262	1,512,549
Additions at cost	57,684	29,533
Net (loss)/gain on change in fair value	(73,425)	82,180
	<u>1,608,521</u>	<u>1,624,262</u>
Cash held by investment broker pending reinvestment	6,953	14,606
Fair value at the end of the year	<u>1,615,474</u>	<u>1,638,868</u>

Investments comprise:

	2020 £	2019 £
UK Unit Trusts	1,608,521	1,624,262
Cash	6,953	14,606
	<u>1,615,474</u>	<u>1,638,868</u>

11 Debtors

	2020 £	2019 £
Trade debtors	2,900	28,476
Prepayments and accrued income	101,622	99,112
	<u>104,522</u>	<u>127,588</u>

12 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	35,999	192,370
VAT payable	11,495	935
Other creditors	15,840	-
Accruals	10,981	21,679
Deferred income (note 13)	114,807	45,246
	<u>189,122</u>	<u>260,230</u>

Notes to the financial statements

For the year ended 31 July 2020

13 Deferred income

Deferred income comprises event registration fees and sponsorship fees for events held subsequent to the year end and within twelve months of the financial year end.

	2020 £	2019 £
Balance at the beginning of the year	45,246	55,347
Amount released to income in the year	(45,246)	(55,347)
Amount deferred in the year	114,807	45,246
Balance at the end of the year	<u>114,807</u>	<u>45,246</u>

14 Financial instruments

	2020 £	2019 £
<b>Financial assets measured at fair value</b>		
Investments	<u>1,608,521</u>	<u>1,624,262</u>

15a Analysis of net assets between funds (current year)

	Endowment £	Restricted £	Unrestricted £	Total funds £
Investments	-	-	1,615,474	1,615,474
Net current assets	10,000	4,150	67,036	81,186
<b>Net assets at 31 July 2020</b>	<u>10,000</u>	<u>4,150</u>	<u>1,682,510</u>	<u>1,696,660</u>

15b Analysis of net assets between funds (prior year)

	Endowment £	Restricted £	Unrestricted £	Total funds £
Investments	-	-	1,638,868	1,638,868
Net current assets	10,000	4,150	101,766	115,916
<b>Net assets at 31 July 2019</b>	<u>10,000</u>	<u>4,150</u>	<u>1,740,634</u>	<u>1,754,784</u>

British Association for Sexual Health and HIV (BASHH)

Notes to the financial statements

For the year ended 31 July 2020

16a Movements in funds (current year)

	At 1 August 2019 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 July 2020 £
<b>Endowment funds</b>					
Robert S Morton Lecture fund	10,000	-	-	-	10,000
<b>Total endowment funds</b>	10,000	-	-	-	10,000
<b>Restricted funds:</b>					
The Robert S Morton Lecture fund	3,139	-	-	-	3,139
Cathy Harman Memorial Appeal	1,011	-	-	-	1,011
Viiv Healthcare	-	13,500	(13,500)	-	-
<b>Total restricted funds</b>	4,150	13,500	(13,500)	-	4,150
<b>General funds</b>	1,740,634	497,064	(555,188)	-	1,682,510
<b>Total unrestricted funds</b>	1,740,634	497,064	(555,188)	-	1,682,510
<b>Total funds</b>	1,754,784	510,564	(568,688)	-	1,696,660

The narrative to explain the purpose of each fund is given at the foot of the note below.

16b Movements in funds (prior year)

	At 1 August 2018 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 July 2019 £
<b>Endowment funds:</b>					
Robert S Morton Lecture fund	10,000	-	-	-	10,000
<b>Total restricted funds</b>	10,000	-	-	-	10,000
<b>Restricted funds:</b>					
The Robert S Morton Lecture fund	3,139	-	-	-	3,139
Cathy Harman Memorial Appeal	1,011	-	-	-	1,011
<b>Total restricted funds</b>	4,150	-	-	-	4,150
<b>General funds</b>	1,803,256	824,296	(886,918)	-	1,740,634
<b>Total unrestricted funds</b>	1,803,256	824,296	(886,918)	-	1,740,634
<b>Total funds</b>	1,817,406	824,296	(886,918)	-	1,754,784

**Purposes of endowment and restricted funds**

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.

Viiv Healthcare represents grant funding for the HIV module of STI/HIV course held in November 2019.

17 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

British Association for Sexual Health and HIV (BASHH)

Notes to the financial statements

For the year ended 31 July 2020

18 Summary of Income and Expenditure arising from Educational Meetings and Courses and Event Sponsorship

	Income 2020 £	Expenditure 2020 £	Result 2020 £	Income 2019 £	Expenditure 2019 £	Result 2019 £
<b>Special Interest Groups</b>						
Colposcopy SIG/Genital Dermatology SIG	14,456	12,033	2,423	24,162	15,280	8,882
ISSTD/IIUSTI	-	-	-	-	17,097	(17,097)
HPV SIG	28,905	15,791	13,114	3,843	13	3,830
Bacterial	6,837	8,737	(1,900)	14,939	10,012	4,927
Sexual Dysfunction Group	14,239	11,512	2,727	18,254	16,830	1,424
Adolescent Special Interest Group	-	125	(125)	9,864	7,050	2,814
Clinical Effectiveness Group	-	2,216	(2,216)	-	2,681	(2,681)
SAS Group	34,144	25,497	8,647	32,527	33,342	(815)
National Audit Group	-	12,804	(12,804)	-	14,097	(14,097)
Doctors in Training	1,510	-	1,510	4,842	2,208	2,634
Media External Communications Group	-	54,047	(54,047)	-	51,499	(51,499)
Nurses/ Health Advisors	-	376	(376)	-	1,018	(1,018)
HIV Medicine	1,770	633	1,137	26,500	21,913	4,587
Clinical Standards Unit	-	400	(400)	-	14,572	(14,572)
Public Panel	-	1,129	(1,129)	-	1,583	(1,583)
Public Health Group	-	796	(796)	-	300	(300)
<b>Special Interest Groups: Sub-Total</b>	<b>101,861</b>	<b>146,096</b>	<b>(44,235)</b>	<b>134,931</b>	<b>209,495</b>	<b>(74,564)</b>
	Income 2020 £	Expenditure 2020 £	Result 2020 £	Income 2019 £	Expenditure 2019 £	Result 2019 £
<b>Other Educational Meetings/Courses</b>						
Educational Meetings	11,483	12,610	(1,127)	2,904	25,667	(22,763)
Joint Meetings (See note below)	47,602	38,117	9,485	24,566	12,700	11,866
BASHH Course in STI & HIV	23,322	35,624	(12,302)	38,948	40,176	(1,228)
STIF Course	12,773	23,746	(10,973)	43,187	27,625	15,562
STIF Competency	51,199	37,636	13,563	43,031	39,863	3,168
Spring Meeting (See note below)	-	(6,108)	6,108	221,398	265,078	(43,680)
<b>Other Edu. Meeting /Courses: Sub-Total</b>	<b>146,379</b>	<b>141,625</b>	<b>4,754</b>	<b>374,034</b>	<b>411,109</b>	<b>(37,075)</b>
	Income 2020 £	Expenditure 2020 £	Result 2020 £	Income 2019 £	Expenditure 2019 £	Result 2019 £
<b>Regional Branches</b>						
Thames North East	-	-	-	292	-	292
Mersey	1,060	846	214	-	-	-
Oxford	417	-	417	734	465	269
Scotland	-	92	(92)	2,850	2,496	354
South West	3,860	2,334	1,526	3,690	3,377	313
Trent	2,000	1,378	622	2,083	2,345	(262)
Wales	3,150	1,771	1,379	3,859	1,387	2,472
Wessex	1,122	1,359	(237)	3,220	3,874	(654)
Yorkshire	1,513	1,513	-	1,225	1,167	58
<b>Regional Branches: Sub-Total</b>	<b>13,122</b>	<b>9,293</b>	<b>3,829</b>	<b>17,953</b>	<b>15,111</b>	<b>2,842</b>
<b>Total</b>	<b>261,362</b>	<b>297,014</b>	<b>(35,652)</b>	<b>526,918</b>	<b>635,715</b>	<b>(108,797)</b>

The income included above comprises the Educational meeting and courses income £219,998 (2019: £357,033) and Event sponsorship income £41,364 (2019: £169,885) as disclosed in Note 3.

The expenditure included above comprises the cost of Educational meetings £297,014 (2019: £635,715) as disclosed in Note 5.

In 2019 BASHH held a joint meeting with Faculty of Sexual & Reproductive Healthcare (FSRH). The income and cost stated in these accounts relate only to the share of BASHH.