

Registered number  
06337017

Childrens HIV Association Limited  
Report and Accounts for the year ended  
31 December 2016

**Childrens HIV Association Limited**  
**Report and accounts**  
**Contents**

	<b>Page</b>
Legal and administrative information	1 - 2
Executive committee report	3 - 17
Independent auditors' report	18
Statement of financial activities	19
Balance sheet	20
Notes to the accounts	21 -23

**Childrens HIV Association Limited**  
**Legal and administrative information**

**Trustees/Directors and Members  
of the Executive Committee**

Dr Velur Balasubramanian	(Appointed 22 May 2015)
Dr Alasdair Bamford	(Re-appointed 27 May 2016)
Dr Srinivas Bandi	(Appointed 22 May 2015)
Dr Jolanta Bernatoniene	(Appointed 16 May 2014)
Dr Tomàs Campbell	(Appointed 16 May 2014)
Dr Katja Doerholt	(Re-appointed 27 May 2016)
Miss Emily Hamblin	(Retired 27 May 2016)
Miss Katie Rowson	(Appointed 22 May 2015)
Dr Fiona Shackley	(Appointed 27 May 2016)
Dr Anton Tan	(Retired 27 May 2016)
Dr Fiona Thompson	(Appointed 16 May 2014)
Dr Anna Turkova	(Appointed 22 May 2015)
Dr Amanda Williams	(Re-appointed 22 May 2015)

**Chair**

Dr Amanda Williams	(Appointed as Chair 22 May 2015)
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**Honorary Treasurer**

Dr Anton Tan	(Retired as Treasurer 27 May 2016)
Dr Jolanta Bernatoniene	(Appointed as Treasurer 27 May 2016)

**Honorary Secretary**

Dr Fiona Thompson	(Appointed as Secretary 18 May 2015)
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**Auditors**

CK Partnership Limited  
1 Old Court Mews  
311 Chase road  
London  
N14 6JS

**Bankers**

National Westminster Bank plc  
East Finchley Branch  
85 High Road  
London  
N2 8AE

**Childrens HIV Association Limited**  
**Legal and administrative information**

**Registered office (to November 2016)**

1 Mountview Court  
310 Friern Barnet Lane  
London  
N20 0LD

**Registered office (from November 2016)**

CHIVA Office  
The Wool Hall  
12 St Thomas Street  
Bristol  
BS1 6JJ

**Registered number**

06337017

**Charity number**

1122356

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

**Section 1**

**Introduction**

The Children's HIV Association of the UK and Ireland (CHIVA) is an association of professionals committed to providing excellence in the care of children infected or affected by HIV, and their families.

CHIVA also provides direct support work to children and families with HIV and runs a range of activities addressing the health and social impacts of HIV on children and their families, and providing professionals with support, guidance, and sharing expertise.

There are currently professional members of CHIVA, embracing many different disciplines within health, including nursing, paediatrics, GU Medicine, community child health, child development, psychology, dietetics, pharmacy, social work and other support services, including from the voluntary sector. CHIVA has developed a range of social interventions which address key impacts of HIV on children and their families; reducing social isolation; improving awareness and understanding of HIV; challenging and addressing impacts of stigma and discrimination and supporting the emotional effects of growing up with HIV.

As the Chair of CHIVA, I am very pleased to review key events and achievements for CHIVA during 2016, which has been another busy and productive year for the organisation. Grateful thanks go to the Officers and Executive Committee for their work in the past year and to our funders, sponsors and conference exhibitors for their support. Our 10th Annual Conference took place in Bristol this year, a very successful event that attracted over 100 delegates. Thanks go to the Chair of the Conferences Subcommittee, Dr Srinivas Bandi, for putting together an interesting programme; and to Dr Jolanta Bernatoniene for warmly welcoming us as Local Host. The theme of the conference was 'Ten years on... the achievements and challenges that lie ahead'. The programme included a debate on whether babies born to HIV-infected mothers should be given ARV prophylaxis after birth. In addition, there were lectures looking at support work undertaken with young people, presentation of a formal evaluation of CHIVA Support Camp, moving from preventing to ending new HIV infections amongst children, immigration, the psychological impact of HIV on children, along with a range of other topics relating to paediatric HIV care. One of the highlights of the conference was the CHIVA Youth Committee session.

In addition, CHIVA held its usual parallel sessions in collaboration with BHIVA at the British HIV Association (BHIVA) Autumn Conference 2016. 35 delegates attended the parallel sessions and the programme was varied covering a range of topics relating to Paediatric HIV Care. Sessions included a presentation on 'Achieving well-being for young people: young people's experiences and clinical responses; a screening of a CHIVA young people's film entitled 'If you knew'. This year's CHIVA Plenary Lecture on 'HIV gene Therapy' was given by Professor Waseem Qasim, Great Ormond Street Hospital, London.

In 2016 CHIVA has reviewed and updated its CHIVA Standards of Care for Infants, Children, and Young People with HIV (including infants born to mothers with HIV).

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

Work continued on website content to provide accurate, accessible and current information about paediatric HIV. There has been the addition of further online resources for young people. The dedicated site for children with HIV, 'If only you knew', has been redeveloped this year in line with stakeholder feedback. The website is a source of information about CHIVA and its activities, such as national conferences, local meetings, guidelines, audit and annual CHIVA support camp. In addition, the website also offers medical practitioner information, regularly updated guidelines for professionals about all aspects of paediatric HIV and support services information. Young people and their families can access age appropriate information about growing up with HIV, as well as advice and guidelines produced by young people for young people. There is a growing online library of current resources regarding treatment, trials and guidelines covering a number of practice areas and information for schools and youth services.

The CHIVA peer support programme has increased to provide regional peer support in addition to the annual national support camp. Clinic support has been provided by CHIVA staff to paediatric clinics in Wales and the South West to enable social support to be provided to children with more complex needs. The 2016 national support camp was attended by 81 young people, who took part in a range of HIV workshops, were provided with one to one support, the opportunity to develop peer support networks, and encouraged to develop skills and confidence through participation in outdoor and creative arts activities.

CHIVA ran its second partnership project with Turtle Key Arts, engaging older adolescents in an arts-based programme to explore the experience of growing up with HIV during which they produced a film.

The CHIVA Youth Committee has been very active this year. Holding regular meetings, and engaging with the media, and providing representation in public forums. Two members were supported to attend the International AIDS conference in Durban South Africa. The Youth Committee have engaged with consultations and research during the year to ensure the voices of young people with HIV are heard and influence policy and practice, including consultations with AYPH informing the delivery of accident and emergency services, and the development of online health records.

CHIVA have provided on going participation opportunities to young people with HIV to engage with our work, inform the direction of work and shape current priorities, and ensure that clinical care and practice is shaped by young peoples expressed needs and views. Young people with HIV receive training to become peer mentors at our annual support camp.

CHIVA have been appointed by UNICEF to deliver training and support to the development of care and services for young people with HIV in Eastern and Central Europe and former Soviet Bloc countries, enabling the expertise and experience gained within the organisation to be shared internationally.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

**Section 2**

**Objectives and Activities of the Charity**

*A summary of the objects of the charity as set out in its governing document:*

a) The relief of sickness and the preservation of health among children and young people infected or affected by HIV and related infections including the development of standards of care and provision of information, advice and support to healthcare and other professionals and in other such charitable ways as CHIVA, through its Executive Committee, may from time to time decide.

b) To advance the education of the general public and medical fraternity in all areas relating to HIV and related infections including raising awareness of the needs of children and young people with HIV and related infections and representing those needs to other government organisations and professionals; and

c) To carry out and support research and audit into all aspects of HIV and related infections and to publish the useful results of such research and audit.

*The charity's aims, including the changes or differences it seeks to make:*

a) to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;

b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 36 and 37 of the Charities Act 1993;

d) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Charity must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if it wishes to mortgage land;

e) to co-operate with other Charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;

g) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects;

h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

i) to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Director only to the extent it is permitted to do so by clause 5 and provided it complies with the conditions in that clause;

j) to:

i) deposit or invest funds;

ii) employ a professional fund manager; and

iii) arrange for the investments or other property of the Charity to be held in the name of a nominee;

in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;

k) to provide indemnity insurance for the Directors or any other officer of the Charity in relation to any such liability as is mentioned in subclause (2) of this clause, but subject to the restrictions specified in subclause (3) of the clause;

l) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity;

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

- m) to do all such other lawful things as are necessary for the achievement of the Objects;
- n) to promote issues relevant to all children and young people infected or affected by HIV and related infections;
- o) to act as a resource for relevant national organisations including the Department of Health, Commissioning Authorities, the Royal Colleges and other organisations such as BPSU, CHIPS, HPA, NSHPC, PENTA and HYPNET;
- p) to develop and regularly update standards of care for children and families with HIV and related infections;
- q) to develop and regularly update standards of care to reduce mother-to-child transmission;
- r) to encourage service providers to use the standards for audit and clinical governance;
- s) to update national commissioning authorities;
- t) to highlight the needs of adolescents and young people with HIV and related infections and promote good practice for transitional care to adult services;
- u) to support and to promote international initiatives that endeavour to provide good-quality care to children and families affected by HIV and related infections in resource-poor settings;
- v) to help service providers achieve and maintain continuing professional development in this field;
- w) to promote involvement in national and international multicentre research trials both by active involvement in trial design and regular open meetings to discuss results, implement evidence-based changes in practice and identify future research priorities;
- x) to represent relevant issues to appropriate government organisations and professionals;
- y) to support the Children's HIV National Network and local networks in order to promote equality of access to services throughout the UK and Ireland;
- z) to engage directly in work with infected and affected children, adolescents and young people, as considered appropriate by the CHIVA Executive Committee.

*An explanation of the charity's main objectives for the year:*

Social and family support

CHIVA has been providing national peer support to up to 100 children with HIV through its annual support camp for the past 7 years. The support camp aims to address the social isolation experienced by children with HIV, enhance knowledge and understanding of HIV, and improve self efficacy and coping skills. Whilst developing a peer support network through the friendships established at support camp.

CHIVA is developing its social support programme and now provides regional peer support in the South West and Wales regularly throughout the year, as well as staff support in clinics to support health professionals meeting the broader social impacts of HIV on children and their families. CHIVA is also providing direct support interventions to children and families with more complex needs across the UK.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

Arts engagement programme

To support older young people with the challenges associated with transitioning into adult care and adult life through engagement with an arts programme, enabling the experiences of growing up with HIV to be explored, shared, and reflected upon. This programme develops insight, understanding, and opportunities for peer support and the development of skills and confidence through engagement with the arts. This year's collaborative project with Turtle Key Arts produced a film, working in partnership with the Lyric Theatre London.

Conferences

CHIVA holds two conferences each year; the annual conference is held in the spring, traditionally in May, and a Parallel Session at the BHIVA Autumn Conference in November in London. The annual conference venue rotates each year to try and give all members across the UK the best opportunity to attend. The CPD-registered and RCPCH-accredited conferences attract a broad spectrum of participants from many areas of health, social care and the voluntary sector.

Regional meetings

CHIVA liaises with other organisations and local/regional networks to facilitate small scientific meetings, which are held around the country to allow as many members as possible to attend. In addition, four multidisciplinary educational meetings, known as 'Monday Night Meetings', are held each year in collaboration with the Medical Research Council at their offices in London. All these meetings are open to CHIVA members and any other interested parties.

CHIVA website

CHIVA has been supporting the provision of guidance for health care professionals working with children with HIV in the UK and Ireland since 2005. All guidelines are peer reviewed by a multidisciplinary Guideline Group to ensure that any advice given is representative of best practice and is the latest information. All guidelines are reviewed and updated annually, and can be accessed on the CHIVA website.

The website includes a resources area, an events calendar and an area for HIV-affected young people, providing information about living in a family where there is HIV and signposting out to local support. It also houses an area for those either parenting a child with HIV or a parent with HIV. This was developed in consultation with groups of parents and contains information about various topics, including talking to your child about HIV in the family, understanding HIV and talking to schools.

The CHIVA social care area of the website is for professionals from the non-medical HIV sector, as well as those working in generic children and family services. It includes lists of HIV support services, Quality Standards on working with children with HIV, and general information non-HIV specialists should know when supporting this group.

CHIVA has developed a standalone website in consultation with young people with HIV. Access is via login and password, which provides a safe way for young people to access information about living with HIV, communicate with each other and get information about other activities CHIVA undertakes. This site has been redeveloped this year in line with stake holder feedback and was relaunched in 2016.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

Audit

To set achievable targets and indicators of care, CHIVA conducts a programme of audits involving centres throughout the UK, results of which are published online and presented at conferences.

Commissioning

A member of the CHIVA Executive Committee sits on the subcommittee of the HIV Clinical Reference Group (CRG).

Clinical guidelines and standards of care

CHIVA has reviewed and updated the CHIVA Standards of Care for Infants, Children, and Young People with HIV (including infants born to mothers with HIV).

To help promote and monitor high standards of care, CHIVA publishes a range of guidelines for paediatricians covering: standards of care for infants, children and young people with HIV (including infants born to mothers with HIV); testing and diagnosis; testing of children with HIV-positive parents (or siblings); follow-up; treatment; vaccinations; adherence and pill-taking; complications; mother-to-child transmission, pregnancy and infant feeding; post-exposure prophylaxis; and HIV in schools. Guidelines are reviewed and updated on a regular basis and new guidelines produced.

Youth Committee

The Youth Committee has 12 positions for young people with HIV to hold for a period of two years. The Youth Committee are engaged in shaping the work and direction taken by CHIVA to ensure young people's views and experiences are informing our work and their priorities are represented. They meet regularly throughout the year and attend and present at our national conferences. The Youth Committee also engage with the media and public forums to campaign for improved awareness and understanding of HIV.

Committees

The CHIVA Executive Committee oversees the work of the Association, which is run by the following: Conferences Subcommittee; Guideline Group; Website Group and *ad hoc* groups on Audit, Standards and Regional Meetings.

Membership

The membership of the Association at the end of 2016 stood at 129. Membership is across a wide range of healthcare professionals and others working within the HIV sector. Membership benefits include voting rights and eligibility to stand for election to the CHIVA Executive Committee; to be kept informed of all relevant CHIVA developments, predominantly by email; inclusion on a dedicated mailing list for all announcements of CHIVA activities, including CME-accredited educational meetings and updated guidelines/agreed standards of care; discounted registration to the CHIVA Annual Conference (and the satellite Parallel Sessions held annually at the BHIVA Autumn Conference in London), and access to the multidisciplinary educational meetings every 2 months in London.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

**Honorary Secretary's Report**

CHIVA membership represents many skills and specialties: including paediatricians, specialist nurses and pharmacists, research fellows and lecturers, social workers, dieticians and psychologists, as well as members from the voluntary sector, who are based throughout the UK as well as overseas. In 2005, the Association's membership stood at 82. We now have over 129 members at the end of December 2016.

This year the Association held elections for the Executive Committee for the period 2016–2018 and I welcome Dr Fiona Shackley (Sheffield Children's Hospital). I also congratulate Dr Jolanta Bernatoniene on her appointment as Honorary Treasurer.

Very grateful thanks go to the members of the committee who stepped down in 2016: Emily Hamblin and Dr Anton Tan.

No increases were made to the membership subscription rates for 2016. Membership benefits include discounted registrations at the CHIVA Annual Conference and the CHIVA Parallel Sessions at the BHIVA Autumn Conference. In addition, CHIVA members received a discount of £10 when taking out BHIVA membership.

Communication with CHIVA members remains important and we continue to send information bulletins and newsletters on a wide range of subjects to members.

**Honorary Secretary**  
**Dr Fiona Thompson**

*Explanation of the strategies for achieving objectives:*

The charity has developed an annual programme of direct work as detailed above, and also includes two conferences, regional meetings, website updates, audits, clinical guidelines and standards of care, committee meetings, maintenance of a membership database, and benefits to members. This work is overseen by the CHIVA Executive Committee (comprising the Trustees/Directors of the Charity) and the CHIVA Manager. The charity provides a programme of social support and direct family support to address social and emotional impacts of HIV on children and families, overseen by the CHIVA Manager. The charity also provides professional guidance, advice and training to other professionals and organisations to support wider understanding of the needs of children and their families with HIV.

*Details of significant activities including main programmes, projects or services*

See above under heading 'An explanation of the charity's main objectives for the year'.

*The Charity's grant making policies:*

The Association did not make any grants during 2016.

*Social or programme related investment:*

Not applicable.

*The contribution of volunteers:*

The CHIVA annual national support camp recruits a team of professional volunteers who are trained as key workers to attend camp and provide emotional and social support to children attending. CHIVA also recruits a team of young adult volunteers who also live with HIV, who are trained by CHIVA to become peer mentors, and attend camp to provide support and inspiration to the children attending. Close to 50 young people with HIV and adults (many of whom live with HIV) took up volunteering opportunities with CHIVA during the year.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

*Summary of main activities of the charity in relation to its objects:*

See also above for further details. The charity has developed an annual programme of work as detailed above, which includes social and direct family support work programmes, two conferences, regional meetings, website updates, audit, clinical guidelines and standards of care, committee meetings, a youth committee, maintenance of a membership database and benefits to members. This work is overseen by the CHIVA Executive Committee, which comprises the Trustees/Directors of the Charity.

### **Section 3**

#### **Achievements and Performance of the Charity**

*A review of charitable activities undertaken by the charity:*

All the work of the charity is detailed in Section 2 under the heading 'An explanation of the charity's main objectives for the year'.

*Fundraising activities:*

CHIVA's funding activities include applying for specific grants from trusts and grant-giving bodies, fundraising activities run by CHIVA volunteers, as well as fundraising undertaken by the general public for the charity.

CHIVA were chosen by Raise Your Hands, a members community that supports small charities that work with children, to receive their support in 2016, this culminated in a grant award at the end of 2016 which will be used to support the costs of running our annual support camp in 2017. Raise Your Hands have chosen to continue their support to CHIVA going forwards.

CHIVA entered into a contract with UNICEF to provide training and development support to organisations and professionals in Eastern and Central Europe and former Soviet Bloc countries, on developing care and support services for young people with HIV.

*Investment performance achieved against investment objectives set:*

Objectives set for 2016 were modest and in the main concentrated on preservation of reserve funds at bank.

*Factors relevant to achievement of the charity's objectives:*

All the main objectives were achieved for the year under the categories above through the work of the Executive Committee, subcommittees and groups and CHIVA staff.

*Summary of main achievements of charity during the year:*

- 81 Young people with HIV aged 11-16 attended our national support camp. Young people engaged in regional peer support programmes.
- 12 Young People with HIV were members of our Youth Committee and attended 8 meetings during the year. Including providing presentations at the two CHIVA conferences.
  
- 2 members of the CHIVA Youth Committee were supported to attend the International AIDS Conference held in Durban, South Africa.
- A number of families with more complex needs have received a social work support intervention through our direct support programme to identify and address unmet needs.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

- 20 young adults with HIV engaged in a collaborative film project run with Turtle Key Arts with support from the Lyric Theatre London exploring the experience of growing up with HIV

- 10<sup>th</sup> Annual Conference was held in Bristol: over 100 delegates attended and the programme included a dinner for speakers and delegates.

- Parallel Sessions at the BHIVA Autumn Conference in London: around 35 delegates attended and the programme included a dinner for delegates and speakers.

- Regional meetings were held across the UK, including four London 'Monday Night Meetings' in collaboration with the Medical Research Council.

- Audits were conducted and data published

- The CHIVA website remains the key resource for children and HIV in the UK, for children, families, and professionals, and increasingly it receives international visitors to the site.

- Information to members through publication of the *CHIVA eNewsletter*, which is distributed approximately 12 times per annum.

*Employment of disabled persons*

CHIVA had two employees in 2016.

**Section 4**

**Structure, Governance and Management**

*Nature of the Governing Document and constitution of the Charity:*

The Children's HIV Association is a charitable company limited by guarantee and the governance document applies: *Memorandum of Association of Children's HIV Association*.

*The methods adopted for the recruitment and appointment of new trustees:*

Annual elections are held:

(a) A list of nominees is forwarded to all eligible members of the Association with a request for their selections to fill the vacancies.

(b) The election scrutineer is normally the immediate past Chair of the Association or another person nominated by the Executive Committee.

(c) The results of the election are declared at the Annual General Meeting.

*The policies and procedures adopted for the induction and training of trustees:*

New trustees are sent an information letter with the following:

results of elections for the relevant year;

list of all trustees with contact email addresses;

Charity Commission of England and Wales leaflet CC3(a) – 'The Essential Trustee: an introduction'

competing interest disclosure form;

copy of the governance document;

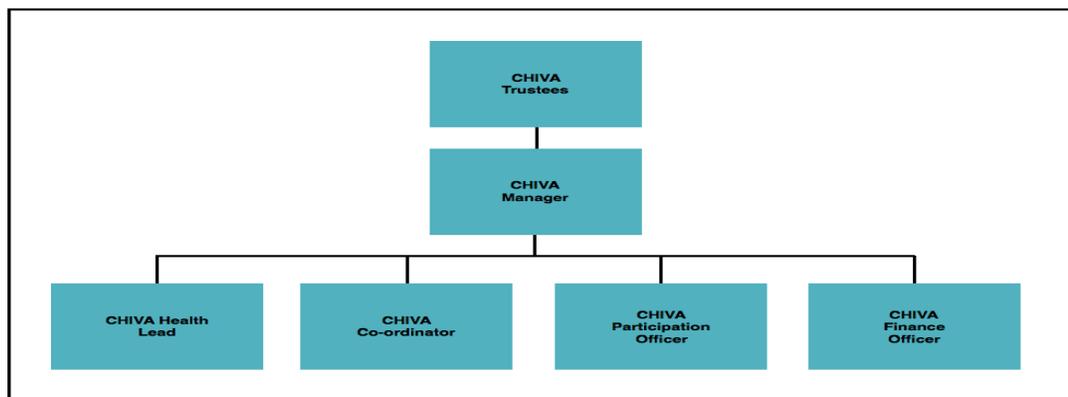
level of time commitment expected regarding attendance at committee meetings and conferences;

minutes of the most recent Executive Committee meeting; and

trustee declaration form.

**Children's HIV Association Limited  
Executive committee report  
for the year ended 31 December 2016**

*The organisational structure of the charity and how decisions are made.*



*Membership of a wider network:*

*Subcommittees and groups comprise trustees and representatives from outside to bring depth and spread to the knowledge and experience of the group. Community and voluntary sector representatives are invited on to the CHIVA Executive Committee via the UK Community Advisory Board. In 2016 CHIVA continued its affiliation the Federation of HIV Associations (FHIVA), which aims to provide a united voice for the UK's professional HIV healthcare organisations.*

*Relationships between the charity and related parties, including its subsidiaries:*

Not applicable.

*The major risks to which the charity is exposed and reviews:*

Financial: downturn in revenues from sponsors and giving organisations. The former support conference and the professional work of CHIVA while the latter support the Support camp, website and Youth Committee.

Non-financial: Not applicable.

*Relationships with other groups, charities, individuals (including donated services):*

BHIVA (British HIV Association)  
 BPAIIG (British Paediatric Allergy, Infection and Immunity Group)  
 CHINN (Children's HIV National Network)  
 CHIVA Africa (Mentoring and Support to Health Professionals treating children with HIV in South Africa)  
 FHIVA (Federation of HIV Associations)  
 HYPNet (HIV Young People's network)  
 NHIVNA (HIV Nurses Association)  
 PePYP (Perinatal, Paediatric and Young People's Sub Group of the NHS London Specialised Commissioning Group)  
 MRC (Medical Research Council)  
 Positively UK  
 George House Trust  
 Turtle Key Arts  
 UNICEF

**Children's HIV Association Limited  
Executive committee report  
for the year ended 31 December 2016**

**Section 5  
Financial Review**

**Treasurer's report**

I am pleased to report that the Association's finances during 2016 continued to be sound.

**Unrestricted Income and Expenditure**

Total unrestricted income for the year was £47,822. Of this total 18 per cent was derived from membership fees £8,642 (2015: £8,622), 31 per cent from major sponsorship £15,040 (2015: £22,000) and the CHIVA conference provided 20 per cent £9,708 (2015: £13,377). BHIVA continued to donate £2,500 as in previous years. Interest receivable during the year was £541 as compared to £661 in 2015. Total direct charity expenditure was £103,246, of which £29,292 was in respect of the CHIVA Annual Conference and £73,954 was in respect of other direct charity expenditure.

**Restricted Income and Expenditure**

Total restricted income for the year was £238,719. Of this total, £135,187 was designated for the Summer Camp, £57,338 was for Children In Need (BBC), £30,679 was for General/Core project, £7,266 was for the UNICEF project and £8,249 was for Children In Need (BBC) Wales project. Total restricted expenditure was £183,198, of which £86,800 was designated to the Summer Camp, £50,636 to Children In Need (BBC) project, £150 to HYPNET project, £9,669 to UNICEF project, £25,163 to the General/Core project, £2,433 to the Children In Need (BBC) Wales project, £7,506 to the South West project and £841 to the Treat Me Like This project.

**Summary**

The unrestricted financial reserves of CHIVA at the end of the financial year 2016 were £23,963 and the restricted reserves were £125,465. CHIVA is therefore in a reasonably secure financial position to conduct its main aims and objectives over the next year.

I wish to thank all our generous donors for their continued support: MAC AIDS Fund, MAD Trust, Elton John AIDS Foundation, BBC- Children in Need, ViiV, Gilead, UNICEF, BHIVA and others who have contributed via the Gift Aid scheme set up on our website or through other charitable fundraising processes. In addition, we are grateful to the pharmaceutical industry for their continued support of CHIVA and its activities, especially for the Annual Conference. Particular thanks are due to BHIVA for facilitating the CHIVA Parallel Sessions at the BHIVA Autumn Conference, held annually. Finally, I also wish to thank our members for supporting the Association.

Honorary Treasurer  
Dr Jolanta Bernatoniene

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

**Honorary Treasurer**  
**Dr Jolanta Bernatoniene**

*Policies on reserves:*

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to a minimum of 6 months of resources expended. This policy, the Executive Committee feels, would allow the Association to continue the current activities of the charity in the event of a significant drop in funding.

*Funds in deficit:*

There was one fund in deficit which was UNICEF. Funds were received after the year end to put the fund back in credit.

*Principal funding sources and how expenditure has supported the key objectives:*

ViiV Healthcare UK (National Support Camp)  
MAC AIDS Fund (National Support Camp)  
BBC Children in Need England and Wales (Participation and Social Support Projects)  
Pharmaceutical industry (ViiV) (Major sponsorship and CHIVA Annual Conference)  
Gilead (Direct Support work programme)  
Simply Health (South West Social Support project)  
Elton John AIDS Foundation (National Support Camp)  
The MAD Trust (National Support Camp)  
Membership (to general CHIVA funds)

*Investment policy and objectives, including social, ethical, etc.:*

The Executive Committee has considered the most appropriate policy for investing funds and in the current and immediate-past economic climate, preservation of funds has been the main criterion of the committee. CHIVA adopts a low- to no-risk policy. CHIVA funds currently reside in the following account: Special Interest Bearing Current Account at the NatWest Bank, part of the Royal Bank of Scotland, which is mainly owned by the UK Government.

*Availability and adequacy of assets of each of the funds:*

Immediate access to current account.

*Transactions, financial position and changes in fixed assets:*

CHIVA's finances were in a healthy position. CHIVA holds no fixed assets.

*Funds held as Custodian Trustee on behalf of others:*

Not applicable.

*Share capital:*

Not applicable.

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

**Section 6**

**Plans for Future Periods**

To continue to conduct the business of the organisation through its Executive Committee, subcommittees and groups to meet the objectives of the association, and to continue to provide direct support to children and young people with HIV.

**Section 7**

**Sundry items to be disclosed**

*The name of the Chief Executive Officer and other senior staff member(s):*

Chair: Dr Amanda Williams

Honorary Treasurer: Dr Anton Tan (to 27 May 2016) and Dr Jolanta Bernatoniene (from 27 May 2016)

Honorary Secretary: Dr Fiona Thompson

*The members of the Board of Trustees of the Charity during the year ended 31 December 2016:*

Dr Velur Balasubramanian

Dr Alasdair Bamford

Dr Srinivas Bandi

Dr Jolanta Bernatoniene

Dr Tomàs Campbell

Dr Katja Doerholt

Miss Emily Hamblin

Miss Katie Rowson

Dr Fiona Shackley

Dr Anton Tan

Dr Fiona Thompson

Dr Anna Turkova

Dr Amanda Williams

*The members of the Board of Trustees of the Charity at the date of the report:*

Dr Velur Balasubramanian

Dr Alasdair Bamford

Dr Srinivas Bandi

Dr Jolanta Bernatoniene

Dr Tomàs Campbell

Dr Katja Doerholt

Miss Katie Rowson

Dr Fiona Shackley

Dr Fiona Thompson

Dr Anna Turkova

Dr Amanda Williams

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

CHIVA Manager: Amanda Ely

*Statement as to disclosure of information to auditors :*

*Bankers, solicitors, investment advisors, auditors, etc. :*

Bankers:

NatWest Bank, East Finchley Branch, 85 High Road, London N2 8AE

Scottish Widows Bank Plc, 67 Morrison Street, Edinburgh EH3 8YJ (\* Bank account closed November 2016)

Solicitors:

None

Investment advisors:

None

Auditors:

CK Partnership, Chartered Accountants and Registered Auditors, 1 Old Court Mews, 311 Chase Road, London N14 6JS

*Statement of Directors' and Trustees' Responsibilities :*

Trustee declaration:

I declare that:

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

**Children's HIV Association Limited**  
**Executive committee report**  
**for the year ended 31 December 2016**

Competing interest disclosure form is to be completed by all members of CHIVA Executive Committee:

1. CHIVA requires that all members of the Executive Committee must declare all interests and membership of other committees retrospectively on an annual basis, to give protection to individuals working as CHIVA Trustees.
2. Declaration is required at the time of joining CHIVA as a Trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the Executive Committee and then annually thereafter until the conclusion of membership of the Executive Committee.
3. The details given will be retained on a register at the Secretariat.
4. The details given will be made available for examination by all CHIVA Trustees to allow all trustees to attend committee and working group meetings and vote or not vote in a completely transparent manner.
5. Declaration
  - a. Report all relationships with pharmaceutical, diagnostic, or such similar companies involved in HIV-related products. For the purposes of this disclosure, the term 'member' includes the CHIVA member and any spouse/partner/ family member.
  - b. Further information is likely to be requested if any positive responses are given.
  - c. If undisclosed competing interest is later proven, CHIVA will follow Committee on Publication Ethics (COPE) guidelines.
  - d. Pecuniary interests (consultancy work; speaker fees; company shares; grant support; other paid income; and other relevant disclosure) and non-pecuniary interests (trusteeships; committee memberships and directorships of other organisations and companies)
  - e. Have you have done any Child Protection Training and if so, when?
  - f. Have you had a Criminal Records Bureau check and if so, when was this last done?

*CHIVA Executive Committee members at 31 December 2016:*

Dr Velur Balasubramaniam  
Dr Alasdair Bamford  
Dr Srinivas Bandi  
Dr Jolanta Bernatoniene  
Dr Tomàs Campbell  
Dr Katja Doerholt  
Miss Katie Rowson  
Dr Fiona Shackley  
Dr Fiona Thompson  
Dr Anna Turkova  
Dr Amanda Williams

This report was approved by the committee on      March 2017.

Dr Amanda Williams  
Chair

**Childrens HIV Association Limited**  
**Independent auditors' report**  
**to the members of Childrens HIV Association Limited**

We have audited the accounts of Childrens HIV Association Limited for the year ended 31 December 2016 which comprise the Statement of financial activities, the 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), including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

The requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales has also been followed.

This report is made solely to the trustees of the charitable company, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that act. Our audit work has been undertaken so that we might state to the 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 the trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees as directors and auditors**

As explained more fully in the Statement of Trustees' Responsibilities, the charity's trustees who are also the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the accounts 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 the accounts**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate)

**Opinion on the accounts**

In our opinion the accounts:

- give a true and fair view of the charity's incoming resources and application of resources as at 31 December 2016;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the methods and principles required by the Charities Act 2011.

**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 2011 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 accounts; or
- adequate accounting records have not been kept by the charity; or
- the accounts 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.

George Christou  
(Senior Statutory Auditor)  
for and on behalf of  
CK Partnership Limited  
Accountants and Statutory Auditors  
/05/2017

1 Old Court Mews  
311 Chase road  
London  
N14 6JS

**Childrens HIV Association Limited**  
**Statement of financial activities**  
**for the year ended 31 December 2016**

	Unrestricted Funds	Restricted Funds	Totals	
Notes	2016	2016	2016	2015
	£	£	£	£
<b>INCOMING RESOURCES</b>				
Major sponsors	15,040	-	15,040	22,000
Membership fees	3 8,642	-	8,642	8,622
Donations	2,500	-	2,500	2,500
Conference income	9,708	-	9,708	13,377
Chiva projects funds transfer	11,391	-	11,391	12,481
Bank deposit interest received	541	-	541	661
			-	
South West project	-	-	-	19,956
Summer Camp project	-	135,187	135,187	119,567
Children In Need (BBC) project	-	57,338	57,338	57,118
General Core project	-	30,679	30,679	13,021
UNICEF grant	-	7,266	7,266	-
Children In Need (BBC) Wales project	-	8,249	8,249	2,484
Treat Me Like This project	-	-	-	56
HIV Friendly project	-	-	-	60,873
HYPNet project	-	-	-	-
	<u>47,822</u>	<u>238,719</u>	<u>286,541</u>	<u>332,716</u>
<b>RESOURCES EXPENDED</b>				
<b>Restricted Funds:</b>				
Website development project	-	-	-	-
South West project	-	7,506	7,506	2,287
Summer Camp project	-	86,800	86,800	96,248
Children In Need (BBC)	-	50,636	50,636	46,823
General Core project	-	25,163	25,163	22,118
UNICEF project	-	9,669	9,669	6,819
Children In Need (BBC) Wales	-	2,433	2,433	5,893
Treat Me Like This project	-	841	841	8,199
HIV Friendly project	-	-	-	59,093
HYPNet project	-	150	150	454
	<u>-</u>	<u>183,198</u>	<u>183,198</u>	<u>247,934</u>
<b>CHIVA:</b>				
Conference expenditure	29,292	-	29,292	28,160
Journal of Virus Eradication	1,000	-	1,000	1,000
Postage, printing and stationery and sundry	548	-	548	258
Bank charges	4 1,025	-	1,025	834
Insurance	1,557	-	1,557	1,509
Committee meeting expenses	1,117	-	1,117	995
Secretariat costs	29,230	-	29,230	27,480
Website costs	213	-	213	70
Accountancy fees and governance charges	5 9,473	-	9,473	6,199
General Expenses	491	-	491	-
Employee costs	6 28,052	-	28,052	-
Rent	720	-	720	-
Telephone	528	-	528	-
	<u>103,246</u>	<u>-</u>	<u>103,246</u>	<u>66,505</u>
<b>Total resources expended</b>	<u>103,246</u>	<u>183,198</u>	<u>286,444</u>	<u>314,439</u>
<b>NET RESOURCES FOR THE YEAR</b>	<u>(55,424)</u>	<u>55,521</u>	<u>97</u>	<u>18,277</u>
<b>FUND BALANCE BROUGHT FORWARD</b>	79,387	69,944	149,331	131,054
<b>FUND BALANCE CARRIED FORWARD</b>	<u>23,963</u>	<u>125,465</u>	<u>149,428</u>	<u>149,331</u>

**Childrens HIV Association Limited****Registered number:** 06337017**Balance Sheet****as at 31 December 2016**

	<b>Notes</b>	<b>2016</b> <b>£</b>	<b>2015</b> <b>£</b>
<b>Current assets</b>			
Debtors	7	7,171	3,506
Cash at bank and in hand		<u>159,047</u>	<u>148,275</u>
		166,218	151,781
<b>Creditors: amounts falling due within one year</b>			
	8	(16,790)	(2,450)
<b>Net current assets</b>		<u>149,428</u>	<u>149,331</u>
<b>Net assets</b>		<u>149,428</u>	<u>149,331</u>
<b>Reserves</b>			
General reserve - CHIVA		23,963	79,387
<b>Restricted reserve:</b>			
South West project		10,163	17,669
Summer Camp project		68,221	19,834
Children In Need (BBC) project		31,173	24,471
General Core project		6,042	526
UNICEF grant		(2,145)	258
Children In Need (BBC) Wales project		6,858	1,042
Treat Me Like This Project		2,573	3,414
HIV Friendly		880	880
HYPNet		1,700	1,850
		<u>125,465</u>	<u>69,944</u>
<b>Shareholders' funds</b>		<u>149,428</u>	<u>149,331</u>

Dr Amanda Williams

Director

Approved by the board on /05/2017

**Childrens HIV Association Limited**  
**Notes to the Accounts**  
**for the year ended 31 December 2016**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005, (revised June 2008). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

***Turnover***

Revenue grants received are taken to statement of financial activities in the year in which they are applied. Membership subscriptions are accounted for when they are received except in so far as they are received in advance of the renewal date.

***Debtors***

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts.

***Creditors***

Short term creditors are measured at transaction price (which is usually the invoice price).

***Taxation***

The charity is not liable to UK taxation.

**2 Audit information**

These accounts have been audited by CK Partnership Limited. Their audit report is unqualified and is signed on their behalf by George Christou, Senior Statutory Auditor.

**3 Membership fees**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
New and renewed members fees	8,642	8,622
	<u>8,642</u>	<u>8,622</u>

**4 Bank charges**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Bankline monthly fee	1,025	834
	<u>1,025</u>	<u>834</u>

**Childrens HIV Association Limited**  
**Notes to the Accounts**  
**for the year ended 31 December 2016**

<b>5 Accountancy fees and governance charges</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Audit fee	2,200	1,500
Governance charges & annual reports and accounts	7,273	4,699
	<u>9,473</u>	<u>6,199</u>
<b>6 Employee costs</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Salaries and employers NIC	28,052	-
	<u>28,052</u>	<u>-</u>
<b>7 Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Other debtors	7,171	3,506
	<u>7,171</u>	<u>3,506</u>
<b>8 Creditors: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	7,359	-
Other taxes and social security costs	1,200	-
Accruals and deferred income	3,635	2,450
Other creditors	4,596	-
	<u>16,790</u>	<u>2,450</u>
<b>9 General reserve</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
At 1 January 2016	79,387	86,251
Net expenditure for the year	(55,424)	(6,864)
	<u>23,963</u>	<u>79,387</u>

**Childrens HIV Association Limited**  
**Notes to the Accounts**  
**for the year ended 31 December 2016**

**10 Restricted fund balances**

	South West £	Summer Camp £	Children in Need (BBC) £	General/ Core Project £	UNICEF £
Opening balance 1 January 2016	17,669	19,834	24,471	526	258
Receipts during the year	-	135,187	57,338	30,679	7,266
Transfers in/(out)	-	-	-	-	-
Expenditure during the year	(7,506)	(86,800)	(50,636)	(25,163)	(9,669)
Closing balance 31 December 2016	<u>10,163</u>	<u>68,221</u>	<u>31,173</u>	<u>6,042</u>	<u>(2,145)</u>

	Children in Need (BBC) Wales £	Treat Me Like This Project £	HIV Friendly £	HYPNet £	Total £
Opening balance 1 January 2016	1,042	3,414	880	1,850	69,944
Receipts during the year	8,249	-	-	-	238,719
Transfers in/(out)	-	-	-	-	-
Expenditure during the year	(2,433)	(841)	-	(150)	(183,198)
Closing balance 31 December 2016	<u>6,858</u>	<u>2,573</u>	<u>880</u>	<u>1,700</u>	<u>125,465</u>

**11 Liability of members**

The liability of the company is limited by guarantee.

**12 Other information**

Childrens HIV Association Limited is a company limited by guarantee and incorporated in England. Its registered office is:

CHIVA Office  
The Wool Hall  
12 St Thomas Street  
Bristol